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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

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

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

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation\(^1\), age, marital status, veterans' status, genetic information or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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

Susan McKenzie, Superintendent/Special Education Director
Linda Smith, Human Resources
Chrissy Jarvis, Title Director, ELL/TAG Director

---

\(^1\) “Sexual orientation” is defined as an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from the traditionally associated with the individual’s sex at birth.
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GASTON SCHOOL DISTRICT GUIDING STATEMENT

Guiding
All
Students
Towards
Opportunities
Necessary for success

GASTON SCHOOL DISTRICT ESSENTIAL QUESTIONS

1. What do our students need to know?
2. How will they learn it?
3. How will we know if they learn it?
4. What will we do if they haven’t learned it?
5. What will we do if they already know it?

GASTON SCHOOL DISTRICT LONG TERM GOALS

1. Improve facilities to provide a safe, quality-learning environment for staff and students.
2. Support the improvement of teaching and learning to prepare students to meet graduation requirements.
3. Support the growth of Career and Technical Education (CTE) programs for students.
4. Support a positive learning environment and culture within Gaston Schools.

SCHOOL IMPROVEMENT GOALS

1. The superintendent, central office administration and school principals will ensure the use of a process for data-driven improvement planning that includes research-based programs, practice and models for school improvement and student learning.
2. The district will work with schools to provide early and intensive intervention for students not making progress.
3. All educators in the district will differentiate instructions, adapt content and utilize digital tools and resources to create personalized learning opportunities to meet the diverse needs of all students.
### Gaston School District 2019-2020 Calendar

**Guiding All Students Toward Opportunities Necessary for success.**

#### School Starts at 8:10, Ends at 3:00 Elem/3:05 Jr-Sr High
**Pre-School Starts at 8:00, Ends at 11:30**

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#### February 2020

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#### March 2020

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#### April 2020

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#### May 2020

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#### June 2020

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**Note:**
- Total & Monthly Student Days
- New Teacher Orientation
- Orientation 7-12
- Board Adoption
- School Closed
- Staff Inservice/Development

* Check newsletter for updates.
** Calendar subject to change due to school/employee weather and board action.
GASTON SCHOOL DISTRICT BOARD MEETINGS

The posting location of Board meeting notices; Gaston School District Office

The school calendar, including a schedule of contests, events, performances and regular Board meetings is available at the district office and on our website: www.gastonk12.org

STAFF ORGANIZATION

ADMINISTRATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent/Elem Principal</td>
<td>Susy McKenzie</td>
<td><a href="mailto:mckenzies@gastonk12.org">mckenzies@gastonk12.org</a></td>
</tr>
<tr>
<td>Business Manager</td>
<td>Chrissy Jarvis</td>
<td><a href="mailto:jarvisc@gastonk12.org">jarvisc@gastonk12.org</a></td>
</tr>
<tr>
<td>Assistant Business Manager/HR</td>
<td>Linda Smith</td>
<td><a href="mailto:smithl@gastonk12.org">smithl@gastonk12.org</a></td>
</tr>
<tr>
<td>Junior/Senior High School Principal</td>
<td>Summer Catino</td>
<td><a href="mailto:scatino@gastonk12.org">scatino@gastonk12.org</a></td>
</tr>
<tr>
<td>Technology Specialist</td>
<td>Aubrey Jarvis</td>
<td><a href="mailto:jarvisa@gastonk12.org">jarvisa@gastonk12.org</a></td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Tyler Smith</td>
<td><a href="mailto:smitht@gastonk12.org">smitht@gastonk12.org</a></td>
</tr>
<tr>
<td>District Office Secretary</td>
<td>Cassie Hansen</td>
<td><a href="mailto:hansenc@gastonk12.org">hansenc@gastonk12.org</a></td>
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</table>

LICENSED STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>School Psychologist</td>
<td>James Gesicki</td>
<td><a href="mailto:gesickij@gastonk12.org">gesickij@gastonk12.org</a></td>
</tr>
<tr>
<td>Mentor/District Testing Coordinator</td>
<td>Ellen Irish</td>
<td><a href="mailto:irishe@gastonk12.org">irishe@gastonk12.org</a></td>
</tr>
<tr>
<td>District TOSA</td>
<td>Emily Putney</td>
<td><a href="mailto:putneye@gastonk12.org">putneye@gastonk12.org</a></td>
</tr>
<tr>
<td>Jr/Sr High School Counselor</td>
<td>Laura Christensen</td>
<td><a href="mailto:christensenl@gastonk12.org">christensenl@gastonk12.org</a></td>
</tr>
<tr>
<td>Attendance Specialist</td>
<td>Maureen Wilson</td>
<td><a href="mailto:wilsonm@gastonk12.org">wilsonm@gastonk12.org</a></td>
</tr>
<tr>
<td>District Testing Coordinator</td>
<td>Michelle Butler</td>
<td><a href="mailto:butlerm@gastonk12.org">butlerm@gastonk12.org</a></td>
</tr>
<tr>
<td>ELL Coordinator</td>
<td>Ellen Irish</td>
<td><a href="mailto:irishe@gastonk12.org">irishe@gastonk12.org</a></td>
</tr>
<tr>
<td>Elementary Certified Staff</td>
<td>Laurie Gottschalk</td>
<td><a href="mailto:gottschalkl@gastonk12.org">gottschalkl@gastonk12.org</a></td>
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</table>

ELEMENTARY CERTIFIED STAFF

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Linda Beauchaine</td>
<td>Mark Huffman</td>
<td>Allison Ruiz</td>
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<tr>
<td>Laura Christensen</td>
<td>Christi Krause</td>
<td>Kelsey Smith</td>
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<tr>
<td>Brian DeWolf</td>
<td>Dixie Mahmud</td>
<td>Janice Stewart</td>
</tr>
<tr>
<td>Trina Dixon</td>
<td>Melody McMaster</td>
<td>Holly Sutherland-Finch</td>
</tr>
<tr>
<td>Kaileigh Grishaber</td>
<td>Julia Peterson</td>
<td>Cathleen Westcott</td>
</tr>
<tr>
<td>Thea Hiersche</td>
<td>Emily Putney</td>
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### ELEMENTARY CLASSIFIED STAFF

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Michelle Doner</td>
<td>Juana Mejia</td>
<td>Mystie Taber</td>
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<tr>
<td>Sonya Haworth</td>
<td>Jennifer Mortensen</td>
<td>Kelly Thompson</td>
</tr>
<tr>
<td>Lori Hedger</td>
<td>Jill Seibel</td>
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<tr>
<td>Jesus Jimenez</td>
<td>Becca Sheets</td>
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<tr>
<td>Brenda Leach</td>
<td>Casey Silvus</td>
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### JUNIOR/SENIOR HIGH CERTIFIED STAFF

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<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Zachary Cooper</td>
<td>Rich Horton</td>
<td>Madison Senz</td>
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<tr>
<td>Laura Cornils</td>
<td>Michelle Lashley</td>
<td>Wade Sims</td>
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<tr>
<td>Julie Craig-Fore</td>
<td>Joseph Matteson</td>
<td>Holly Sutherland-Finch</td>
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<tr>
<td>Julie Dexter</td>
<td>Aaron Mullerleile</td>
<td>Catherine Thornton</td>
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<tr>
<td>Laurie Gottschalk</td>
<td>Colleen Paola</td>
<td>Nicole Whiteman</td>
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<tr>
<td>Gary Hedin</td>
<td>Karen Peterson</td>
<td>Reeve Woodward</td>
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<tr>
<td>Lee Holscher</td>
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### JUNIOR/SENIOR HIGH CLASSIFIED STAFF

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Kathy Booth</td>
<td>Debbie Mesenbrink</td>
<td>Adrienne Sissoyev</td>
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<tr>
<td>Janet George</td>
<td>Alba Morales</td>
<td>Elaine Spidal</td>
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<tr>
<td>Ammon Knight</td>
<td>Jennifer Oberg</td>
<td>Carla Wall</td>
</tr>
<tr>
<td>Carolyn Lowery</td>
<td>Kristin Sewall</td>
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<tr>
<td>Juana Mejia-Gaona</td>
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GASTON SCHOOL DISTRICT COMMITTEES

GSD SAFETY/WELLNESS COMMITTEE

Melody McMaster
Tyler Smith
Summer Catino
Aaron Mullerleile
Susy McKenzie

CIP COMMITTEE

Mark Huffman
Christie Krause
Christine Riley
Kristin Sewall
Karen Peterson
Ellen Irish
Summer Catino
Laura Christensen
Susy McKenzie
Students/Parents/Community Members
ASSOCIATIONS

The Gaston Educators Association represents the bargaining unit for all licensed staff. Association officers and building representatives are as follows:

- President: Melody McMaster
- Vice President: Aaron Mullerleile
- Secretary: Mark Huffman
- Treasurer: Rich Horton
- Jr/Sr High Building Rep: Karen Peterson
- Elementary Building Rep: Brian DeWolf

The OSEA represents the bargaining unit for all classified staff. Association officers and building representatives are as follows:

