

David Douglas School District #40 Employee Handbook 2018-2019



Preface

The material covered within this staff handbook is intended as a communication to employees regarding general District information, rules and regulations and is not intended to enlarge or diminish any [Board policy](#), administrative regulation or collective bargaining agreement. Material contained in this handbook may therefore be superseded by such [Board policy](#), administrative regulation, collective bargaining agreement or changes in state or federal law.

Public Relations

Cordial relationships with the community are essential if we are to accomplish our objective of providing the best possible service. Each of us has an obligation to contribute prompt, friendly, courteous 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.

Equal Opportunity and Non-Discrimination

Equal employment opportunity and treatment shall be practiced by the district regardless of age, national origin, race, color, religion, marital status, sex, sexual orientation¹ and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

¹Sexual 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 behavior differs from that traditionally associated with in the individual's sex at birth.

The District complies with legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973. Contact the Human Resources Office for additional information and/or compliance issues.

TABLE OF CONTENTS

DIRECTORY	5
SCHOOL BOARD	5
DISTRICT OFFICE	5
SCHOOLS AND PRINCIPALS	6
GENERAL INFORMATION.....	7
ASSOCIATIONS	7
BOARD OF DIRECTORS	7
BOARD POLICY	7
BUILDING ACCESS	8
DISTRICT HOURS	8
STAFF OPERATIONS.....	9
ABSENCES	12
BREAKS	12
CARE/USE OF DISTRICT PROPERTY	12
CASH IN DISTRICT BUILDINGS	13
CELL PHONE USE	13
CHANGE OF NAME, ADDRESS, OR TELEPHONE NUMBER	14
CHECKOUT	14
CHILD ABUSE REPORTING	14
CLASSROOM SECURITY	15
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES	15
COMPLAINTS	16
COMPUTER USE	16
COPYRIGHT	17
CORPORAL PUNISHMENT	18
CRIMINAL RECORDS CHECKS/FINGERPRINTING	18
DRUG-FREE WORKPLACE	19
EMERGENCY CLOSURES	20
EMERGENCY PROCEDURES AND DISASTER PLANS	20
EMPLOYEE REIMBURSEMENT	20
EVALUATION OF STAFF	20
FAIR LABOR STANDARDS ACT	21
FRAUD	21
GIFTS AND SOLICITATIONS	21
GUEST SPEAKERS/CONTROVERSIAL SPEAKERS	22
HARASSMENT PROHIBITION	22
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	23
INCIDENT REPORTS AND WORKER’S COMPENSATION	24
INJURY/ILLNESS REPORTS	25
KEYS	26
LICENSE REQUIREMENTS	27
MATERIALS DISTRIBUTION	27



TABLE OF CONTENTS: Page Two

<u>MEDICINES—ADMINISTERING TO STUDENTS</u>	28
<u>MOTHER-FRIENDLY WORKPLACE</u>	28
<u>PARENTAL RIGHTS/SURVEYS</u>	29
<u>PARENTS’ CUSTODIAL/NONCUSTODIAL RIGHTS</u>	30
<u>PARTICIPATION IN POLITICAL ACTIVITIES</u>	30
<u>PERSONNEL RECORDS</u>	30
<u>POWER OUTAGES</u>	30
<u>PURCHASING</u>	31
<u>RELEASE OF GENERAL STAFF INFORMATION</u>	31
<u>RESIGNATION OF STAFF</u>	32
<u>RETIREMENT</u>	32
<u>SAFETY COMMITTEE</u>	32
<u>SEXUAL HARASSMENT BOARD POLICY</u>	33
<u>SEXUAL HARASSMENT COMPLAINT PROCEDURE</u>	34
<u>SICK TIME</u>	36
<u>STAFF CONDUCT</u>	36
<u>STAFF DRESS AND GROOMING</u>	37
<u>STAFF ETHICS</u>	37
<u>STAFF HEALTH AND SAFETY</u>	38
<u>SUPERVISION OF STUDENTS</u>	39
<u>TEACHING ABOUT RELIGION</u>	40
<u>TELEPHONES</u>	40
<u>TOBACCO-FREE ENVIRONMENT</u>	40
<u>USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS</u>	40
<u>WEAPONS</u>	40
<u>WORKERS COMPENSATION</u>	41
<u>WORKPLACE EXPECTATIONS</u>	41

DIRECTORY

SCHOOL BOARD

Bryce Anderson	
Frieda Christopher	Board Vice Chair
Ana Del Rocio	
Christine Larsen	Board Chair
Kyle Riggs	
Stephanie D. Stephens	
Andrea Valderrama	

Board positions are as of June 12, 2018. For contact information, please visit our webpage at: <https://www.ddouglas.k12.or.us/school-board/>

DISTRICT OFFICE

DISTRICT OFFICE..... 503-252-2900
11300 NE Halsey St, Portland, OR 97220

The District office is open between the hours of 7:30am-4:30 pm weekdays during the school year.

