



Employee Handbook

2023-2024

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Collaborating in Community – Cultivating Equity – Inspiring Excellence – Centennial School District Mission

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INTRODUCTION

It is with great pleasure that we welcome you to the Centennial School District team. We believe that every employee, no matter their position, serves as an important member of the team to support growth and learning. There is no more important and rewarding work in the world than educating and making a positive difference in the lives of our students and our communities.

To ensure the success of our mission, this Employee Handbook was designed to give you information on a variety of topics that you need to know as a Centennial employee. It is critical that you read this and keep it as a resource as it reflects many policies, rules, and regulations that govern our work in the District. It has been prepared to ensure your awareness of what you can expect from the District and what the District's expectations are of you. If you need additional information, please access the District's policy manual located in the school's office or on the District website under "School Board."

Centennial District Leadership:

James Owens	Superintendent of Schools james_owens@csd28j.org
Dr. Tasha Katsuda	Assistant Superintendent District contact for Title VI, Title VII, Title IX tasha_katsuda@csd28j.org
Dr. Jose Delfin	Director of Human Resources jose_delfin@csd28j.org
Maureen Callahan	Director of Curriculum & Student Learning maureen_callahan@csd28j.org
Paul Southerton	Director of Business & Operations District contact for Title II - ADA paul_southerton@csd28j.org
Denise Wright	Director of Student Services District Section 504 Coordinator denise_wright@csd28j.org

If you have any questions on any topics in this Employee Handbook, please feel free to discuss these with your immediate supervisor or with the staff in the Human Resources Department (18135 SE Brooklyn St., Portland, OR 97236, 503-760-7990).

Again, welcome to a new school year!

Dr. Tasha Katsuda
Assistant Superintendent

CONDUCT & CONFIDENTIALITY

To: All Staff Members

From: Dr. Tasha Katsuda, Assistant Superintendent

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

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

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

To many of you, this is just a restatement of the obvious because you know that common sense dictates how you behave. Nevertheless, the media continually finds school employees who have in some way become a news story because of a lapse in judgment. We all want Centennial to be a place of high pride and will hold employees to high expectations that uphold respect for our district and education.

Thank you and have a great school year!

SCHOOLS & PRINCIPALS

BUTLER CREEK ELEMENTARY (K-5)	Gayle Imran-Sideris	503-762-6100
2789 SW Butler Rd. • Gresham, OR 97080-8477		
MEADOWS ELEMENTARY (K-5)	Lisa Clingan.....	503-762-3208
18009 SE Brooklyn St. • Portland, OR 97236-1047		
√ PARKLANE ELEMENTARY (K-5)	Mairi Scott-Aguirre	503-762-3205
15811 SE Main St. • Portland, OR 97233-3201		
PATRICK LYNCH ELEMENTARY (K-5)	Leslie Van Kleek	503-762-3203
1546 SE 169th Pl. • Portland, OR 97233-4416		
√ PLEASANT VALLEY ELEMENTARY (K-5)	Holen Robie	503-762-3209
17625 SE Foster Rd. • Gresham, OR 97080-3326		
POWELL BUTTE ELEMENTARY (K-5)	Jared Austin	503-762-3204
3615 SE 174th Ave. • Portland, OR 97236-1252		
CENTENNIAL MIDDLE SCHOOL (6-8)	Nathan Buck	503-762-3206
17650 SE Brooklyn St. • Portland, OR 97236-1045		
OLIVER MIDDLE SCHOOL (6-8)	Jeb Hubbs.....	503-762-3207
15840 SE Taylor St. • Portland, OR 97233-3239		
CENTENNIAL HIGH SCHOOL (9-12)	Marin Miller	503-762-6180
3505 SE 182nd Ave. • Gresham, OR 97030-5028		
CENTENNIAL TRANSITION CENTER	Denise Wright.....	503-762-3715
2632 SE 162nd Ave. • Portland, OR 97236-1978		
CENTENNIAL VIRTUAL ACADEMY (K-12)	Dr. Zach Ramberg	503-762-3214
2632 SE 162nd Ave. • Portland, OR 97236-1978		

DISTRICT OFFICE, SERVICE CENTER, ITC

DISTRICT OFFICE		503-760-7990
18135 SE Brooklyn St. • Portland, OR 97236-1049		
The District Office is open between the hours of 7:30 a.m. - 4:30 p.m. weekdays during the school year.		
Superintendent.....	James Owens	
Assistant Superintendent	Dr. Tasha Katsuda	
Director of Business & Operations	Paul Southerton	
Director of Curriculum & Student Learning	Maureen Callahan	
√ Director of Human Resources	Dr. Jose Delfin	
Director of Student Services.....	Denise Wright	
Curriculum & Student Learning Program Administrator.....	Jenny Lucas	
Federal Programs Administrator.....	Sonia Nelson	
Student Services Administrator	Ann Riddle	
√ Early Learning Administrator.....	Kendra Hughes	
Chief Communications Officer.....	Alberto Rosales	
Payroll & Benefits Director	Tina Caverhill	
INSTRUCTIONAL TECHNOLOGY CENTER		
18009 SE Brooklyn St. • Portland, OR 97236-1047		
Technology Director	Frank Decker	503-762-3200
MAINTENANCE DEPARTMENT		
Mailing Address: 18135 SE Brooklyn St. • Portland, OR 97236-1047		
Facilities Director	Jason LaFarge.....	503-762-3671
SERVICE CENTER		
3424 SE 174th Ave. • Portland, OR 97236-1235		
Dining Services Director	Kimberly Burns	503-762-3670
Transportation Director	Sean Schroeder.....	503-762-3674

DISTRICT RIGHTS & RESPONSIBILITIES

SCHOOL BOARD

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

Information about our Board members is available on the school district website (www.csd28j.org).

SCHOOL BOARD GOALS

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

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

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

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

BOARD MEETINGS & COMMUNICATIONS

√ Regular Board meetings are held primarily on the second and fourth Wednesday of each month in the Boardroom at the District Office, unless otherwise noted. Meetings begin at 6:30 p.m. The full board meeting calendar is available on the District website. All regular and special meetings of the Board are open to the public unless otherwise provided by law.

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

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

Agendas and supplemental materials of board meetings are posted to the District website at least twenty-four (24) hours prior to each board meeting.

DISTRICT RIGHTS & RESPONSIBILITIES cont.

POLICIES & PROCEDURES

√ All district policies are available to review electrically in each school's main office and can be found on the District website under "School Board". Administrators and supervisors shall advise employees under their supervision of pertinent board policies and regulations, as needed. All employees are responsible for reviewing, following, and enforcing all district policies and procedures.

ASSOCIATIONS

The CEA Association is the bargaining unit for all licensed staff. Association president is Amanda Kassab, Centennial Middle School.

The OSEA Association is the bargaining unit for all classified staff. Association president is Kris Dowell, Centennial High School.

PUBLIC RELATIONS

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

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

RECYCLING COMMITTEE STATEMENT

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

Your principal or building administrator can provide more information.

PERSONNEL RECORDS

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

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

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

1. The individual employee. An employee or designee may arrange with the Human Resources Department to inspect the contents of their personnel file on any day the Human Resources Department is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;

DISTRICT RIGHTS & RESPONSIBILITIES cont.

5. The Superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee.
7. Employees of the Human Resources Department;
8. Attorneys for the District or the District's designated representative on matters of district business.

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

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

MANAGEMENT EXPECTATIONS

CHANGES IN NAME, ADDRESS, OR TELEPHONE NUMBER

If you are changing your address or phone number, notify your building administrator/supervisor in writing and the Human Resources Department by logging into the Employee Access Portal and electronically submitting the change.