- President: Brenda Leach
- Vice President: Jill Seibel
**JR/SR HIGH SCHEDULE – REGULAR**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Period Begins</th>
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<tr>
<td>Period 1</td>
<td>8:10 a.m.</td>
<td>9:01 a.m.</td>
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<td>Period 2</td>
<td>9:05 a.m.</td>
<td>9:56 a.m.</td>
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<td>Extended Break</td>
<td>9:56 a.m.</td>
<td>10:06 a.m.</td>
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<td>Period 3</td>
<td>10:06 a.m.</td>
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<td>Period 4</td>
<td>11:01 a.m.</td>
<td>11:52 a.m.</td>
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<tr>
<td>HS Period 5</td>
<td>11:56 a.m.</td>
<td>12:47 p.m.</td>
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<tr>
<td>Junior High Lunch</td>
<td>11:52 a.m.</td>
<td>12:22 p.m.</td>
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<tr>
<td>JH Period 5</td>
<td>12:26 p.m.</td>
<td>1:17 p.m.</td>
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<tr>
<td>High School Lunch</td>
<td>12:47 p.m.</td>
<td>1:17 p.m.</td>
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<tr>
<td>Period 6</td>
<td>1:21 p.m.</td>
<td>2:11 p.m.</td>
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<tr>
<td>Period 7</td>
<td>2:15 p.m.</td>
<td>3:05 p.m.</td>
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**JR/SR HIGH SCHEDULE – EARLY RELEASE**

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<td>Period 2</td>
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<td>Period 3</td>
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<td>Homeroom</td>
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<td>Period 4</td>
<td>11:00 a.m.</td>
<td>11:42 p.m.</td>
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<tr>
<td>HS Period 5</td>
<td>11:46 a.m.</td>
<td>12:28 p.m.</td>
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<tr>
<td>Junior High Lunch</td>
<td>11:42 a.m.</td>
<td>12:12 p.m.</td>
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<tr>
<td>JH Period 5</td>
<td>12:16 p.m.</td>
<td>12:58 p.m.</td>
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<tr>
<td>High School Lunch</td>
<td>12:28 p.m.</td>
<td>12:58 p.m.</td>
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<td>Period 6</td>
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<td>1:47 p.m.</td>
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<tr>
<td>Period 7</td>
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BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

- Christine Riley, Board Chair
- Clinton Nelson, Vice Chair
- Roger Mesenbrink
- Karen Fordyce
- Jeremy Morgan

BOARD MEETINGS

Regular Board meetings are held on the second Thursday of each month in the District Office conference room. Meetings begin at 6:00 p.m. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

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

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

2019-20 BOARD MEETING SCHEDULE

<table>
<thead>
<tr>
<th>August 8, 2019</th>
<th>November 14, 2019</th>
<th>February 13, 2020</th>
<th>May 14, 2020</th>
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<tr>
<td>September 12, 2019</td>
<td>December 12, 2019</td>
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<td>October 10, 2019</td>
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BUILDINGS

ADMISSION TO DISTRICT EXTRA-CURRICULAR ACTIVITIES

Staff members designated by the principal with responsibility at extracurricular activities are admitted free of charge. All other staff members attending district extracurricular activities are assessed the uniform district admission rate, as established by the Board.

ANIMALS IN DISTRICT FACILITIES

The district recognizes that under the proper conditions animals can be an effective teaching aid. In order to protect both children and animals the following guidelines are adopted for use in all facilities in the district:

1. Permission must be obtained from the principal before animals are brought into the facility.
2. The only animals allowed to be housed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. All animals must be in good physical condition and vaccinated against transmittable diseases.
4. Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
5. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents contact with fecal matter.
6. No animals are to be allowed to run freely in the classrooms, food areas or activity areas.
7. No poisonous animals shall be brought into the school.

The principal shall be advised of any animals to be housed in the classroom. At the principal’s discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal’s presence; (2) the ability of the teacher to control the animal; and (3) the past practice in the classroom.

Permission is to be obtained from the principal before animals are brought into the school. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

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

Animals may not be transported on a school bus except as permitted by MidCo.

Animals serving persons with disabilities would be an exception to this policy.
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.

Staff is 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.

Exterior doors must remain locked and closed at all times during school hours, except for exits and entrances into the building.

COMMUNITY USE OF BUILDINGS

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. Contact the building secretaries for building use applications or see Forms Appendix.

As classrooms may be scheduled outside regular building hours, all staff are encouraged to leave their rooms in order, and to secure personal items. The district is not responsible for personal items left on district property.

CONFERENCE AFFILIATION

The district’s high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Northwest League with schools comprised of comparable enrollments and activity programs.

High School Athletic Director: Gary Hedin
Jr Hi/Assistant Athletic Director: Nicole Whiteman


The high school participates in the following OSAA-recognized activities: football, volleyball, boys and girls basketball, track, baseball, OHSET, softball, band, choir and student council.

DISTRICT OFFICE HOURS

The district office is open weekdays, between the hours of 8:00 a.m. and 4:00 p.m. during the school year.

During the summer months, the office is open during regular business hours Monday – Thursday only, unless otherwise noted.
**SCHOOL BUILDING HOURS**

The school buildings are accessible to staff weekdays, during the course of the school year between the hours of 7:30 a.m. and 4:00 p.m. Staff members requiring access at other times, including weekends may do so by contacting their building principal for key checkout procedures.

During summer and other times when school is not in session, the buildings could be closed at any time for extensive cleaning and maintenance. Please plan ahead and notify either the building Principal or the Facilities Manager if you need access to the building during non-school days.

**SAFETY COMMITTEE**

A centralized safety committee has been established to help implement the district’s safety program and as a part of any ongoing effort to help ensure the safety and health of student, staff and others while on district property.

The centralized safety committee meets monthly and conducts workplace safety inspections monthly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.
STAFF OPERATIONS

ABSENCES

Staff members unable to report to work for any reason must request a substitute through the ESS / Source 4 Teachers system as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

Use of personal day(s) and professional day(s) must be pre-approved by the building principal in writing and documentation must be attached to the staff member’s time card.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should request a substitute through ESS and contact their school principal by 2:00 p.m.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through your school principal only. Final decisions regarding substitute use or nonuse will be made by the district. Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the principal.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established board policy and federal and state law. A staff member with no remaining paid leave time must notify and get approval from the building principal and attach the communication to their time card.

ABUSE OF A CHILD REPORTING

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

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

Written documentation of this report must be completed and submitted to the principal or superintendent. Forms are available in the office and in the Forms Appendix.

Oregon law recognizes these types of abuse:
1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.
Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

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

Intentionally making a false report of abuse of a child is a Class A violation.

**BREAKS**

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work 4 or more consecutive hours are entitled to one 10 minute break. Those working 8 hour days are entitled to two 10 minute breaks.

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

**CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.

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

Certain district-owned equipment may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

**CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office, whenever the sum accumulated in any one day by a class, staff member or others exceeds $25. 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.
CHECK OUT

Workday Checkout

Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the 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 out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

Year-end Checkout

The building secretary will collect all staff keys/FOBS unless assigned duties required continued access.

All staff will complete the checkout procedures given to them by the building principal or secretary.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

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

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

COMPUTER USE

Staff may be permitted to use the district’s electronic communications system for personal use, in addition to official district business, consistent with board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of district-owned computers including internet and email access by employees, is prohibited during the employee’s work hours. Additionally, 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.

Staff who violate board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.
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, school administrators may routinely review user files and communications.

Files and other information, including email, 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 to have that use 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 email systems.

**CONTRACTS AND COMPENSATION**

Contracts will be issued for all licensed district employees. Contract teachers are employed pursuant to two-year employment contracts. “Contract teacher” means any teacher who has been regularly employed by a school district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

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

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

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

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

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

Notice will be given to staff in compliance with rules of the insurance carrier and current relevant collective bargaining agreement regarding domestic partner benefits.
All newly licensed or registered educators are required to submit to a nationwide criminal records check including 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 three years.

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired are required to submit to a nationwide criminal records check including fingerprinting as required by board policy and Oregon law.

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

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students will submit to a nationwide criminal background check.

Fees for individuals subject to the checks including fingerprinting, including nonlicensed applicants, shall be paid by the individual.

All newly licensed or registered educators and those applying for reinstatement of a license or registration 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 TSPC.

The district’s use of criminal history must be relevant to the specific requirements of the position, services or employment.

The following procedures will be used for all newly hired employees subject to criminal records checks including fingerprinting:

**Processing/Reporting**

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, they are responsible to report to an authorized fingerprinter as directed by the district. Please see the district HR Manager for information on authorized fingerprinting locations.
3. Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will notify the district of said results and any subject individual it believes has knowingly made a false statement as to conviction of a crime prohibiting employment or contract.
5. A copy of the form will be kept by the district.

**Termination of Employment or Withdrawal of Employment/Contract Offer**

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and
employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:
   a. Refusal to consent to a criminal records check and/or fingerprinting; or
   b. Notification by the Superintendent of Public Instruction, designee, or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with state law will be terminated from employment or contract status, or withdrawal of employment or contract will be made by the superintendent upon notification from the superintendent or a designee that the employee has knowingly made a false statement as to the conviction of any crime.

3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

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

Appeals
All appeals regarding a determination which prevents their employment or eligibility to contract with the district will be directed to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by ODE.

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE

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

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

No district employee shall knowingly sell, market, or distribute steroid or performance enhancing substances to kindergarten through grade 12 students with whom the employee has contact as part of employee’s district duties; or knowingly endorse or suggest the use of such substances.
Each employee who is engaged in work related to a direct federal grant or contract, shall notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplaces, as defined above, no later than five days after such conviction.