Superintendent	Ken Richardson
Deputy Superintendent & Title IX Coordinator.....	Candy Wallace
Director of PK-12 Education	Andy Long
Director of Administrative Services	Patt Komar
Director of Assessment & Technology....	Derek Edens
Director of Curriculum	Brooke O’Neill
Director of ESL & Equity.....	Kelly Devlin
Director of Student Services	Mary Pearson
Administrator of Title I/ELA.....	Elise Hall
Communications Specialist.....	Dan McCue
Student Services Administrator	Jared Hayes
Student Services Administrator	Florence Protopapas

Schools and Principals

Cherry Park (K-5) Kate Barker.....	503-256-6501
<i>1930 SE 104th, Portland, OR 97216</i>	
Earl Boyles (K-5) Ericka Guynes.....	503-256-6554
<i>10822 SE Bush St., Portland, OR 97266</i>	
Gilbert Heights (K-5) Shane Bassett.....	503-256-6502
<i>12839 SE Holgate, Portland, OR 97236</i>	
Gilbert Park (K-5) Stacie Moncrief.....	503-256-6531
<i>13132 SE Ramona, Portland, OR 97236</i>	
Lincoln Park (K-5) Ceci De Valdenebro.....	503-256-6504
<i>13200 SE Lincoln, Portland, OR 97233</i>	
Menlo Park (K-5) Kellie Burkhardt	503-256-6506
<i>12900 NE Glisan, Portland, OR 97230</i>	
Mill Park (K-5) Bob Stelle	503-256-6507
<i>1900 SE 117th, Portland, OR 97216</i>	
Ventura Park (K-5) Holly Schauer	503-256-6508
<i>145 SE 117th, Portland, OR 97216</i>	
West Powellhurst (K-5) Susan Olds	503-256-6509
<i>2921 SE 116th, Portland, OR 97266</i>	
Alice Ott Middle School (6-8) Duane Larson.....	503-256-6510
<i>12500 SE Ramona, Portland, OR 97236</i>	
Floyd Light Middle School (6-8) Doug Pease	503-256-6511
<i>10800 SE Washington, Portland, OR 97216</i>	
Ron Russell Middle School (6-8) Thu Truong.....	503-256-6519
<i>3955 SE 112th, Portland, OR 97266</i>	
High School (9-12) John Bier.....	503-261-8300
<i>1001 SE 135th, Portland, OR 97233</i>	
Fir Ridge Campus (9-12) Amy Straw	503-256-6530
<i>11215 SE Market, Portland, OR 97216</i>	

GENERAL INFORMATION

ASSOCIATIONS

The David Douglas Education Association/East County Bargaining Council is the bargaining representative for all members of the licensed bargaining unit.

The Oregon School Employees Association, Chapter 40, is the bargaining representative for all classified staff.

BOARD OF DIRECTORS

Oregon law establishes a school board to direct a local school district. In the David Douglas School District, the Board is a seven-member committee elected by the people to direct schools. It 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 a budget and authorizes the levying of taxes necessary to balance the budget.

The seven members of the board are elected from the District to serve four-year terms. Members of the board serve without salary.

Board Meetings

The Board meets on the second Thursday of each month at 7:00 p.m. in the District Office Board Room. Holiday and summer month meeting dates may be altered. The District website (www.ddouglas.k12.or.us) lists board meeting dates. All regular and special meetings of the Board are open to the public unless otherwise provided by law.

Staff members are invited to attend Board meetings. To have an item considered for the regular Board agenda, contact the Superintendent or the Board Chair at least one week prior to the Board meeting date.

Board communications, policies, and information will be communicated to staff and the community through the District email system and website.

Board Policies

All staff members are responsible for carrying out and complying with Board Policy. David Douglas School Board Policy is available online at <http://policy.osba.org/ddouglas>. Updates, changes or additions to Board Policy are reviewed and announced during regular Board meetings.

BUILDING ACCESS

District buildings are accessible to staff during the course of the school day. Staff members needing access at other times are required to contact the building administrator with their request.

As classrooms may be utilized outside regular building hours, all staff is encouraged to leave their rooms in order and to secure personal items.

Private Access to District Facilities

The District facilities are open to employees and community groups during the week and weekends for approved use when such use does not interfere with District programs. [The Building Use Request Form](#) is on the District website or can be obtained through the Business Office. Notice will follow a review of the application by District representatives. Employees will be charged the same rates as community members for personal use of facilities.

DISTRICT HOURS

The David Douglas School District Office is open weekdays between the hours of 7:30 a.m. and 4:30 p.m. during the school year. The receptionist may be reached at 503-252-2900. After hours calls will be electronically forwarded to voice mail.