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

NONDISCRIMINATION

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

The District prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered to students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

EQUAL OPPORTUNITY EMPLOYER

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

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

MANAGEMENT EXPECTATIONS cont.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING/MENACING

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

DEFINITIONS

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to district control at interdistrict and intradistrict competitions or other school events.
2. "District" includes district facilities, district premises and non-district property if the employee is at any district-related activity or function, such as, field trips or athletic events where the employee is engaged in district business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person's willingness to participate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability or sexual orientation.
5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.
6. "Bullying" is defined as unwanted aggressive behavior between people that involves a real or perceived power imbalance and is repeated over time.
7. "Cyberbullying" means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or otherwise harms, insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.
8. "Menacing" includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

All district employees are responsible for being proactive and vigilant in addressing any form of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing that is witnessed or that is brought to the employee's attention.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels they have been a victim of hazing, harassment, intimidation, bullying, cyberbullying or menacing in violation of this policy shall report their concerns to the designated official who will have overall responsibility for all investigations.

A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Employees are to bring to the principal's attention any report of hazing, harassment, intimidation, bullying, cyberbullying and/or menacing made to them by a student.

MANAGEMENT EXPECTATIONS cont.

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

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

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. In addition to referral to law enforcement, the District may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student fifteen (15) years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment, bullying, cyberbullying or coercion. Staff whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Staff will be reported to the Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

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

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

AMERICANS WITH DISABILITIES ACT

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

FAMILY & MEDICAL LEAVE ACT (FMLA) & OREGON FAMILY LEAVE ACT (OFLA)

ELIGIBILITY

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

LENGTH/PURPOSE OF LEAVE

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

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care where the child is under eighteen (18) or older than eighteen (18) if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a covered family member with a serious health condition;
4. The staff member's own serious health condition;
5. A qualifying exigency arising from an employee's spouse, son, daughter, or parent who is a member of the National Guard or Reserves is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation; or
6. To care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious illness or injury incurred in the line of duty or active duty in the armed forces.

MANAGEMENT EXPECTATIONS cont.

Additionally, an employee eligible for OFLA leave is entitled to such leave to care for a parent-in-law with a serious health condition, for the care of a sick injured child who requires home care but who is not suffering from a serious health condition, or to care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency declared by a public health official. An additional twelve (12) work weeks leave within any one (1)-year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing their work duties. OFLA leave also provides for bereavement leave for the death of a covered family member.

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

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

CALCULATING THE 12-MONTH PERIOD FOR LEAVE

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

PAID/UNPAID LEAVE

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

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

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

APPLICATION

Staff members requesting FMLA and/or OFLA leave shall submit to the District a written request at least thirty (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 thirty (30) days after the notice is ultimately given.

If advance notice of OFLA leave is not possible due to an unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The District realizes that there may be circumstances when it is not possible to provide a 24-hour oral notice. Therefore, the staff member may designate a family member or friend to notify the

MANAGEMENT EXPECTATIONS cont.

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 (3) weeks from the staff member's leave period.

MEDICAL CERTIFICATION

The District shall require an eligible employee to provide medical documentation, when appropriate, to support the stated reason for such 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 thirty (30) days' notice, the staff member is required to submit such medical certification no later than fifteen (15) calendar days after receipt of the District's notification that medical certification is required.

Under state law, the District may require a second opinion and designate the health care provider. Should the two (2) opinions conflict, the District may require a third opinion and that the two (2) providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the District.

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

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

CONTINUATION OF HEALTH INSURANCE BENEFITS

Under FMLA leave, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The District will continue to pay the District's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A thirty (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 thirty (30) days late. The District will provide written notice that the premium payment is more than thirty (30) calendar days late. Such notice will be provided within fifteen (15) calendar days before coverage is to cease.

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

FMLA/WORKERS' COMP

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

RETURN TO WORK

Following an FMLA and/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 Human Resources, for details of this or any other provision of FMLA or OFLA leave.

MANAGEMENT EXPECTATIONS cont.

√ PAID FAMILY & MEDICAL LEAVE - OREGON

Centennial School District has partnered with American Fidelity as our equivalent plan carrier for Paid Leave Oregon. Effective September 3, 2023, employees will be able to request leave through an online account at americanfidelity.com/login or through their app, AFmobile. Please follow up with Human Resources following your leave request for next steps.

Employees must give their employer up to thirty (30) day notice. In an emergency situation, an employee must notify their employer within twenty-four (24) hours. An additional written notice is required within three (3) days of starting leave.

EMPLOYEE WORKDAY

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

EMPLOYEE CHECK-IN/CHECK-OUT

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

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

STUDENT SUPERVISION

NO EMPLOYEE RESPONSIBLE FOR THE SAFETY AND SUPERVISION OF STUDENTS SHOULD EVER LEAVE THEM UNSUPERVISED. PRINCIPALS WILL REVIEW WITH STAFF, AT THE START OF AND THROUGHOUT THE SCHOOL YEAR, THE IMPORTANCE OF STUDENT SUPERVISION THROUGHOUT THE DAY. ALL EMPLOYEES ARE REMINDED TO BE VIGILANT WHEN IT COMES TO STUDENT SAFETY BY ENSURING STUDENT SUPERVISION AT ALL TIMES.

WAGE, SALARY, & INSURANCE POLICIES

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

FAIR LABOR STANDARDS ACT

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

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

WAGE, SALARY, & INSURANCE POLICIES cont.

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

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

- What constitutes non-exempt working hours;
- What constitutes normal working hours.
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization.
- That employee time sheets accurately reflect all time worked, whether it is more or less than normally scheduled hours.
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over eight (8) hours in one day or forty (40) hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

PAYDAY

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

DIRECT DEPOSIT

Direct deposit ensures your net paycheck is deposited to your account and available on payday.

To authorize direct deposit, you must complete a direct deposit authorization form, available in the Payroll Office and on the intranet.

TIMESHEETS

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

PAYROLL DEDUCTIONS

MANDATORY

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

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

WAGE, SALARY, & INSURANCE POLICIES cont.

VOLUNTARY

Employees may authorize deductions for the following:

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

Contact the Payroll Office for information.

INSURANCE

Insurance coverage for a new employee shall be in effect the first of the month following the date the employee is hired. However, if the employee starts after the 15th of the month, insurance coverage shall begin the first of the following full month worked. Staff that are hired after the beginning of the fiscal year, are eligible for insurance based on the prorated months earned at the percentage worked of the employee's calendar.

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

1-888-469-6322 or <https://www.oregon.gov/oha/oebb/pages/plans-offered.aspx>

ELIGIBILITY

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

ENROLLMENT CHANGES

Open enrollment occurs mid-August through early September. Rate and plan information is usually posted on the District intranet site under PAYROLL. Plan changes during open enrollment become effective October 1 of each year.

Changes outside open enrollment can be made only with a qualified status change such as birth, marriage or loss of coverage or dependents.

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

WAGE, SALARY, & INSURANCE POLICIES cont.

INSURANCE WHEN AN EMPLOYEE QUILTS

Group Health Insurance Continuation (COBRA)

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

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

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

COBRA administered by BenefitHelp Solutions

1-800-556-3137 or 503-765-3575

www.benefithelpsolutions.com

ALSO AVAILABLE:

EMPLOYEE ASSISTANCE PLAN

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

TAX SHELTERED ANNUITY & DEFERRED COMPENSATION

As a benefit to all employees, Centennial sponsors supplemental, tax-advantaged, retirement savings programs authorized by Sections 403(b) and 457(b) of the Internal Revenue Code. We often refer to these plans as Tax Sheltered Annuity Plans or simply TSA Plans. Details available on Carruth Compliance Consulting's website http://www.ncompliance.com/guest_employees.aspx?EmployerID=4.