Each district employee must abide by the terms of this district drug-free workplace policy.

Each employee who is engaged in work related to a direct federal grant or contract, shall abide by the terms of this district policy establishing a drug-free workplace.

An employee who violates the terms of this policy shall be subject to discipline up to and including dismissal. The district may require that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to satisfactorily participate in such program, employment may be suspended, their contract non-renewed or non-extended or they may be dismissed at the discretion of the board.

**EMPLOYEE ASSISTANCE PROGRAM**

Employee Assistance Program (EAP), through OEBB, includes: counseling, work-life balance, and wellness resources. Information is available through the district office, [http://www.MyRBH.com](http://www.MyRBH.com) (access code: OEBB), or by calling 1-866-750-1327.

**EVALUATION OF STAFF**

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

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

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

Licensed staff evaluations shall be customized based on collaborative effort and include the core teaching standards adopted by the Oregon State Board of Education. Evaluations will be based upon multiple evaluation methods that use multiple measures to evaluate.

Classified staff will be formally evaluated at least twice during their first year of employment with the district and annually thereafter.
Copies of the district’s evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

**FAIR LABOR STANDARDS ACT**

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

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

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

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

1. What constitutes normal working hours;
2. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
3. That employee timesheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
4. That a written corrective statement be given to employees not complying with established procedures.

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

If funds are available, overtime will be compensated at not less than one and one-half times the employee’s rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed.

**FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA) MILITARY FAMILY LEAVE ACT (MFLA)/OREGON MILITARY FAMILY LEAVE ACT (OMFLA)**

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

The district will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act of 2009, and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.
Contact Linda Smith for additional information regarding OFLA/FMLA/OMFLA/MFLA, length of leave, intermittent leave and alternative duty under state and federal law and provisions governing family members eligible for FMLA or OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the district office 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 workweek 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.

Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district’s method of calculating the 12-month period for leave.

**PAID/UNPAID LEAVE**

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact HR for information regarding accessing any accrued paid leave for a qualifying event.

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 subsequent payday.

**APPLICATION**

Staff members requesting FMLA and/or OFLA leave shall submit to the district a written request (See Board policy GCBDA/GDBDA-AR for application) 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 notice. Therefore, the staff member may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted within three working days of the employee’s return to work.

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

MEDICAL CERTIFICATION

If the staff member provides 30 or more days’ notice when applying for FMLA and/or OFLA leave, they may 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, they are required to submit such medical certification no later than 15 calendar days after receipt of the district’s notification that medical certification is required.

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

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

If the leave is for the purpose of an employee’s own serious health condition, they may also be required to 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 will pay the cost of the medical certification not covered by insurance or other benefit plans.
CONTINUATION OF HEALTH INSURANCE BENEFITS

Under federal law, 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.

RETURN TO WORK

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

GRIEVANCES

See collective bargaining agreement regarding grievances.

HBV*/BLOODBORNE PATHOGENS TRAINING AND IMMUNIZATION

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

1. At the time of initial assignment of 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 and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the principal. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

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

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

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

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

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

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

**IDENTIFICATION BADGES**

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

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

The district will not disclose a duplicate of the photography used on the badge or card.
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 would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant*** following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district’s standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or
bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;

13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurring blood;

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

* HBV – Hepatitis B Virus
** HIV – Human Immunodeficiency Virus
*** Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

INJURY/ILLNESS REPORTS

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, 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 supervisor immediately.

Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the supervisor within 24 hours or the next scheduled district workday, as appropriate.

In the event or a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the safety officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated pre-existing condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

The superintendent may, at any time, declare district property with values less than $500 as surplus and authorize its disposal. Disposal of property with residual values greater than $500 will have board approval. Refer to board policy DN.
Check-out procedures include taking classroom inventory. Building secretaries will provide information on inventory.

JOB SHARING

The district may consider a request for job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being part-time.

Job sharing requests are considered on an individual basis and subject to superintendent approval. All job share requests are to be made in writing and filed with the building principal by March 15th each year. Guidelines are available in the collective bargaining agreement.

KEYS/FOBS

Keys/FOBS are issued to staff by the building secretary. 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/FOBS are not to be left unattended. Avoid leaving keys/FOBS on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys/FOBS may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.;
4. Lost or stolen keys/FOBS must be reported to the principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys/FOBS before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s)/FOB and submission of assessed fees, replacement keys/FOBS will be issued within 72 hours;
6. Charges for lost or stolen keys/FOB will be made to the staff member to whom the key(s)/FOB has been issued, in the following amounts:
   a. Room or other keys – $10;
   b. Master key – $45;
   c. Maximum charge – $60;
   d. FOB charge – $5.
7. Keys/FOB may be kept by staff during the summer to accommodate building access unless otherwise noted.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.
Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known and accessible to the principal and main office. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the principal.

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

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

In case of sudden unforeseen emergency where the teacher will not be able to prepare a lesson plan, an emergency lesson plan for one day with materials and notes will be stored in the office and updated quarterly with seating/enrollment information.

**LICENSE REQUIREMENTS**

The district requires licensed staff to submit copies of all license endorsements to the superintendent’s office. This verification includes all license endorsements. It is the responsibility of each licensed staff member to keep their license and all endorsements current and to submit them to the superintendent’s office.

Teachers are cautioned that failure to maintain licensure and endorsements may invalidate their contract with the district.

**MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

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

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

**MOTHER FRIENDLY WORKPLACE**

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

A 30 minute, unpaid rest period to express milk or breast-feed during each 4-hour work period, or the major part of a 4-hour work period, can be taken by the employee approximately in the middle of the work period. Board policy GBDA.

Unless otherwise arranged with a building administrator, the following locations have been identified in each facility for milk expression and/or feeding:

1. Elementary Building: The health room may be utilized
2. Jr/Sr High: The female coach’s room
3. Commons Building: The conference room (with necessary scheduling)

**PARTICIPATION IN POLITICAL ACTIVITIES**

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

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

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

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

**PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

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 which may be established by the superintendent. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of the students.
A “personal electronic device” is a device not issued by the district and is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

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

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

Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school related matters is prohibited during working hours and strongly discouraged at all other times. If communication with students electronically regarding school-related matters, staff should use district email using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. 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.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public websites and blogs, while on or off duty, which disrupts the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

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

The district is not liable for lost, stolen or damaged personal property on district property.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. A staff member’s personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher’s personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers’ compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of their personnel file on any day the district office is open for business;
2. Others designated 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 or the personnel office;
8. Attorneys for the district or the district’s designated representative on matters of district business;
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record;
10. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a district shall provide the records of investigations of suspected abuse of a child by a district employee.

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

Planning time for certified staff is designated as that time before and after school and as stated below:

1. Jr./Sr. High Level: Full-time members shall have one class period per day as a preparation period, during which they shall not be assigned to any other duties. The length of each preparation time shall not be less than the length of a normal teaching period.
2. Elementary Level Day and Planning Time: During the scheduled pull-out times, elementary members shall have at least 45 minutes of uninterrupted preparation time per day and one fifteen minute recess break per day.

PROGRESS REPORTS

Teachers are expected to report quarterly to parents and students regarding their students’ progress toward achieving the academic content standards. Progress reports are issued mid-way through the first, second, third and fourth quarter grading periods. Parents/guardians will also receive reports on their students’ absences.

Mid Term Progress Report Dates for 2019-2020:
1st Quarter: October 1st
2nd Quarter: December 14th
3rd Quarter: March 4th
4th Quarter: May 11th

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

Staff that teach grades 5-8 will not assign a “D” or “F” without notifying the student and the parent/guardians of academic deficiencies.

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member’s civil rights.
Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the superintendent.

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

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

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

RESEARCH/COPYRIGHTS AND PATENTS

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

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

RESIGNATION OF STAFF

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.

RETIREMENT

SEXUAL CONDUCT (REPORTING REQUIREMENTS)

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

“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.
Any district/school employee, contractor or agent of the district who has reasonable cause to believe that another district/school employee, contractor, volunteer, or agent of the district has engaged in sexual conduct with a student must immediately notify their supervisor (Board policy JHFF, JHFF-AR1, JHFF-AR2).

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. When the district receives a report of suspected sexual conduct by a contractor or agent of the district, the district may decide to suspend services of that contractor or place the agent in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An “investigation” is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee, the contractor, the agent of the district, or the student who is the subject of the report. If the subject of the report is a district employee, represented by a contract or collective bargaining agreement, 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, district contractor, or agent of the district that the report has been substantiated and provide information regarding the appeal process. The employee, district contractor, or district agent may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. A “substantiated report” means a report of abuse or sexual conduct that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file, or student’s education record, and in the administrative file for the contractor or agent of the district.

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

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

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee, contractor, or agent of the district in good faith, the student will not be disciplined by the Board or any district employee.
The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees, contractors, or agents of the district at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

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

**SEXUAL HARASSMENT**

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of or by staff members, students, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation, or at any official bus stop, Board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited and shall not be tolerated in the district.

“District” includes district facilities, district premises and nondistrict property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the jurisdiction of the district or where staff members are engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff members, or third parties shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with a staff member’s ability to perform job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Principals, the compliance officer, and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.
Upon receipt of a complaint by a student, student’s parents, staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or the student’s parents, staff member, or third party who initiated the complaint shall be notified that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

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

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

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

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. The district’s policy shall be posted on a sign in all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size. See more in board policy GBN/JBA.