This is an excellent opportunity to better prepare for retirement. Carruth Compliance Consulting handles the compliance aspects of the plans Centennial offers. A link to their website can also be found on the District intranet.

PAYROLL ADVANCES

An employee may request an advance pay by the 10th day of the month and the District shall grant an earned advancement on their salary. The advance pay will be deducted from their checks in the month granted. Employees shall be limited to four (4) draws per fiscal year. No requests may be made between May 10th and June 30th. Forms are available on the intranet and in the Payroll Office.

OVERTIME PAY

All overtime work must have prior approval by a supervisor.

Overtime work is kept to a minimum in the District. Overtime compensation is made in one of two (2) ways; upon the recommendation of the supervisor and the approval of the Director of Business & Operations.

1. Overtime pay-authorized work in excess of eight (8) hours in one (1) day and/or forty (40) hours in one (1) week shall be paid at the rate of one-and-one-half the regular rate of pay.

Overtime pay for employees required to work overtime on Sundays or holidays will be paid at the rate of two (2) times the employee's regular rate of pay.

WAGE, SALARY, & INSURANCE POLICIES cont.

2. Compensatory time off – employees working in excess of eight (8) hours in one (1) day and/or forty (40) hours in one (1) week shall receive commensurate time off at the rate of time-and-one-half

PAYCHECKS/DIRECT DEPOSIT RECEIPTS

Physical paychecks shall be available with the site administrator on payday. Direct deposit receipts shall be available on the Employee Access Portal (My Pay | Pay and Tax Information | View Paycheck).

FINAL PAYCHECKS

WHEN AN EMPLOYEE QUILTS WITHOUT NOTICE

The final paycheck is due within five (5) days after an employee quits, excluding Saturdays, Sundays, and holidays, or at the next regularly scheduled payday, whichever occurs first [ORS 652.140(2)].

WHEN AN EMPLOYEE HAS GIVEN NOTICE

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

WHEN AN EMPLOYER TERMINATES EMPLOYEE OR TERMINATION IS BY MUTUAL AGREEMENT

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

JURY DUTY

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

POLICIES & PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

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

PROTECTED WORKERS

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

POLICIES & PRACTICES cont.

WORK SCHEDULES

Normally, work schedules are set such that hours worked do not exceed eight (8) hours per day or forty (40) hours per week. Work schedules are subject to the approval of the Superintendent or designee.

WORKING CONDITIONS

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

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

ANNUAL EVALUATION

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

GRIEVANCE POLICY

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

REST PERIOD/MEAL PERIOD

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety, efficiency, and to meet the requirements of law. All classified staff members who work more than two (2) consecutive hours are entitled to one (1) fifteen (15) minute break. Those working more than six (6) hour days are entitled to two (2) fifteen (15) minute breaks. Classified employees are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior supervisor approval.

MEAL PERIOD

Meal periods of no less than thirty (30) minutes must be provided to employees who work shifts of six (6) or more hours. For work periods of seven (7) hours or less (but at least six (6)), the meal period is to be taken between the second and fifth hour worked. The meal time is duty free and unpaid for classified, non-union and confidential employees. When a supervisor requires an employee to remain available for duty during a meal period (such as a custodian or bus driver who is required by their supervisor to remain at the building), the employee will be paid during the meal period. Supervisors are responsible for setting lunch breaks (time and duration) for those whom they supervise.

POLICIES & PRACTICES cont.

WORK DAY CHECK-OUT

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

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

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

DISTRICT CELLULAR TELEPHONES

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

DISTRICT WELLNESS POLICY

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

* **Fundraisers** – schools can earn money without compromising the health of students, staff, and families, with projects that sell popular foods like fresh fruits, with traditional fundraisers that are activity based such as “Run for the Arts”, or by selling useful items like wrapping paper or magazines.

* **Meal times** – schools will work to make the healthier option the easier option for students by offering and promoting more choices in the cafeteria, and reducing competition from less nutritious foods like chips and sports drinks.

* **In the classroom** – choices will be available when food is provided at a classroom celebration, for example if there are cupcakes for a party, a healthy option like fresh cut fruit will be offered as well. Also, food will not be used as a reward or motivation (such as a bribe or for good behavior).

* **Physical Activity** – research shows that students who move, stretch, or engage in learning activities in the classroom also have better academic and behavioral outcomes. Physical activity will be promoted throughout the school day to encourage students to enjoy movement and exercise.

* **Drinking water** – because water is an essential nutrient and one of the healthiest beverage options, the new policy states that students and staff will have access to fresh drinking water throughout the school day, including in the cafeteria.

The new Wellness Policy will be reviewed every year by the Superintendent and the District Wellness Committee, and will be communicated for the benefit of students and staff. For more information or resources, please contact the District Wellness Committee: wellness_committee@csd28j.org.

EMPLOYEE RIGHTS & RESPONSIBILITIES

EMPLOYEE CONTRACTS

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

Membership in the OSEA and CEA is optional.

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

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

GRIEVANCE/APPEAL PROCEDURE

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

COMPLAINTS

STUDENT/PARENT COMPLAINTS

The District recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and at the lowest level 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 building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with board policy and applicable provisions of negotiated agreements.

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

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

STAFF COMPLAINTS

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

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

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

LICENSURE & EMPLOYMENT ELIGIBILITY

The District is required to prove that all employees are legal workers, defined as United States citizens, or file for legal worker status under the Immigration Control and Reform Act of 1986. To comply with this law, a form must be completed along with two (2) pieces of identification provided by the employee. Examples of documentation include a state-issued driver's license, social security card, birth certificate, or United States passport. Forms are available in the Human Resources Department.

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

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

Licensed staff are required to submit verification of valid licensure to the Human Resources Department. It is the responsibility of each licensed staff member to keep their license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the District, and may require the teacher to return to the District salary paid for services without a valid license.

CHILD ABUSE REPORTING

Any district employee having reasonable cause to believe that any child under eighteen (18) years of age with whom they have come in contact has suffered abuse, or that any adult with whom they are in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Human Services (DHS) Child Welfare Hotline at 855-503-7233 or local law enforcement agency. The district employee should also notify their supervisor, principal, or Superintendent. Staff members are expected to follow the District's written procedures.

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

Oregon law recognizes these types of abuse:

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

√ "Child" means an unmarried person who is under eighteen (18) years of age or is under twenty-one (21) years of age and residing in or receiving care or services at a child-caring agency.

√ A "substantiated report" means a report of abuse that a law enforcement agency or DHS determines is founded.

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

REPORTING OF SUSPECTED CHILD ABUSE BY DISTRICT EMPLOYEE

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

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

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

REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS

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

TOBACCO-FREE WORKPLACE

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

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

DRUG-FREE WORKPLACE

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

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

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

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

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

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

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

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

STAFF GUIDELINES FOR CONDUCT & CONFIDENTIALITY

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

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

CONFIDENTIALITY

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

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

POLITICAL ACTIVITIES

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

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

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

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

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

STAFF DRESS & GROOMING

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

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

STAFF ETHICS

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

This means that:

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

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

GIFTS & 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 organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

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

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

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

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

STAFF CONDUCT

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

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

APPLICATION OF RULES

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the Teacher Standards and Practices Commission in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notice of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under Oregon Revised Statutes when the investigation report indicates that disciplinary

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;

- b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

PUNCTUALITY/ATTENDANCE

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

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

CRIMINAL RECORDS CHECKS/FINGERPRINTING

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

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

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

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

- Classroom Aides/Educational Assistants, Program Assistants;
- Library/Media Assistants;
- School Office Secretaries;
- Custodians;
- Cooks;
- Bus Drivers;
- Security;
- Extracurricular Activity Staff, including:

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

- Coaches/Athletic Trainers;
- Club, organization or other extracurricular Advisors not requiring licensure.

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

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

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

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

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

PROCESSING/REPORTING

1. If the individual has previously completed the Fingerprint-Based Criminal History Clearance in the State of Oregon as provided by ODE:
 - a. Complete the authorization to release the Fingerprint-Based Criminal History Clearance Form to the District.
 - b. Or if the individual has moved out of the State of Oregon after completing the Fingerprint-Based Criminal History Clearance and relocated, the individual would be subject to a current Fingerprint-Based Criminal History Clearance.
2. The individual, following acceptance of an offer of employment, will make an appointment with the Human Resources Department to schedule an appointment with Fieldprint to complete an electronic scan of fingerprints. The individual will be subject to fees/costs for the Fieldprint appointment and processing of their fingerprints, prior to employment.

TERMINATION OF EMPLOYMENT

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

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

APPEALS

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

DISCIPLINE & DISCHARGE

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

HANDLING MONIES

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

USE OF RESTRAINT OR SECLUSION

As per Board Policy JGAB – Use of Restraint or Seclusion and the accompanying administrative regulation, restraint or seclusion **may not be** used for discipline, punishment, retaliation or convenience of staff, contractors or volunteers of the district.

Restraint may be imposed on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

Seclusion may be used on a student in the district only under the following circumstances:

1. The student's behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others; and
2. Less restrictive interventions would not be effective.

If restraint or seclusion is used on a student, by **trained staff (through Non-Violent Crisis Intervention NVC)** or other staff available in the case of an emergency when trained staff are not immediately available due to the unforeseeable nature of the emergency, e.g., teacher, administrator, or volunteer, it will be used only for as long as the student's behavior poses a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Students will be continuously monitored by staff for the duration of the restraint or seclusion.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following **any incident involving the use of restraint or seclusion**, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - i. The date of the restraint or seclusion;
 - ii. The times the restraint or seclusion began and ended; and
 - iii. The location of the incident.
 - b. A description of the student's activity that prompted the use of restraint or seclusion;
 - c. The efforts used to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the public school who administered the restraint or seclusion;
 - e. A description of the training status of the staff of the public school who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

3. **If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.**
4. An **administrator will be notified** as soon as practicable whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes, the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district **must provide written authorization** for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district **will immediately** attempt to verbally or electronically notify a parent or guardian.
6. A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
 - a. Name of the student;
 - b. Name of staff member(s) administering the restraint or seclusion;
 - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
 - d. Location of the restraint or seclusion;
 - e. A description of the restraint or seclusion;
 - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - g. A description of the behavior that prompted the use of restraint or seclusion;
 - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
 - i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken (using the Restraint and/or Seclusion Incident Report) and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.
10. The District will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

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

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

HBV*/BLOODBORNE PATHOGENS TRAINING AND IMMUNIZATION

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

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

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

INFECTION CONTROL PROCEDURES

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

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

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

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 dustpan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.
13. Maximum protection with gloves, face and/or eye protection and gowns is required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with a severe injury and wound with spurting blood;
14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.
 - HIV - Human Immunodeficiency Virus
 - AIDS - Acquired Immune Deficiency Syndrome
 - HBV - Hepatitis B Virus

ARRANGING FOR A SUBSTITUTE

TEACHERS

If a teacher needs to arrange for a substitute, please call ESS at 1-800-942-3767 or go online at www.aesonline.com and follow the steps.

An Absence and Leave form must be completed and returned to the building secretary (see Absences and Leaves on next page).

SUPPORT STAFF

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

Support staff (secretaries and assistants) may obtain a substitute by calling ESS at 1-800-942-3767 or go online at www.aesonline.com and follow the steps.

An Absence and Leave form must be completed and returned to the building secretary (see Absences and Leaves on next page).

EMPLOYEE RIGHTS & RESPONSIBILITIES cont.

ABSENCES AND LEAVES

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

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

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

COPYRIGHT

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

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

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

EMPLOYEE BENEFITS & FACILITIES

HOUSEKEEPING

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

USE OF PERSONAL VEHICLES

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

KEYS/KEY FOBS/CREDENTIALS

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

1. The duplication of keys is prohibited.

EMPLOYEE BENEFITS & FACILITIES cont.

2. Keys, key fobs, and credentials are not to be left unattended. Avoid leaving keys, key fobs, and/or credentials on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys, key fobs, and/or credentials may not be exchanged or loaned to students.
4. Lost or stolen keys, key fobs, and/or credentials must be immediately reported to the building principal or site supervisor. The key/key fob/credential holder must send an email to Buildings Maintenance with cc to their principal or site supervisor documenting the loss, left or damage of their key, key fob, or credential to request a replacement.
5. All keys and key fobs are to be checked in at the end of the school year. Staff with approved summer duties necessitating building access may make arrangements with the building principal or supervisor to keep their keys as appropriate.
6. District facilities may not be used for personal activities (i.e. gyms, cafeterias, kitchens, etc.) unless a building use form is approved.

EMPLOYEE SAFETY & HEALTH SECURITY

SAFETY

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

- The District shall furnish and use whatever personal protective equipment and safeguards, operations, and processes that are necessary to appraise, protect, and promote the health, fitness, and safety of employees and to fulfill the requirements of applicable laws and regulations.
- The District complies with privacy rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and an employee's right to privacy by keeping health information confidential.
- No employee shall be excluded from the workplace for reasons of health unless their presence constitutes a significant health risk to others as certified by one or more licensed medical doctors.
- A district safety committee (ORS 654.176) exists at every building site and consists of employees from all classification areas. The safety committees meet monthly to address issues that have or might cause employee injury or illness. Employees who want to report a safety concern or would like to serve on the committee should contact the building principal or building supervisor.
- To the extent possible, **hazardous materials** shall be excluded from the workplace. No employee shall be required to use hazardous materials without first having been trained in their safe usage. The rules and procedures shall include a training program to educate all employees who work in the areas where hazardous materials are used or stored.

In compliance with OSHA 29 CFR 1910.1200(e)(1): The District has developed and maintained a Hazardous Communication Program. This program is available to all employees on the district website at https://www.csd28j.org/16549_3

In compliance with OSHA 29 CFR 1910.134(c)(1): The District has developed and maintains a written respiratory protection program for employees who may need to use a respirator in the course of their duties in the District. This plan is available to all employees on the District website at https://www.csd28j.org/16548_3

Employees should not bring into the workplace any chemicals, cleaning products, aerosols or other materials subject to EPA regulations requiring Material Safety Data Sheets. Appropriate products will be provided as needed by the District Maintenance Department.

EMPLOYEE SAFETY & HEALTH SECURITY cont.

ENVIRONMENTAL SAFETY IN SCHOOLS

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

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

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

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

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

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

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

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

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

ELECTRICAL SAFETY LOCKOUT/TAGOUT (LOTO) PROCEDURES

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

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

EMPLOYEE SAFETY & HEALTH SECURITY cont.

EMERGENCY PROCEDURES & DISASTER PLANS

All staff will be provided with a copy of the District's emergency procedures plan detailing staff responsibilities in the event of such emergencies as natural disasters, severe weather conditions, wind chill, fire, earthquakes, etc.

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

FIRST AID CARDS

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

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

FIRES & EMERGENCY

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

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

PERSONAL PROPERTY

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

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

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

1. Portable Space Heaters
2. Personal Air Conditioning Units
3. Microwaves
4. Refrigerators

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

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

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

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

EMPLOYEE SAFETY & HEALTH SECURITY cont.