STAFF CONDUCT

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

Additionally, all 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 (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices 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 ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
   b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

Definitions
The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:
1. "Administrator" means any supervisory educator who holds a valid Oregon administrative license or registration.
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered person, who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.
5. "Sexual contact" contact includes:
   a. The intentional touching of the breast or sexual or other intimate parts of a student;
   b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;
   c. Sexual advances or requests for sexual favors directed toward a student;
   d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment; or
   e. Verbal or physical conduct which has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual harassment" means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
   Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
   Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
   Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.
7. "Teacher" means any person who holds a teacher’s license as provided in ORS 342.125.

The Competent Educator
The teacher demonstrates a commitment to:
1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment.
Curriculum and Instruction
The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

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

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

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

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

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

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

The competent teacher demonstrates:
1. Willingness to be flexible in cooperatively working with others;
2. Skill in communicating with students, staff, parents and other patrons.
The Ethical Educator
The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the district and the profession.

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

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

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

STAFF DEVELOPMENT

In order to strengthen and refine professional skills of district personnel, the superintendent or a designee, will develop a staff development program for all employees.

District site council will be encouraged to participate in the development and implementation of the district’s staff development plan including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate, reasonable accommodations to ensure such programs are available to employees with disabilities.
Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee’s supervisor, who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent [or designee], on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form. Board Policy GCL/GDL.

**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. Staff are to be role models for students and their dress and grooming should exceed the standards set forth in the student handbook for dress and grooming.

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

**STAFF ETHICS**

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

This means that:

1. Employees, relatives or members of the district employee's household shall not use the employee’s position to obtain financial gain or avoidance of financial detriment from students, parents or other staff;

2. Any device, publication or any other item developed during the staff member's paid time shall be district property;

3. Employees shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;

4. No district employee may serve as a Board or budget committee member in the district.

5. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities;

6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

District facilities, equipment or materials may not be used in performing outside work.
In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, is available online on the district website – www.gastonk12.org. Please see the District Facilities Manager for more information.

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

In active construction zones staff must have contractor permission to enter and must wear all required Personal Protective Equipment (PPE) while in construction areas.

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 or serve on school and/or district committees 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 principal for additional information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS

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

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

Noncustodial parents will not be granted visitation or telephone access to their student during the school day unless a signed agreement has been submitted to the school by the parent having sole custody of the child/children.

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

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

**STAFF ROOM**

A staff room is provided to staff use during break, lunch and preparation periods, as may be appropriate. All staff are expected to “pitch in” as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students, volunteers and visitors are not permitted in the staff room without administrative permission.

Staff resource library is located in the staff room for junior/senior high and in the staff room at the elementary. Check out is on the honor system and books should be returned within a reasonable time frame.

**SUPERVISION OF STUDENTS**

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

All teachers are expected to be in their classrooms prior to the arrival of students. During transitions, staff are expected to be in the halls or common areas actively assisting with supervision of students.

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

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

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

**TEACHING ABOUT RELIGION**

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

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

**TUTORING**

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

**UNMANNED AIRCRAFT SYSTEM (DRONE)**

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

Any employee, volunteer or representative of the district operating an unmanned aircraft system shall do so in accordance with Board policy, all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations.

A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with OSAA policies.

District staff teaching a class that allows use of a UAS may provide limited assistance to a student operating a UAS, provided the student maintains operational control of the model aircraft such that the staff member’s manipulation of the model aircraft’s controls is incidental and secondary to the student’s. The staff member’s de minimis participation must be limited to the student’s operation of the UAS as part of the course. District employees will work with administrators to ensure that proper insurance, registration with both FAA and ODA, report to ODA and authorization are in place prior to adoption of curriculum that allows operation of a UAS.

**USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The Board discourages the use of private vehicles for district business, including transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.
A student will be allowed to perform district business their own vehicle. Any student so authorized must obtain prior written approval from the designated district official.

**VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are posted via email to all staff at least 24 hours prior to opening the position publicly. All certified and classified staff that are qualified and put in for transfers will be granted an interview for the position. Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

**DISTRICT INFORMATION**

**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 they may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

Although no community member will be denied the right to petition the Board for redress of a concern, complaint or grievance, the complaint shall be referred through the proper administrative channels for resolution before investigation or action by the Board. Exceptions are complaints that concern the superintendent or Board actions or operations. Refer to Board policy KL-AR for specific procedures and timelines.

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

**STAFF COMPLAINTS**

The superintendent or designee will develop a complaint procedure which will be available for all employees who believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations. A mismanagement, gross waste of funds or abuse of authority, or believe there is evidence that the district
created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies. Board policy GBM.

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

Complaints against the principal may be filed with the superintendent. If the staff complaint is against the superintendent the complaint should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to the Board vice chair.

If a complaint alleges a violation of state standards and is not resolved at the local level, then the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent of Public Instruction as outlined in Oregon Administrative Rules (OAR) 581-022-1940.

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

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

CONFERENCES

Planned conferences between teachers and parents are essential to the district’s efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled each fall.

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

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

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.
Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” guidelines are as follows:

**PRINTED MATERIALS**

I. **Permissible uses – district employees may:**
   a. Make a single copy of the following for use in teaching or in preparation to teach a class:
      i. A chapter from a book;
      ii. An article from a periodical or newspaper;
      iii. A short story, short essay or short poem, whether or not from a collective work;
      iv. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
   b. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
      i. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
      ii. A complete article, story or essay of less than 2,500 words;
      iii. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
      iv. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
      v. An excerpt from a children’s book containing up to 10 percent of the words found in the text.

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

III. **Prohibited uses – district employees may not:**
   a. Copy more than one work or two excerpts from a single author during one class term;
   b. Copy more than three works from a collective work or periodical volume during one class term;
   c. Copy more than nine sets of multiple copies for distribution to students in one class term;
   d. Copy to create or replace or substitute for anthologies or collective works;
   e. Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
   f. Copy the same work from term to term;
   g. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

IV. All sound recordings, including phonograph records, audiotapes, compact discs and laserdiscs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
I. Permissible uses – district employees may:
   a. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
   b. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement or aria, but in no case no more than 10 percent of the whole work;
   c. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
   d. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
   e. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
   f. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
   g. Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

II. Prohibited uses – district employees may not:
   a. Copy to create or replace or substitute for anthologies, compilations or collective works;
   b. Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests and answer sheets;
   c. Copy for the purpose of performance, except as noted above (Printed Materials I) in emergencies;
   d. Copy to substitute for purchase of music except as noted above (Printed Materials I, II and III);
   e. Copy without inclusion of the copyright notice on the copy;
   f. Downloading/file sharing of music from the internet that was originally intended for sale.

TELEVISION OFF-THE-AIR RECORDING

I. Permissible uses – district employees may:
   a. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.

   A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

   Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately.
Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Video Recording form to the library/media supervisor for each program video recorded. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

b. Retain video recordings of commercial programs only with written approval of appropriate copyright holders;

c. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;

d. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;

e. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;

f. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;

g. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

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

II. Prohibited uses – district employees may not:

a. Record off-air programs in anticipation of an educator’s requests;

b. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;

c. Use the recording for instruction after 45 consecutive calendar days;

d. Hold the recording for weeks or indefinitely because:
   i. Units needing the program concepts are not taught within the 45-day use period;
   ii. An interruption or technical program delayed its use; or
   iii. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.

e. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;

f. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;

g. Exchange program(s) with other schools in the district or other school districts without the approval of the library/media supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;

h. Use the recording for public or commercial viewing;

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

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

RENTAL, PURCHASE AND USE OF VIDEO RECORDINGS

I. Permissible uses – district employees may:
   a. Use purchased or rented video recordings such as feature films as part of a systematic
course of instruction, in accordance with district policy. Such use shall be for direct
instruction and must take place in a classroom or similar area devoted to instruction;
b. Use only rented lawfully-made video recordings;
c. Arrange for the local school to transmit video recordings over their closes circuit television
for direct instruction;
d. Use off-air video recordings made at home for classroom instruction and only in
accordance with television off-air guidelines and district policy.

II. Prohibited uses – district employees may not:
   a. Use rented or purchased video recordings where a written contract specifically prohibits
such use in the classroom or direct teaching situation;
b. Use rented or purchased video recordings such as feature films for assemblies, fund raising,
entertainment or other applications outside the scope of direct instruction without public
performance rights.

COMPUTER SOFTWARE

I. Permissible uses – district employees may:
   a. Make a copy of an original computer program for the purpose of maintaining the
availability of the program should it be damaged during use. Either the copy or the original
may be retained in archives. Only one, either the original or the copy, may be used at any
one time;
b. Make a copy of a program as an essential step in using the computer program as long as it
is used in conjunction with the machine and in no other manner;
c. Make a new copy from the archival program in the event that the program in use is
damaged or destroyed;
d. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with
the original copy of the program provides its use is permitted (not excluded) by the terms
of the sales agreement;
e. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software
manufacturer;
f. Load a software program from a single disk into a distribution network or to individual
stand-alone computers for simultaneous use when the distribution network is only
accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
g. Adapt a copyrighted program from one language to another for which it is not
commercially available or add features to a program to better meet local needs.