BUILDING SECURITY & SAFETY

To improve building security and safety, all exterior doors will remain locked throughout the school day. Staff will use the key fobs system to enter and all visitors will use the intercom system to gain access to the building. Doors shall not be propped open as this defeats the purpose of our security measures. Windows should be closed, doors locked and equipment turned off when the building is left at the end of the work day. Employees working in a building other than the one where they are assigned should always “check-in” at the office upon arrival. Employee identification tags, or the visitor’s badge provided in the school, shall be worn at all times when on school property.

CLASSROOM SECURITY

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

All staff are asked to refrain from keeping personal items of value in or around 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.

STAFF HEALTH & SAFETY

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the District.
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee’s responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tagout or lockout the starting control before oiling, adjusting or repairing, except when such machine is provided with means of adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jog or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;

EMPLOYEE SAFETY & HEALTH SECURITY cont.

- 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. Strains and sprains associated with material handling are the most prevalent and serious injuries incurred by district personnel. The potential for injury can be reduced substantially if good body mechanics are utilized while handling materials. Do not bend at the waist when lifting objects. Do not twist while lifting and do not hyper-extend the back in trying to lower heavy objects from above.

Always get help when attempting to lift an object that appears to be heavy.

Frequently handled heavy objects should not be stored in high or low locations. Instead, they should be placed on shelving where they can be accessed without the need to bend or hyper-extend.

Do not climb on boxes, shelves or other objects to reach objects. Always secure a proper stepladder for such activities.

Boxes containing heavy materials, or those that are heavier than they look, must always be marked with a warning.

Handcarts or rolling tables must be used to transport heavy materials as soon as the material can be transferred to such a cart.
5. A risk of serious injury resulting from falls exists whenever personnel access elevated locations. Personnel other than maintenance/custodial will not climb onto roofs for any reason. At no time should students be allowed on roofs for any reason.
6. Several confined spaces, presenting the potential for injury, exist in several select locations on district property. These include sanitary sewers, water valve vaults and the water sewage plant sumps. The District Maintenance Supervisor must first approve entry into any of these spaces. The supervisor has the responsibility of ensuring that all confined space entry is in compliance with OR-OSHA 1910.146 Permit Confined Spaces requirements.
7. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
8. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer.
9. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger.
10. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions.
11. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards.
12. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous.
13. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition.
14. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

EMPLOYEE SAFETY & HEALTH SECURITY cont.

MOTHER FRIENDLY WORKPLACE

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

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

ACCIDENT/INCIDENT REPORTS

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

Reports will cover property damage as well as personal injury.

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

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

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

CARE/USE OF DISTRICT PROPERTY

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

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

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS

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

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

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

EMPLOYEE SAFETY & HEALTH SECURITY cont.

EMERGENCY CLOSURES

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

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

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

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

GENERAL INFORMATION

PERSONAL TELEPHONE CALLS

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

PERSONAL USE OF CELL PHONES

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

TELEPHONES

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

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

MAILBOXES

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

GENERAL INFORMATION cont.

MAIL AND DELIVERY SERVICES

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

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

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

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

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

E-MAIL

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

DISTRICT TECHNOLOGY & THE NETWORK INFORMATION SYSTEM

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

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

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

TECHNOLOGY FOR LICENSED SUBSTITUTES

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

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

BULLETIN BOARDS

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

GENERAL INFORMATION cont.

CASH IN DISTRICT BUILDINGS (see page 29 also)

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

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

RELEASE OF STAFF INFORMATION

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

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

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

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

RESIGNATION OF STAFF

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

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

A licensed staff member who wishes to resign from their position with the District must give written notice at least 60 days prior to the date they wish to leave district employment. The Superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that 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 to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is required to email or deliver a written and signed notice of resignation at least two weeks prior to the date they wish to leave district employment.

RETIREMENT

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

GENERAL INFORMATION cont.

EARLY RETIREMENT – SERVICE CONTRACTS

From time to time, district employees retire and request the District to consider continuation of their employment on a service agreement. The School Board has sole authority to approve any such agreements and has taken the position that such requests will be given consideration if the employee's formal retirement date is after November 30 and the service agreement is no longer than the remainder of the existing school year. Employees who are considering retirement and the option of a service agreement should contact Human Resources for more information.

STAFF DEVELOPMENT

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

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

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

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

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

JOB SHARING

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

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

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

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

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

FIELD TRIP TRANSPORTATION REQUESTS

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

GENERAL INFORMATION cont.

SPECIAL EDUCATION SERVICES

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

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

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

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

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

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

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

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

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

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

SERVICES FOR ENGLISH LANGUAGE LEARNERS

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

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

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

GENERAL INFORMATION cont.

SUICIDE PREVENTION

Senate Bill 52 (which went into effect on July 1, 2020), also known as Adi's Act, states that each school district shall adopt a policy requiring a comprehensive district plan on student suicide prevention for students in kindergarten through grade 12. Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide are a part of the district Suicide Prevention Plan. Training will be provided to school employees as part of the plan, which must include: risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

GRANTS, FUNDRAISING, DONATIONS & CROWDFUNDING

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

ADMINISTRATIVE CLAIMING

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

APPENDIX A

CENTENNIAL SCHOOL DISTRICT

GUIDELINES...INJURY OR ILLNESS

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

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

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

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

APPENDIX B

CONTINUATION COVERAGE RIGHTS UNDER COBRA

For Centennial School District employees and their spouses and families

Introduction

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

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

What is COBRA Continuation Coverage?

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

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

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

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

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

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

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

When is COBRA Coverage Available?

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

APPENDIX B cont.

You Must Give Notice of Some Qualifying Events

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

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

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

Disability extension of 18-month period of continuation coverage

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

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

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

If You Have Questions

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

Keep Your Plan Informed of Address Changes

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

Plan Contact Information

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

APPENDIX C

CENTENNIAL SCHOOL DISTRICT RECOMMENDED PROCEDURES CONFIDENTIALITY OF INFORMATION

Prepared by Dr. Tasha Katsuda, Assistant Superintendent

July 1, 2023

INTRODUCTION

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

NEED TO KNOW

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

CIRCLE OF KNOWLEDGE

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

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

APPENDIX C cont.

PREPARATION FOR SHARING INFORMATION

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

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

DISSEMINATION OF INFORMATION

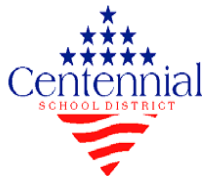
At any time confidential information is shared with others, the consequences of such sharing needs to be given serious consideration. In some cases, it may not be the information that is being shared; rather, it may be the method that was used that comes under the greatest scrutiny. Several guidelines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

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

CONCLUSIONS

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

APPENDIX D



Code: **JHFF/GBNAA**
Adopted: 1/13/21
Orig. Code(s) JHFF

REPORTING REQUIREMENTS FOR SUSPECTED SEXUAL CONDUCT WITH STUDENTS

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is not tolerated. All district employees, contractors, agents, and volunteers are subject to this policy.

“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee⁴, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the ⁵ designated licensed administrator or the alternate designated licensed administrator for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the Assistant Superintendent/Director of Human Resources who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ The following language in brackets, i.e., , contractor, agent or volunteer, is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.

⁵ Senate Bill 155 (2019) requires the district to designate a licensed administrator to receive reports of suspected sexual conduct, and designate an alternate licensed administrator for each school building.

APPENDIX D cont.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees⁶ designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

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

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The 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 person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

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

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

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

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

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 339.370 – 339.400

ORS 419B.005 – 419B.045

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018)

⁶ Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.



Code: **JHFF/GBNAA-AR**
Adopted: 1/13/21
Orig. Code(s) JHFF-AR

SUSPECTED SEXUAL CONDUCT REPORT PROCEDURES AND FORM

When the designee receives a report of suspected sexual conduct that may have been committed by a person licensed¹ through Teacher Standards and Practices Commission (TSPC), the designee shall notify TSPC as soon as possible. When the designee receives a report of suspected sexual conduct that may have been committed by a person who is not licensed through TSPC, the designee shall notify the Oregon Department of Education (ODE) as soon as possible.