II. Prohibited uses – district employees may not:
   a. Load the contents of one disk into multiple computers at the same time in the absence of a
license permitting the user to do so;
b. Load the contents of one disk into local network or disk-sharing systems in the absence of a
license permitting the user to do so;
c. Make or use illegal copies of copyrighted programs on district equipment;
d. Allow any student to surreptitiously or illegally duplicate computer software or access any
database or electronic bulletin board;
e. Make copies of software provided by a software publisher for preview or approval;
f. Make multiple copies of copyrighted software (or a locally-produced adaptation or
modification) even for use within the school or district;
g. Make replacement copies from an archival or back-up copy;
h. Make copies of copyrighted software (or a locally-produced adaptation or modification) to
be sold, leased, loaned, transmitted or even given away to other users;
i. Make multiple copies of the printed documentation that accompanies copyrighted
software.

III. With permission from the copyright holder, prohibitions may be significantly modified or
removed altogether.

REPRODUCTION OF WORKS FOR LIBRARIES/MEDIA CENTERS

I. Permissible uses – district employees may:
   a. Arrange for interlibrary loans of photocopies of works requested by users, provided that
copying is not done to substitute for a subscription to or purchase of a work;
b. Make for a requesting entity, within any calendar year, five copies of any article or articles
published in a given periodical with the last five years prior to the date of the request for
the material;
c. Make single copies of articles or sound recordings or excerpts of longer works for a student
making a request, provided the material becomes the property of the student for private
study, scholarship or research;
d. Make a copy of an unpublished work for purposes of preservation, of a published work to
replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
e. Make off-the-air recordings of daily television news broadcasts for limited distribution to
researchers and scholars for research purposes;
f. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or
other audiovisual work if the current copy owned by the library/media center is damaged,
deteriorated, lost or stolen; and it has been determined that an unused copy cannot be
obtained at a fair price.

II. Prohibited uses – district employees may not:
   a. Make copies for students if there is reason to suspect that the students have been
instructed to obtain copies individually;
b. Copy without including a notice of copyright on the reproduced material.

PERFORMANCES

I. Permissible uses – district employees must contact the copyright holder in writing for permission
whenever copyrighted works such as plays and musical numbers are to be performed. This is
particularly important if admission is to be charged or recordings of the performance are to be
sold.
VIOLATIONS

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

CURRICULUM

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students.

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

Deviations from established curriculum, textbooks and instructional materials are permitted with principal approval. Teachers with questions should contact the principal.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

DAILY BULLETIN/ANNOUNCEMENTS/EMAIL

Elementary School

Daily announcements are read immediately following the tardy bell each day to help keep students informed about district and school activities and to help promote the school’s effort to recognize the accomplishments of staff and students.

Staff may place an announcement in the daily announcements by writing their message in the announcement notebook in the main office no later than 8:00 a.m., the day of the announcement. Announcements generally are not run more than one day unless as otherwise requested.

Junior/Senior High School

A daily bulletin is prepared by office staff and posted onto the district website by 9:30 a.m. each morning, as well as sent out via email to the building staff members. The announcements are read aloud over the building intercom every morning typically about 9:12 a.m. This allows students to stay informed about school and district activities as well as recognize the daily PAWS winners and recognize student’s birthdays.

Staff and community members may place an announcement in the daily bulletin by emailing Jennifer Oberg at obergi@gastonk12.org or completing the appropriate form located in the high school office and returning it to the office by 2 p.m. the day prior. Announcements generally run for three days unless otherwise requested.
EMERGENCY CLOSURES

The superintendent is authorized to close schools or to dismiss them early in hazardous weather and/or other extraordinary circumstances which in the superintendent’s opinion pose a danger to the health or safety of students and employees. Board policy EBCD.

An automated call will be made to all staff for use in the event of delayed openings or school closures. Additionally, television stations regularly report delayed openings and school closures.

Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days. Whenever student attendance is not required due to an emergency closure, employee attendance shall not be required and no loss of pay will result. Staff will be asked by May 1st of the current fiscal year, how they wish to make-up any inclement weather day which are not scheduled as student make-up days. Staff may decide individually how to make up days through the use of paid time off (PTO), sick leave, or arranged make-up time.

EMERGENCY PROCEDURES AND DISASTER PLANS

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

Copies of the emergency procedures plan will be available in the school office and in every classroom.

FUNDRAISING

In-School Organization

Fundraising activities shall be under the supervision of the principal and shall conform to the following provisions:

1. All student clubs, classes or other organized student groups planning to solicit funds from fellow students or from the community for the purpose of financing trips or other student activities must receive written approval from the principal for such soliciting in advance.
2. A plan of action including a fundraising proposal must be submitted to the principal and student council for suggestions and approval prior to any attempt at soliciting funds.
   a. Forms will be available in the principal’s office.
   b. No fundraising project shall be conducted longer than seven calendar days (except at the discretion of the principal).
   c. Principals shall coordinate fundraising projects so that no two similar projects run simultaneously.
   d. Funds raised through drives shall be used for school related activities.

All plans for soliciting funds must also have received prior approval as follows:

1. Soliciting both on- and off-school grounds must be with principal’s written approval;
2. Soliciting for out of state trips or overnight trips must be with written approval by the Board.
All students who engage in the solicitation of community funds must carry proper identification:

1. Name of student;
2. Name of school;
3. Name of organization and purpose of fund raising project;
4. Written authorization from principal.

In sales of merchandise at all levels, parental permission to participate must be obtained. Permission slips shall clearly state that no student should feel obligated to participate.

There will be no classroom time used to discuss products by outsiders except at the discretion of the principal.

All monies generated by in-school student organizations will be handled through their student activities account subject to acceptable accounting procedures. All monies generated must be turned into the office for proper reporting and should never be left unattended in a classroom for any length of time.

Any exception to this procedure statement must be approved by the superintendent in advance.

**Fundraising for Recognized Outside School Organizations**

All funds raised by recognized outside organizations through the direct use of students as sales agents must devote those funds to the direct benefit of the students. These organizations are restricted to using student sales agents once during a school year at the discretion of the principal.

Fundraising for recognized outside school organizations will follow the same guidelines as in-school student organizations when they are using students as agents.

Organizations using school facilities to raise money shall abide by the following:

1. Purpose of fundraising shall be made known to principal and persons from whom money is being raised;
2. Money shall not be used for personal gain or benefit;
3. Organizations shall make available suitable accounting information required by principal;
4. Organizations may utilize school staff for incidental use if raising money for school related activities.

Any exceptions to this procedural statement must be approved by the superintendent in advance.

**Procedure for Recognition by the District**

In order for an organization to be recognized by the district and subsequently authorized to raise funds on campus or with students, the following shall be provided to the district:

1. A list of the organization’s officers: a. President; b. Treasurer (cannot be the president or other officer).
2. Statement of the purpose and/or goal of the organization;
3. The procedure the organization will utilize for gathering and expending funds;
4. Person(s) authorized to request funds and the process involved.

**Penalty/Relief**
Organizations failing to comply with this policy shall be banned from fundraising involving students or district resources;

As with all Board policies, persons who feel that they have a special circumstance may request a hearing before the Board. Such requests shall be in writing and submitted to the district office at least 48 hours prior to the next regular Board meeting.

**GIFTS AND SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as $50 or more from a single source in a single year.

No staff member may solicit funds in the name of the school or district through the use of, but not limited to, internet based or crowd funding types of fund raising, without the approval of the Superintendent.

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

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

**GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

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

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

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

Prior to their participation, guest speakers are to be informed of the following regulations:
1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco products and/or Inhalant Delivery System use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Any curriculum guidelines which address controversial subject matter (e.g., religion, sexuality education, evolution).

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

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

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

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

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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 collective bargaining agreements and Board policy on the use of school facilities and current postal regulations.

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

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

MATERIALS DISTRIBUTION

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home shall be submitted to the school administration. Materials and the proposed method of distribution shall be subject to review.
PARENTAL RIGHTS/SURVEYS

The Board recognizes the importance of promoting parental input in decision making related to their student’s health and general well-being; in determining district and student needs for educational services; and in program development and district operations. To assist the district in this effort, and in accordance with the Every Student Succeeds Act of 2015 (ESSA), the district affirms the right of parents, upon request, to inspect:

1. A survey created by a third party before the survey is administered or distributed by the district to a student, including any district survey containing “covered survey items” as defined by ESSA;

2. Any instructional material used by the district as part of the educational curriculum for the student;

3. Any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.

As provided by law, parents of district students will also, upon request, be permitted to excuse their student from “covered activities” as defined by ESSA. The rights provided to parents under this policy, transfer to the student when the student turns 18 years of age, or is an emancipated minor under applicable state law.

The superintendent will ensure that activities requiring parental notification are provided as required by law and that reasonable notice of the adoption or continued use of this policy is provided to parents of students enrolled in district schools. The input of parents will be encouraged in the development, adoption and any subsequent revision of this policy. The superintendent shall develop administrative regulations to implement this policy, including provisions as may be necessary to ensure appropriate notification to parents of their rights under federal law and district procedures to request review of covered materials, excuse a student from participating in covered activities and protect student privacy in the event of administration or distribution of a survey to a student.

PARKING/TRAFFIC CONTROLS

All staff must carefully park in the parking lot as to avoid pedestrians and other vehicles. All staff must use safe and marked walking paths.