The district posts in each school building the names and contact information of the employees² in each school building designated to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

If the superintendent is the alleged perpetrator the report shall be submitted to the Assistant Superintendent/Director of Human Resources who shall refer the report to the Board chair.

When the designee receives a report of suspected sexual conduct by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave³ and take necessary actions to ensure the student's safety. The employee shall remain on leave until TSPC or ODE determines that the report is substantiated and the district takes appropriate employment action against the employee, or cannot be substantiated or is not a report of sexual conduct and the district determines either: 1) an employment policy was violated and the district will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. The district will investigate all reports of suspected sexual conduct by persons who are licensed by the TSPC, unless otherwise requested by TSPC, and all reports of suspected sexual conduct by persons who are not licensed by TSPC, unless otherwise requested by ODE.

When the designee receives a report of suspected sexual conduct by a contractor⁴, an agent or a volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support a report of suspected sexual conduct, the district shall prohibit the contractor, agent or volunteer from providing services.

Upon request from ODE or TSPC the district will provide requested documents or materials to the extent allowed by state and federal law.

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

¹ "License" includes a license, registration or certificate issued by the Teacher Standards and Practices Commission.

² Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator for each school building.

³ The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

⁴ The district is encouraged to duplicate this language in the contract. If the contract is with a company and the person assigned to do the work is the alleged perpetrator, the district shall notify the company and request another company employee be assigned to complete the work.

APPENDIX D cont.

An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses and the person who is the subject of the report, and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of such employment contract or agreement.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.

A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

Training

The district shall provide training each school year to district employees on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year the training described above to contractors, agents, volunteers and to parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide to contractors, agents and volunteers each school year information on the following:

1. Prevention and identification of sexual conduct;
2. Obligations of district employees under adopted board policies to report suspected sexual conduct; and
3. Appropriate electronic communications with students.

The district shall make available each school year training that is designed to prevent sexual conduct to students attending district-operated schools.

APPENDIX D cont.

**Centennial School District
SUSPECTED SEXUAL CONDUCT REPORT FORM**

Name of person making report: _____

Position of person making report: _____

Name of person suspected of sexual conduct: _____

Date and place of incident or incidents: _____

Description of suspected sexual conduct: _____

Name of witnesses (if any): _____

Evidence of suspected sexual conduct, e.g., letters, photos, etc.(attach evidence if possible): _____

Any other information: _____

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

Signature: _____ Date: _____

APPENDIX D cont.

**Centennial School District
WITNESS DISCLOSURE FORM**

Name of witness: _____

Position of witness: _____

Date of testimony/interview: _____

Description of instance witnessed: _____

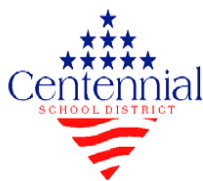
Any other information: _____

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

Signature: _____

Date: _____

APPENDIX E



Code: **GCAB**
Adopted: 10/28/09
Revised/Readopted: 4/09/14, 6/17/15
Orig. Code(s) GCAB

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA – STAFF**

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

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

Personal electronic devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video or audio shall not be used in violation of any applicable Oregon Revised Statutes (public records law, etc.) or United States Code (Children’s Internet Protection Act, etc.) while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during this time. The District will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members while on duty and off duty will utilize social websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.¹ Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members while on duty and off duty will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate, professional and related to school assignments or activities. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matter, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students during work hours is prohibited. Texting students while off duty is strongly discouraged.

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

APPENDIX E cont.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on websites, public websites, blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers.

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

END OF POLICY

Legal References:

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

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

U.S. CONST. amend. XVIII, § 1466A

U.S. CONST. amend. XVIII, § 1470

U.S. CONST. amend. XX, § 7906

U.S. CONST. amend. XX, § 6777

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

Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).

Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).

HR2/16/12|HP

APPENDIX F



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

ELECTRONIC COMMUNICATIONS SYSTEM

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

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

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

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

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

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

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

APPENDIX F cont.

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

END OF POLICY

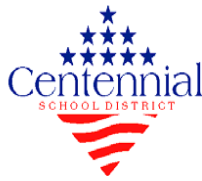
Legal Reference(s):

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

Children's Internet Protection Act, 47 U.S.C. Sections 254(h) and (l) (2008); 47 C.F.R. Section 54.520(2001).
Copyrights, Title 17, as amended, United States Code; 19 C.F.R. Part 133 (2000).
Oregon Attorney General's Public Records and Meetings Manual, pp. 24-26, Appendix H Department of Justice (2001).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. Sections 7101-7117.
Drug-Free Workplace Act of 1988, 41 U.S.C. Sections 701-707; 34 C.F.R. Part 85, Subpart F.
Controlled Substances Act, 21, U.S.C. 812, schedules I through V, 21 C.F.R. 1308.11-1308.15 (2000).
Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928.
Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101-12213; 29 C.F.R. Part 1630 (2000); 28 C.F.R. Part 35 (2000).
Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g C.F.R. Part 99 (2000).
Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).
No Child Left Behind Act of 2001, P.L. 107-110, Title II, Section 2441.
Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

IIBGB – Internet Website Web Pages



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

ELECTRONIC COMMUNICATIONS SYSTEM

Definitions

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

General District Responsibilities

The District will:

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

APPENDIX F cont.

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

APPENDIX F cont.

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

System Access

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

General Use Prohibitions/Guidelines/Etiquette

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

APPENDIX F cont.

1. Prohibitions

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

2. Guidelines/Etiquette

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

APPENDIX F cont.

Complaints

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

Violations/Consequences

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

Telephone/Membership/Other Charges

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

Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the District's system may provide access to materials that may be considered objectionable and inconsistent with the District's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the District's system accordingly.

APPENDIX F cont.

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

APPENDIX F cont.



Dear Parents:

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

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

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

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

Attached to this letter are the following important documents:

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

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

Sincerely,

Administrator

APPENDIX F cont.



Student Agreement for an Electronic Communications System Account Academic Year 2023-2024

Student agreement must be renewed each academic year.

Student Section

Student Name _____ Grade _____

School _____

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

Student Signature _____ Date _____

Sponsoring Parent

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

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

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

Signature of Parent

Home Address

Date _____ Home Phone Number _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

APPENDIX F cont.



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

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

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

Signature

Home Address

Date _____ Home Phone Number _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

APPENDIX F cont.



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

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

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

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

Signature _____

Home Address _____

Date _____

Home Phone Number _____

This space reserved for System Coordinator

Assigned Username: _____

Assigned Password: _____

APPENDIX G



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

WEB PAGES

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

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

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

District Website

The District’s website provides a resource for obtaining information about the District and for informing patrons about district, school and/or classroom activities. Requests for publication of information on the District website should be directed to the District’s webmaster in care of the Instructional Technology Center.

Staff Web Pages

Staff may create web pages:

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

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

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

Student Web Pages

Students may, with staff sponsorship, create web pages for publication on the District’s website, that are primarily academic, educational and research oriented.

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

Others

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

END OF POLICY

Legal Reference(s):

ORS 332.107

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2006)



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

WEB PAGE GUIDELINES

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

Content

All web pages must:

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

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

Use of web pages for financial gain is prohibited.

Standards

Web-page authors shall:

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

Web-page authors shall not:

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

APPENDIX G cont.

Disclaimer

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

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

Student Safeguards

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

Maintenance

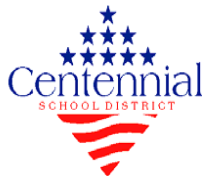
Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Web pages not up to date may be removed by the webmaster.