PHONES

Local personal phone calls made during working hours from district phones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Personal long distance calls may not be made on district phones, even if staff offers to reimburse the district for such charges. If it becomes necessary to make personal long distance calls while at work, such calls must be made with the staff member’s personal cell phone or calling card.

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 policy and consistent with any additional school rules as may be
established by the superintendent. At no time will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

**PURCHASE ORDERS**

No purchase will be authorized unless covered by an approved purchase order or prior administrative approval. No bills will be approved for payment unless purchases were made on approved purchase orders or have prior administrative approval.

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office or see appendix.

No Board member, officer, employee or agent of this district shall use or attempt to use their official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated.

Staff that purchases items without prior approval may not be reimbursed.

**SPECIAL INTEREST MATERIALS**

Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

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

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

The Board recognizes its responsibility to promote the health, welfare and safety of students, staff and others on district property and at school-sponsored activities. The Board establishes a school and working environment that is free of smoke, aerosols and vapors containing inhalants. Student possession, use, distribution or sale of tobacco products or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district premises, at school-sponsored activities on or off district premises, in district-owned, rented or leased vehicles, on all district grounds, including parking lots or otherwise, or while a student is under the jurisdiction of the district, is prohibited.

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

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

Clothing, bags, hats and other personal items used by staff to display, promote or advertise tobacco products or inhalant delivery systems is prohibited on all district grounds, including parking lots, at school-sponsored activities or in district vehicles.

Staff in violation of this policy will lead to disciplinary action up to and including dismissal. Board policy KGC/GBK/JFCG.

**VOLUNTEERS**

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

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

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

Any person authorized by the district for volunteer service will be required to undergo an Oregon criminal records check biennially. Volunteers will receive and must wear a badge at all times while serving.

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to a nationwide criminal records check.

The district shall require a nationwide criminal records check based on fingerprinting for a volunteer with direct unsupervised contact with students in the following positions:

1. Head coaches
2. Assistant coaches
3. Overnight chaperones
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity.

**WEAPONS**

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

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

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.
The district recognizes that administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary when the failure to take such medication during school hours would prevent the student from attending school. The district recognizes a need to ensure the health and well-being of a student who requires regular doses or injections of a medication as a result of experiencing a life-threatening allergic reaction or adrenal crisis, or a need to manage hypoglycemia, asthma, or diabetes. Accordingly, the district may administer or a student may be permitted to administer to themselves prescription (injectable or non-injectable) and/or nonprescription (non-injectable) medication at school.

The district will designate personnel authorized to administer medications to students. Training shall be provided to designated personnel as required by law in accordance with guidelines approved by the Oregon Department of Education (ODE).

The district reserves the right to reject a request for district personnel to administer or to permit a student to administer to themselves, a medication when such medication is not necessary for the student to remain in school.

The superintendent and/or designee will require that an individualized health care plan and allergy plan is developed for every student with a known life-threatening allergy, and an individualized health care plan for every student for whom the district has been given proper notice of a diagnosis of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at school-sponsored activities, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school sponsored activity.

A student may be allowed to self-administer a medication for asthma, diabetes, hypoglycemia or severe allergies as prescribed by an Oregon licensed healthcare professional, upon written and signed request of the parent or guardian and subject to age-appropriate guidelines.

Prescription and nonprescription medications will be handled, stored, monitored, disposed of and records maintained in accordance with established district administrative regulations governing the administration of prescription or nonprescription medication to students, including procedures for the disposal of sharps and glass. See board policy JHCD/JHCDA and JHCDA-AR for more on prescription and nonprescription medication.

ASSEMBLIES

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

All staff are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.
Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

**ASSIGNMENT OF STUDENTS TO CLASSES**

The assignment of students and classes to teachers is the responsibility of the principal. Parents have the right to discuss student class assignments with the counselor and the principal.

Any request to change a student’s assignment to a particular class by a student, parent or teacher should be referred to the counselor.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the counseling office or when otherwise notified by the office.

Any student with the proper add slip, or who has otherwise been added to a particular class by the counseling office, is to be admitted to class. Teachers with questions regarding a student’s placement should contact the counseling office.

**CLASS INTERRUPTIONS**

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

**COMMUNICABLE DISEASES/STUDENTS**

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

**CONTESTS FOR STUDENTS**

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on staff. All such contests must be consistent with the purposes and educational aims of the district.
Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant’s work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

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

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited in the district and will be considered cause for discipline up to and including dismissal. “Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

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

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

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

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student’s next class teacher. This will help reduce unnecessary hall traffic as students reporting to class late will need to account for their tardiness.

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

Students have a right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal and harmful and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

After consulting with parents, teachers, school administrators, local community agencies and persons from the drug, alcohol or health service community who are knowledgeable of the latest research
information, the Board will adopt a written plan for a drug, alcohol and tobacco prevention and intervention program.

The district’s drug, alcohol and tobacco curriculum will be age-appropriate, reviewed annually and updated as necessary to reflect current research and Oregon’s Health Education Academic Content Standards.

Drug, alcohol and tobacco prevention instruction will be integrated in the district’s health education courses for grades K-12. Students not enrolled in health education shall receive such instruction through other designated courses. At least annually, all high school students, grades 9-12, shall receive instruction about drug and alcohol prevention. Instruction shall minimally meet the requirements set forth in Oregon Administrative Rules.

The district will actively seek funds from outside sources either independently or through coordinated efforts with other districts, community agencies or the education service district for drug-free schools grants.

A planned staff development program that includes current drug, alcohol and tobacco prevention education, an explanation of the district’s plan and staff responsibilities within that plan will be developed by the superintendent. The input of staff, parents and the community is encouraged to ensure a staff development program that best meets the needs of district students.

**EMERGENCY DRILLS**

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a tsunami hazard zone, and safety threats. Instruction on fires, earthquakes, safety threats and drills for students, shall be conducted for at least 30 minutes each school month.

**Fire Emergencies:** The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

**Earthquake Emergencies:** At least two drills on earthquakes shall be conducted each year. Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

**Safety Threats:** At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other appropriate actions to take when there is a threat to safety. The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district. Local units of government and state agencies
associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

**FEATURE FILMS/VIDEOS**

Prior to showing a feature film/video in a school, the instructor must seek the written approval of the principal.

Only films/videos rated G, PG or PG-13 may be shown as part of the school program. A parent may have the opportunity to preview a film when practicably possible and that parent must give prior consent before his/her student may view a film rated PG or PG-13.

Board policy IIABB-AR.

**FIELD TRIPS AND SPECIAL EVENTS**

The Board encourages first-hand learning as provided by field trips as an integral part of the curricular program. The Board establishes the following guidelines for field trips:

1. Arrangements for field trips must be approved by the building administrator and the superintendent;
2. Budgets, if required, must be preapproved by the business office;
3. Adequate supervision must be provided;
4. Each child must have parental permission to go on a field trip;
5. Each child must comply with school and bus rules whiles on the trip;
6. No overnight field trips without specific Board approval.

Upon completion of the trip, the staff member conducting the trip should evaluate it as to its educational merit.

**FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag at least once a week by reciting The Pledge of Allegiance. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

The district shall obtain and display a United States flag of an appropriate size for each classroom.

**GRADING**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communications with parents is essential.
Teachers are expected to report, at least annually, a student’s progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student’s absences.

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

Grades used as follows in grades K-4:

- **M** Meets or exceeds expectations at this time
- **S** The skill is Satisfactorily developing at this time
- **N** The skill Needs strengthening at this time
- **B** Does not meet grade level standards
- **X** Not yet taught

Letter grades will be used as follows in grades 5-12:

- **A** – Superior
- **B** – Above Average
- **C** – Average
- **D** – Below Average
- **F** – Failing
- **P** – Pass – Credit granted, non-graded course
- **NP** – No pass – Credit denied, non-graded course
- **I** – Incomplete
- **W** – Withdrawal

Grading will be conducted on a nine-week basis. Progress reports will be made available between each nine-week grading period.

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

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
   a. Religious reasons;
   b. A student’s disability; or
   c. An excused absence, as determined by the district’s policy.
Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student’s absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student’s disability or an excused absence as determined by district policy. Such notice is to be included in each teacher’s syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the student’s individualized education program (IEP).

**HOMEWORK**

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

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

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

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

**HUMAN SEXUALITY, HIV/AIDS, SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION**

Human sexuality, HIV/AIDS* and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. The HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/HBV will be taught. Any parent may request their student be excused from that portion of the instructional program under the procedures set forth in Oregon Revised Statute (ORS) 336.035(2).

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.

*AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus.
MAKE-UP WORK

A student who has an excused absence from class is permitted to make up those assignments that they have missed. The student is expected to make arrangements with the teacher on their first day back in class for the work missed due to absence.

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

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. At teacher’s discretion, students will not be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

MEDIA ACCESS TO STUDENTS

The Board recognizes the important role the media serves in reporting information about the district’s programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals.

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

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

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

Parents will be advised of this policy at the time of the student’s registration and each fall in the student/parent handbook.

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.
As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms on most days. From time to time, certain class assignments may be more appropriately conducted outdoors.

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

The district does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in non-school activities may not raise moneys for these activities as representatives of the district. Students may not use school supplies, materials or facilities in conjunction with such activities and/or the raising of funds for these activities. Staff members are prohibited from using their contact with students to advertise or recruit students for summer or other non-school sponsored activities and may not advise parents regarding such trips or activities for their students.