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

Privacy

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

APPENDIX H



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

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

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

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

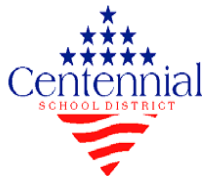
ORS 163.190
ORS 163.197
ORS 166.065

ORS 166.155 – 166.165
ORS 332.072

ORS 332.107
ORS 659A.030

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

APPENDIX I



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

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

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

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

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

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

Definitions

1. “District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the District.
2. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district sponsored activity or grade level attainment, (i.e., personal servitude, sexual stimulation, sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

APPENDIX I cont.

4. “Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district provided transportation or at any official district bus stop that maybe based on, but not limited, to the protected class status of a person having the effect of:
 - a. Physically harming a student or damaging a student’s property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
 - c. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.
5. “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income or disability.
6. “Bullying” is defined as unwanted aggressive behavior between people that involves a real or perceived power imbalance and is repeated over time.
7. “Teen Dating Violence” means:
 - a. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
 - b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
8. “Domestic violence” means abuse as defined by the Oregon Revised Statute (ORS 107.705 between family and household members, as those terms are described in ORS 107.705.
9. “Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property/equipment to violate this policy.
10. “Retaliation” means hazing, harassment, intimidation, or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, bullying, cyberbullying, menacing, teen dating violence or retaliation.
11. “Menacing” includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

Reporting

The principal² will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal or superintendent who has overall responsibility for all investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal or superintendent. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, or an act of cyberbullying to the principal or superintendent may be subject to remedial action up to and including dismissal. Remedial action may not be based solely on an anonymous report.

¹ “Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual’s sex at birth.

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

APPENDIX I cont.

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

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

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

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

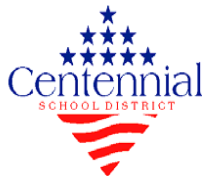
ORS 163.190	ORS 339.107	OAR 581-021-0045
ORS 166.065	ORS 339.240	OAR 581-021-0046
ORS 166.155 – 166.165	ORS 339.250	OAR 581-021-0055
ORS 174.100 (6)	ORS 339.254	OAR 581-022-1140
ORS 332.072	ORS 339.351 to –339.366	

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

Cross Reference(s):

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

APPENDIX J



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

INSTRUCTIONAL GOALS

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

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

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

APPENDIX J cont.

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

END OF POLICY

Legal Reference(s):

ORS 329.025

ORS 329.125

ORS 336.067

OAR 581-022-1020

OAR 581-022-1030

OAR 581-022-1210

OAR 581-022-1340

APPENDIX K



Code: **GBNAB/JHFE**
Adopted: 2/13/91
Readopted: 10/23/91; 10/09/96; 11/09/05;
5/29/08; 3/10/10; 6/20/12;
9/24/14; 1/13/21;1/25/23
Orig. Code(s) JHFE

REPORTING OF SUSPECTED ABUSE OF A CHILD REPORTING REQUIREMENTS**

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any adult or student person**² with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors³, agents⁴, volunteers⁵, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

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

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

¹ Includes the neglect of a child; abuse is defined in ORS 419B.005.

² "Person" could include adult, student or other child.

³ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁴ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

APPENDIX K cont.

If the superintendent is the alleged perpetrator the report shall be submitted to the Assistant Superintendent/Director of Human Resources who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE/GBNABAR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee, and a statement that the this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

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

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

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report. A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

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

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

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

APPENDIX K cont.

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 339.370 - 339.400
ORS 418.257 – 418.259

ORS 419B.005 – 419B.050

OAR 581-022-2205

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).
Senate Bill 51 (2021)

Cross Reference(s):

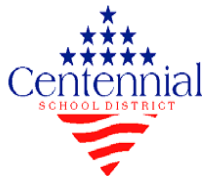
BBF – Board Member Standards of Conduct

GBNAA/JHFF – Reporting Requirements for Suspected Sexual Conduct with Students

GCAB - Personal Electronic Devices and Social Media - Staff

JFCF – Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student

JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students



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

DISTRICT EQUITY POLICY

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

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

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

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

Educational equity means raising the achievement of all students while:

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

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

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

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

APPENDIX L cont.

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

Definitions

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 342.437 to 342.449

ORS 332.107

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

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

APPENDIX M



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

FREEDOM OF EXPRESSION/TEACHERS

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 332.072
ORS 332.107
ORS 339.880

ORS 339.885

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

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

APPENDIX N



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

WHISTLEBLOWER

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

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

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

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

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

END OF POLICY

Legal Reference(s):

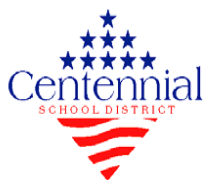
ORS 192.501 to -192.505
ORS 659A.199 to -659A.224

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

Legal Reference(s):

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

APPENDIX O



Code: AC
Adopted: 10/81
Revised/Readopted: 10/10/90; 8/22/01; 03/08/06;
12/12/07; 5/13/09; 9/28/11;
12/14/11; 9/25/13; 10/14/15;
11/08/17; 11/13/19; 5/11/22
Orig. Code(s): 1310

NONDISCRIMINATION

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

END OF POLICY

APPENDIX O cont.

Legal Reference(s):

ORS 174.100	ORS 659A.006	ORS 659A.409
ORS 192.630	ORS 659A.009	OAR 581-002-0001-002-0005
ORS 326.051(1) (e)	ORS 659A.029	OAR 581-021-0045
ORS 408.230	ORS 359A.030	OAR 581-021-0046
ORS 659.805	ORS 659A.040	OAR 581-021-0047
ORS 659.815	ORS 659A.103-659A.145	OAR 581-022-2310
ORS 659.850-659.860	ORS 659A.230-659A.233	OAR 581-022-2370
ORS 659.865	ORS 659A.236	OAR 839-003
ORS 659A.001	ORS 659A.309	
ORS 659A.003	ORS 659A.321	

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

House Bill 2935 (2021).

House Bill 3041 (2021)

Cross Reference(s):

ACA - Americans with Disabilities Act

ACB – Every Student Belongs

GBA - Equal Employment Opportunity

GBEA – Workplace Harassment

JB - Equal Educational Opportunity

KL – Public Complaints

APPENDIX O cont.



Code: **AC-AR**
Revised/Reviewed: 6/27/01; 1/05/06; 11/14/13;
10/14/15; 12/13/17; 11/13/19
5/11/22; 7/12/23
Orig. Code(s): AC-AR

DISCRIMINATION COMPLAINT PROCEDURE

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

- Step 1** Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives an oral or written complaint shall report the complaint to the principal.
- The principal shall investigate and determine the action to be taken, if any, and reply, in writing, to the complainant within 10 school days of receipt of the complaint.
- Step 2** If the complainant wishes to appeal the decision of the principal, the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.
- The superintendent or designee shall review the principal's decision within five school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee will respond in writing to the complainant within 10 school days.
- Step 3** If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 30 days of receipt of the appeal by the Board.

If the principal is the subject of the complaint, the individual may start at Step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at Step 3 and 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, may start at Step 3 and should be submitted to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at Step 3 and be referred directly to the district counsel.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

The complainant, if a person who resides in the district, or a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a)

APPENDIX O cont.

DISCRIMINATION COMPLAINT FORM

Any Person, including students, staff, visitors and third parties, may file a complaint.

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee Job applicant Other _____

Type of discrimination:

- | | | |
|--|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Marital status | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Familial status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Economic status | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Veteran's status | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gender identity | | |

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.) _____

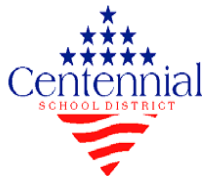
Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

APPENDIX P



Code: **GBDA**
Adopted: 1/16/08
Revised/Readopted: 4/24/13; 4/09/14;
4/22/15; 2/12/20
Orig. Code: GBDA

EXPRESSION OF MILK IN THE WORKPLACE

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

The 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 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.

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

1. Butler Creek Elementary School: classrooms with windows covered and door locked; nurse's office located in the main office.
2. Centennial High School: classrooms and offices with windows covered and door locked; women's locker room with windows covered and door locked.
3. Centennial Middle School: Room 337A.
4. Centennial Park School: classrooms and offices with windows covered and door locked.
5. Centennial Transition Center: offices with windows covered and door locked.
6. Dining Services Department: office with windows covered and door locked.
7. District Office: Curriculum and Student Learning meeting room.
8. Instructional Technology Center: office with windows covered and door locked.
9. Maintenance Department: offices with windows covered and door locked.
10. Meadows Elementary School: classrooms with windows covered and door locked; Room 1a.
11. Oliver Middle School: classrooms with windows covered and door locked; assistant principal's office.
12. Parklane Elementary School: classrooms with windows covered and door locked; assistant principal's office.
13. Patrick Lynch Elementary School: classrooms with windows covered and door locked; nurse's office located in the main office.
14. Pleasant Valley Elementary School: classrooms with windows covered and door locked; nurse's office located in the main office.
15. Powell Butte Elementary School: classrooms with windows covered and door locked; Room 13.
16. Transportation Department: office with windows covered and door locked.

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.

APPENDIX P cont.

END OF POLICY

Legal References:

ORS 243.650
ORS 653.077

ORS 653.256
OAR 839-020-0051

Cross Reference(s):

GCBD/GDBD - Personal Illness and Injury Leave

Workplace Accommodations Notice

Centennial School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

Centennial School District will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, Centennial School District **will not**:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact your building supervisor/principal or the Human Resources Department.

APPENDIX R



Code: **GBEA**
Adopted: 8/28/91
Revised/Readopted: 4/09/14; 3/10/21;
6/22/22
Orig. Code: GBEA

WORKPLACE HARASSMENT

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure² or nondisparagement³ agreement.

¹ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

² A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

³ A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

APPENDIX R cont.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

Legal Reference(s):

ORS 243.317 – 243.323	ORS 659A.030	ORS 659A.885
ORS 659A.001	ORS 659A.082	OAR 584-020-0040
ORS 659A.003	ORS 659A.112	OAR 584-020-0041
ORS 659A.006	ORS 659A.820	
ORS 659A.029	ORS 659A.875	

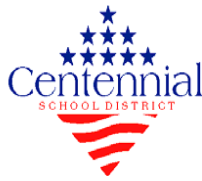
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

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

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

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

House Bill 3041 (2021)



Code: **GBEA-AR**
Revised/Reviewed: 3/10/21
Orig. Code(s): GBEA-AR

WORKPLACE HARASSMENT REPORTING AND PROCEDURE

Any district employee who believes they have been a victim of workplace harassment may file an oral or written report consistent with this administrative regulation, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process, or under any other available law.

Additional information regarding the filing of a report may be obtained through the principal, compliance officer or superintendent.

A complaint alleging an unlawful employment practice as described in ORS 659A.030, 659A.082 or 659A.112 or section 4 of Senate Bill 479 (2019) must be filed no later than five years after the occurrence of the alleged unlawful employment practice.

All documentation related to workplace harassment complaints may become part of the personnel file of the employee who is the alleged harasser, as appropriate. Additionally, a copy of all workplace harassment reports, complaints, and documentation will be maintained by the district as a separate confidential file and stored in the district office.

Investigation Procedure

The Principal, Supervisor, or Director of Human Resources is responsible for investigating reports concerning workplace harassment. The investigator(s) shall be a neutral party having had no involvement in the report presented. If the alleged workplace harassment involves the Principal or Supervisor, the employee may report to the Director of Human Resources. All reports of alleged workplace harassment behavior shall be investigated.

The investigator shall:

1. Document the alleged, reported incident of workplace harassment;
2. Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee;
3. Provide a copy of the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee; and
4. Complete the following steps:

Step 1 Promptly initiate an investigation. The investigator will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The investigator shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

A copy of the report, complaint, or other documentation about the incident, and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the workplace harassment incident, including disciplinary action taken or recommended, shall be forwarded to the human resources office.

APPENDIX R cont.

- Step 2 If a complainant is not satisfied with the decision at step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the step 1 decision. The superintendent or designee shall review the investigators report and findings. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary by the superintendent or designee to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days after receipt of the appeal.
- Step 3 If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the findings and conclusion of the superintendent or designee in a public meeting to determine what action is appropriate. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision as the district's final decision.

If the Board conducts a hearing, the complainant shall be given an opportunity to present the appeal at a Board meeting. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. The Board shall decide, within 20 days, in open session whether the decision at Step 2 shall be upheld or reversed and remanded to Step 2. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing, providing information to the complainant only as allowed under Oregon law and regulations and any applicable collective bargaining agreement.

If the Board chooses not to hear the appeal, the superintendent's decision in Step 2 is final.

Reports involving the superintendent should be referred to the Board chair on behalf of the Board. The Board chair will cause the information¹ required to be issued to the complainant as described in this administrative regulation. The Board chair shall present the complaint to the Board at a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 30 days, in open session what action if any is warranted. The Board chair shall notify the complainant in writing within 10 days that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Follow-up Procedures

The Principal, Supervisor, or Director of Human Resources will follow up with the district employee of the alleged harassment once every three months for the calendar year following the date on which the Principal, Supervisor, or Director of Human Resources received a report of harassment, to determine whether the alleged harassment has stopped or if the employee has experienced retaliation. The Principal, Supervisor, or Director of Human Resources will document the record of this follow-up. The Principal, Supervisor, or Director of Human Resources will continue follow-up in this manner until and unless the employee directs the Principal, Supervisor, or Director of Human Resources in writing to stop.

¹ Provide information about legal resources and counseling and support services, which may include district-provided assistance services available to the district employee, and a copy the district's Board policy GBEA - Workplace Harassment and this administrative regulation to the district employee.

APPENDIX R cont.

Other Reporting Options and Filing Information

Nothing in this policy prevents an employee from filing a formal grievance in accordance with a collective bargaining agreement (CBA) or a formal complaint with BOLI or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center. Review the CBA for any provision that requires an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

Nothing in Board policy GBEA - Workplace Harassment or this administrative regulation prevents any person from seeking remedy under any other available law, whether civil or criminal.

An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

Filing a report with the U.S. Department of Labor (USDOL) Civil Rights Center.

An employee whose agency receives federal financial assistance from the USDOL under the Workforce Innovation and Opportunity Act, Mine Safety and Health Administration, Occupational Safety and Health Administration, or Veterans' Employment and Training Service, may file a complaint with the state of Oregon Equal Opportunity Officer or directly through the USDOL Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

APPENDIX R cont.

Centennial School District
18135 SE Brooklyn St. Portland, OR 97236 | 503-760-7990

WORKPLACE HARASSMENT REPORTING OR COMPLAINT FORM

Name of person making report/complainant: _____

Position of person making report/complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of alleged misconduct: _____

Name of witnesses (if any): _____

Evidence of workplace harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

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

Signature: _____ Date: _____

APPENDIX R cont.

**Centennial School District
18135 SE Brooklyn St. Portland, OR 97236 | 503-760-7990**

WITNESS DISCLOSURE FORM

Name of Witness: _____

Position of Witness: _____

Date of Testimony/Interview: _____

Description of Instance Witnessed: _____

Any Other Information: _____

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

Signature: _____

Date: _____