The counseling center may have information which will assist parents who have questions about selection of non-school sponsored study or activities for their students.

**PROGRAM EXEMPTIONS**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent. An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities, as needed.

**RELEASE TIME FOR RELIGIOUS INSTRUCTION**

Under both Oregon Revised Statute and Oregon Administrative Rule, students may be excused from school for religious instruction. The law stipulates that releases may not exceed the following:

1. Two hours per week for grades 1 through 8;
2. Five hours per week for students in grades 9 through 12.

Students who wish to be released for religious instruction will need to make written application, including parental signature, through the principal for such release. Classes and/or work missed as a result of release for religious instruction shall be made up without penalty. Resulting absences shall not be counted against the student in determining failure or reduction of grades. All tests and assignments missed because of such absences are to be made up without penalty.

**RESTRAINT AND SECLUSION**

Parents will be provided verbal or written notification by the school staff following the use of physical restraint or seclusion by the end of the day on which the incident occurred. An administrator will be notified as soon as practicable whenever physical restraint and/or seclusion has been used. The district
Physical Restraint and/or Seclusion Incident Report must be completed with copies provided to those attending the debriefing meeting which must be held within two school days after the use of physical restraint or seclusion.

Physical restraint/seclusion as a part of a behavioral support plan in the student’s Individual Education Program (IEP) or section 504 plan.

1. Parent participation in the plan is required.

2. The IEP team that develops the behavioral support plan shall include knowledgeable and trained personnel, including a behavioral specialist and a district representative who is familiar with the physical restraint training practices adopted by the district.

3. Prior to the implementation of any behavioral support plan that includes physical restraint and/or seclusion a functional behavioral assessment must be completed. The assessment plan must include an individual threshold for reviewing the plan.

Use of physical restraint and/or seclusion under these circumstances with a student who does not have physical restraint and/or seclusion as a part of their IEP or 504 plan is subject to all of the requirements established by this administrative regulation with the exception of those specific to plans developed in an IEP or a 504 plan.

Board policy JGAB-AR

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**RETENTION OF STUDENTS**

In general, students attending the district schools shall be promoted annually. Exceptions to this general policy may be made when it becomes evident that a student should proceed through the elementary grades more slowly.

Although teachers may recommend student retention in a grade, all student retentions, as well as promotions, shall be assigned by the principals. Teachers, in recommending retentions, and principals, in assigning retentions, shall enter on their respective student-assignment forms the constructive purpose for the student that repetition of a grade will serve.

**SENIOR TRIPS**

Private groups and organizations may be permitted to use district facilities and equipment during non-school non-instructional time to promote senior trips on the same basis as facilities and equipment are provided to others.

**STUDENT ACTIVITY FUNDS**

A student activity fund may be established with the business office at the discretion of the building administrator. The fund shall function as a holding agent for moneys received from projects initiated by students, parents and/or patrons utilizing students to gather or donate funds to a project or activity. All
monies generated by in-school student organizations will be handled through their student activities account subject to acceptable accounting procedures. All monies generated must be turned into the office for proper reporting and should never be left unattended in a classroom for any length of time.

Student activity funds may be expended only upon student officer approval of the expenditure. All monies generated by in-school student organizations will be handled through their student activities account subject to acceptable accounting procedures.

Monthly financial reports showing balances at the beginning of the month, sources of income, and expenditures shall be submitted to the superintendent, building administrators and Board. An independent auditor shall audit all student activity funds.

STUDENT CONDUCT

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

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. A student handbook, code of conduct or other document shall be developed and distributed to parents, students and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student’s transportation home. Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention. Teachers are not to transport students home after detention without principal approval.

STUDENT DISCIPLINE

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, major violations and minor violations. These are listed in the Student/Parent Handbook. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible, are shown through research to be effective.
The following behavior referral process has been established to assist staff in dealing with student misconduct:

**Minor Violations**
See the PBIS plan developed by each school for how minor violations are handled and tracked.

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

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

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**STUDENT DISMISSAL PRECAUTIONS**

No staff member may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office. Student aides are not permitted to run errands for staff without explicit permission from the office.

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**STUDENT/PARENT HANDBOOK**

A student/parent handbook is available by visiting the district website at www.gastonk12.org. A printed version of the student/parent handbook can be requested at any time in the main office.

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

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**STUDENT PERFORMANCES**

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

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

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

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior principal approval only. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

No student is to be permitted to perform district business with their own vehicle, a staff member’s vehicle, or a district-owned vehicle.

STUDENT WITHDRAWAL FROM SCHOOL

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. Submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

Additionally, the district may notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. In certain circumstances, driving privileges may be denied or revoked.

TRAVEL SERVICES

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services may be permitted with approval of the superintendent on school property.

Any district-approved seller of travel must meet the district’s criteria for such vendors.
VISITORS

Students are not permitted to bring visitors to school without prior approval of the principal.

Staff members are expected to report any unauthorized person on school property to the principal.
SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAM

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon’s academic content standards; when the district determines that the placement serves the student’s educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative education programs for Board approval is encouraged.

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

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

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

The district provides individual notification to students and parents regarding the availability of alternative programs semi-annually or when new programs become available during an expulsion hearing.

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

ASSESSMENT PROGRAMS

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

Assessment results are used to measure the academic content of standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Additional services, alternative educational or other public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards.

The district’s assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Optional school-wide and grade level-wide assessments as recommended by the superintendent and as approved by the Board.

Dates for district and state assessments will be announced by the principal or district testing coordinator, as appropriate.

**BREAKFAST/LUNCH PROGRAMS**

The district participates in the National School Lunch, School Breakfast, and Commodity Programs.

Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

**CRISIS PREVENTION/RESPONSE PROGRAM**

The school district crisis prevention/response program is led by James Gesicki, our school psychologist. In case of a crisis, contact the principal and/or superintendent who will alert Mr. Gesicki.

**ENGLISH LANGUAGE LEARNERS**

Students whose primary language is a language other than English are provided appropriate assistance through the district’s English Language Learner (ELL) until they are able to meet appropriate ELL standards on the state assessment.

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

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office or Chrissy Jarvis, the ELL Director.

**HEALTH-SERVICES PROGRAMS**

The district has an established health-services program which provides:

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

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

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

Nonemergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place under the No Child Left Behind Act of 2001 only with prior parental notification and the option for parents to excuse their student from the activity.

ORS 329.025 requires:

1. One registered nurse or school nurse for every 125 medically fragile students; or
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; or
3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

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**HOMEBOUND INSTRUCTION**

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 20 days. A physician’s statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student’s educational needs and physical and mental health, but not to exceed state minimum requirements.

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

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**LIBRARY/MEDIA SUPPORT SERVICES**

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

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate.

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**PREGNANT/PARENTING STUDENT PROGRAMS**

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with their educational program and to participate in all school-sponsored activities unless physically unable.
Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regular-provided school program.

**PSYCHOLOGICAL TESTING SERVICES**

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

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

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

**SPECIAL EDUCATION SERVICES**

Student’s kindergarten age through age 21 living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE).

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

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

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

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

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

Independent study may be applicable to graduation only if such study is undertaken from an accredited institution. Courses/classes must be pre-approved by the principal if intended for purposes of meeting graduation requirements.

All expenses involved in study under this policy shall be born by the student, unless the Board approves tuition reimbursement for the student.

TALENTED AND GIFTED PROGRAMS (TAG)

The district has developed a written plan for the identification of (screened in 2nd, 4th and 7th grade) and provision of programs and service for academically talented and/or intellectually gifted students.

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

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

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district’s program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the principal.

TITLE I PROGRAMS

In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-6 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on a daily schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

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

Teachers with questions or concerns regarding student placement or scheduling in this program should contact Chrissy Jarvis, the Title I Director.
APPENDIX

FORMS

Abuse of a Child Reporting

Application for Tuition/Workshop/Conference Reimbursement

Community Use of Buildings
  - Elementary School Facilities Use Request Form
  - Jr/Sr High School Facilities Use Request Form

Fundraiser Activity Request

POLICIES

KL-AR – Student/Parent/Public Complaints
DN – Disposal of District Property
EBCB – Emergency Drills
EBCD – Emergency Closures
GBDA – Mother Friendly Workplace
GBM – Staff Complaints and Grievances
GBN/JBA, and Administrative Regulation GBN/JBA-AR1 – Sexual Harassment
GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave
GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave
IGDF-AR - Fundraising
IIABB-AR – Feature Films/Videos
JFCF – Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying/Teen Dating Violence
JHCD, JHCDA, JHCD/JHCD-AR – Prescription/Nonprescription/Injectable/Non-injectable Medication
JHFF, JHFF-AR1, JHFF-AR2 – Sexual Conduct (Reporting Requirements & Form)
KGC/GBK/JFCG - Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems
CHILD ABUSE REPORTING FORM

Date: ___________ Name of staff member: ________________________________

Date / time of call: _______________ Name of person contacted: _______________

Name of caseworker, if one is already assigned: _______________________________

Name of child: ________________________ DOB: ______________________

Gender: __________ Grade/Teacher: ______________________________

Current address: _______________________________________________________

____________________________________ Phone: ______________________

Fathers name: ______________ Work Phone: __________________________

Mothers name: ______________ Work Phone: __________________________

Other children in the family and DOB's:

___________________________________________________________

___________________________________________________________

Name of any counselor involved with the child: __________________________

___________________________________________________________

Brief description of what was seen or heard by the reporter to raise the concern about abuse:

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Summary of what the child said when questioned:

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________
Summary of action to be taken by authority:

Copies of this confidential report should go to:
- Principal
- Counselor
APPLICATION FOR APPROVAL
OF TUITION OR WORKSHOP/CONFERENCE
REIMBURSEMENT

EMPLOYEE NAME: _________________________ DATE: ________________

☐ I am applying for workshop or tuition reimbursement. Give course number and description below.

☐ I am requesting a purchase order be issued for a conference/workshop. I understand if the vendor does not take purchase orders, I will need to pay for the conference/workshop and then be reimbursed. If tuition credit is given and desired, please indicate below. Please attach conference/workshop description and registration form indicating cost.

DESCRIPTION____________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Credit Hours _______ quarter or semester hours (circle one)   Campus: _____________________
College or University: _______________________________ Tuition Costs: ________________
Conference/Workshop Vendor: ________________________________________________________
Conference/Workshop Registration Costs: ________________
Starting Date: _________________________ Ending Date: _______________________

Will a substitute be required or does this request conflict with any known school activity with which you are associated? __________________________________________________________________

I understand that, if approved, I shall be reimbursed the cost of this course or conference/workshop, subject to the limitations described in the collective bargaining agreement. **I shall complete this form and receive approvals before enrolling or paying fees.** Upon completion of a course for tuition reimbursement, I shall submit evidence of successful completion, grade slip, and evidence of payment for tuition costs.

_______________________________  ___________________________
Employee Signature     Building Principal

Acct #______________________

Superintendent’s Signature   Purchase Order #_____________

The original request will be kept in the District office.   Updated 7/01/2011
APPLICATION PROCEDURES. **Please allow 2 weeks for processing.**
1. Check the master calendar on the website (www.gastonk12.org) for availability.
2. Read and fill out this form in its entirety.
3. Submit to the Building Use Coordinator at the Jr/Sr High School Office.

NAME OF ORGANIZATION  _____________________________________________________________________

PERSON IN CHARGE ______________________ Phone # ___________________________

FACILITY YOU ARE REQUESTING

*Kaulia Gym (E/W)  *Commons Gym (E/W)  *Athletic Field  *Fitness Facility  *Library
*Home Ec Kitchen (HS Rm#105)  *Cafeteria (Kitchen excluded)  *Classroom (specify bldg. & Rm#)
**Please include all buildings and/or rooms you need access to. Each building has an alarm system and should not be opened by anyone other than the approved applicant signing this form. False alarm fees are the applicant/organization responsibility.

TITLE FOR EVENT & PURPOSE  _____________________________________________________________________

DATE(S) _______ / _______ , _______ / _______ which is a: Mon Tues Wed Thur Fri Sat Sun

EVENT TIME _______ SET UP TIME NEEDED _______ to _______ FEE CHARGED ________________

SOME IMPORTANT REMINDERS – PLEASE READ BEFORE SIGNING BELOW
• An adult must be present and supervising children at all times.
• You may use only the facility listed above. Please see that no one uses any equipment (e.g. computers, overhead projectors, books, pens, pencils etc.) You must furnish all supplies needed for your meeting/activity.
• Please arrive and depart promptly. The custodian has numerous duties and a schedule to follow.
• Please clean up after yourselves and put chairs and tables back where you found them.
• The person signing this agreement is responsible for any loss or damage (building/keys/FOBS).
• Anything brought on to the campus must have prior approval, i.e. straw, hay, plants, etc

Signatures required by ALL listed below before approval is granted.
Facilities Manager—Tyler Smith __________________ Custodial Cvg? Who? ________________ Yes No
Building Administrator— _______________________________________________ Yes No
Building Secretary—(OK’d w/ Calendar) _________________________________ Yes No
Athletic Director/PE Teachers (if Athletics/gym are affected) ________________________ Yes No
Technology Coordinator—Aubrey Jarvis ______________________________________ Yes No
Other approval (if necessary to a specific room request) ______________________________ Yes No
Special Instruction— ________________________________________________

_________________________________________  ________________  ________________
Keys/FOB Required, # __________________________ Name __________________________ Date ________________

*Unless other arrangements are made, keys & FOBS are expected to be returned no later than the following work day after the use of facility. If not returned, the person signing this form may be responsible for fees or fines to replace keys and/or FOBS.

FIN AL FACILITY APPROVAL YES NO

Building Use Coordinator—Jennifer Oberg ________________________________

90 | Gaston School District Staff Handbook
RULES FOR USE OF FACILITIES AND/OR EQUIPMENT

The lease, rental or use of school equipment and/or facilities belonging to the Gaston School District, or other responsible citizens or organizations of Gaston, is permitted as set forth in Board policy.

The following procedures/rules shall be observed:

1. Arrangements of facilities shall be made through the Building Use Coordinator at least two weeks in advance.
2. An agreement for the use of the building shall be filled out by the person or organization representative.
3. Possible Fees: Rental fees of $25 per hour plus $10 extra for use of a classroom kitchen and $15 extra for use of gymnasiums in addition to custodial wages if necessary are subject to be applied to private for profit and some non profit organizations.
4. All rental fees shall be forwarded to the District Office to be deposited to the account of Gaston School District. (The district may require a trained staff person to be present during certain events. This staff member shall be paid by the district; however, the amount shall be included with the rental fee.)

The following specific rules shall be observed while using any facility and the permit holder shall be held responsible for any loss or damage growing out of such violation.

A. The possession and/or use of alcohol, tobacco products or inhalant delivery systems on all school district property including buildings, vehicles, school events, and outdoor areas is prohibited.
B. Persons attending functions shall confine themselves to the specific part of the facility assigned in the permit.
C. Disorderly conduct of any kind may result in the immediate closing of the facility.
D. The use of the facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed in the exercise of their permit.
E. The number of persons attending a function shall not exceed the legal or normal capacity of the facility granted for use in the permit.
F. Only people who have secured permission may use facilities and/or equipment. Permission is not transferable nor may other persons or organizations be involved unless they are represented on the application.
G. Responsibility for loss or damage to any piece of furniture, equipment or facility rests solely with the person(s) signing the agreement and he/she shall report the loss or damage to the principal of the facility involved. This includes keys and/or FOBS.

Indemnification and Hold Harmless Clause:

In consideration for the use of (facility/location) __________ in Washington County, (name of organization) ___________________ agrees to indemnify and hold the Gaston School District harmless for any damages, including legal and defense costs, acts or incidents that occur as a result of the event held by (name of organization) ___________________.

Further, (name of organization) ___________________ assumes all liability for specific losses arising from the event listed above and releases the Gaston School District from any liability for losses arising from the event. This agreement applies to all employees, agents, subcontractors, and volunteers of (name of organization) ___________________.

Insurance Requirements and Additional Insured:

User shall obtain, at users expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an “occurrence” form. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract and Product and Completed Operations. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of $2,000,000 per occurrence, and $2,000,000 aggregate. ** If there is more than just facility usage being done then we require more insurance coverages and limits depending on the situation. ** The user shall name the Gaston School District, its officers, directors, elected officials, employee and volunteers as Additional insured under the contract and provide a cancellation provision of at least 30 days for notification to the District if this policy cancels for any reason.
REQUEST FOR AN ACTIVITY/FUNDRAISER

Today’s Date: ________________ Date of Activity/Fundraiser: ________________

Sponsored By: _______________________________________________________________________

Title of Activity/Fundraiser: _______________________________________________________________________

In School Organization ______
Outside School Organization ______
Ongoing Non-School Organization ______

Description of Activity/Fundraiser (What, Where, How?): _______________________________________________________________________

____________________________________________________________________

Estimated Costs: _______________________________________________________________________

Organization: _______________________________________________________________________

IV – Organization officers: (must have at least one officer sign giving approval)

President ______________________ authorized to expend funds.
Vice President ______________________ authorized to expend funds.
Treasurer ______________________ authorized to expend funds.
Secretary ______________________ authorized to expend funds.

Purpose:
☐ Classroom/School Project
☐ Extra-curricular (e.g. football, OHSET)
☐ Non-school organization
☐ Other ______________________

Procedures:
☐ Concessions
☐ In-School sales
☐ Donation
☐ Booth or Car Wash
☐ Other ______________________

** Signatures in order please**
1. Submitted By: _______________________________________________________________________
2. Signature of Advisor: _______________________________________________________________________
3. Signature of Student Council Advisor: _______________________________________________________________________
4. Signature of Approval: _______________ Date: _______________
   Building Administrator/Athletic Director
5. Final Destination of signed form–HS Front Office. Final Approval: Yes ______ No

** IF KEYS/FOBS ARE NEEDED, A FACILITY USE AGREEMENT FORM MUST BE COMPLETED**
Film Permission Form

Date:___________________________

Dear Parent/Guardian,

This is to notify you that on ___________ the film ________________________________ will be shown to the ________________________________ class. As this film contains information on ____________________________________________________________, the school is requesting parental approval prior to its viewing by your child. If you wish to preview the film, you may do so on _______________ at _________________ in _________________.

(date)       (time)       (place)

________________________________________
Teacher

☐ approve ☐ do not approve of my child ________________________________ (name) viewing the above mentioned film.

________________________________________
Parent/guardian

Please return this form by _________________.

   (date)