STAFF OPERATIONS

ABSENCES

Licensed staff, MECP Classified, and Self-Contained Special Education Instructional Assistants members unable to report to work for any reason must call the ESS Subdesk System at 503-208-7454 or designated contact, as soon as possible to ensure that appropriate substitute arrangements may be made. You can also access the EMS system 'Aesop' at aesoponline.com. Absences can be reported 24 hours a day, 7 days a week and up to 365 days in advance to the Aesop System. ESS has sent each staff member that will need to report their absence an e-mail with instruction on how to use the ESS Aesop System.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the principal or principal's designee.

Classified staff must contact their supervisor or supervisor's secretary if they are unable to report to work for any reason.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established [Board policy](#) and law. A Leave Request Application must be completed and returned to the designated supervisor for all leave absences, other than sick leave. Leave applications are available from office and department secretaries.

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

Eligibility

In accordance with federal law, staff members employed by the District for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for **FMLA leave**. Staff members employed by the District at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for **OFLA leave**. There is no minimum average number of hours worked per week when determining employee eligibility for **parental leave** under OFLA.

Length/Purpose of Leave

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

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a family member with a serious health condition; or
4. The staff member's own serious health condition.

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

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

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

Intermittent Leave and Alternate Duty

The District may transfer an employee on intermittent OFLA leave or a reduced work schedule into an alternate position with the same or different duties to accommodate the leave provided certain criteria are met.

Additionally, the District may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided certain criteria are met.

Calculating the 12-Month Period for Leave

The District will use the same method for calculating the 12-month period in which the 12 work weeks FMLA and OFLA leave entitlement occurs for all employees. The District will use a “rolling” 12-month period measured backward from the date the employee uses any family and medical leave.

Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid. An employee may elect to use accrued paid leave, including sick leave, or accrued vacation leave 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 that accrued paid leave may be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within three 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.

Application

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

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

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

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

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

Medical Certification

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

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

If the leave is for the purpose of an employee's own serious health condition, they may also be required to provide a 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/OFLA 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.

Return to Work

Following an FMLA or OFLA leave, a staff member is generally entitled to be returned to their former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment.

BREAKS: CLASSIFIED EMPLOYEES

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

Classified employees are expected to adhere to the break schedule established by the building or supervisor. Deviation from the regularly scheduled break period requires prior approval.

CARE/USE OF DISTRICT PROPERTY

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

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

State statutes and regulations prohibit the use of public property and equipment for personal gain. District equipment (such as copy machines, computers, vehicles, shop equipment and tools) is not to be used for personal gain, use, or to promote a private enterprise.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

CELL PHONE USE

Cell phone usage for David Douglas School District

The following statements define the use of cellular phones and other electronic devices as they pertain to all David Douglas School District employees:

1. Employees may possess cellular phones and other electronic devices while in school and at school activities.
2. When employees do use cellular phones or other electronic devices, they must use them appropriately, responsibly, and professionally (see DDSD Acceptable Use Policy).
3. All personal electronic devices will be turned off, not used, and kept out of sight during work time and while employees are performing their employment responsibilities. For example; teaching, supervising, custodial duties, clerical duties, attending meetings, any work time not on breaks, etc. When applicable and acceptable, cellular phones may remain on, but must be placed on the silent mode.
4. Employees may use personal cellular phones and other such electronic devices for school emergency situations and, during lunch break, other scheduled breaks, and/or recess periods as long as it does not interfere with their employment responsibilities and instructional time of students.
5. Except in an emergency situation, employees may not use cellular telephones or other communication devices while operating a District vehicle or operating any vehicle while transporting students.
6. Employees are expected to use technology in an appropriate, professional manner. Employees should not make any inappropriate contact with students, parents or colleagues using any form of communication (written, verbal, or electronic). This includes participating in social networking sites, texting, emailing, Twitter, Instagram, etc. (see DDSD Acceptable Use Policy).
7. Employees who misuse their personal cell phone or other electronic devices shall be subject to disciplinary action in accordance with State Law and District Policy, e.g.

verbal warning, written reprimand, revoke privilege to possess cellular phone or electronic devices at school, and/or refer to Superintendent for further disciplinary action.

8. For extenuating personal emergency situations, the principal or immediate supervisor may make a temporary exception to this Policy if other accommodations cannot be arranged.

CHANGES IN NAME, ADDRESS, OR TELEPHONE NUMBER

As soon as a staff member is aware of a change in name, address, or telephone number, that change needs to be reported on the IV web portal to the Human Resources and the building administrator/supervisor. IV web portal may be found at:

<https://ivweb.nwtoolbox.org/daviddouglas>

CHECKOUT

Work Day Checkout

All staff is required to check out/in with the office if there is a need to leave during the work day. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

Year End Checkout

The building principal or head secretary will collect all staff keys and ID badges prior to the issuance of final paychecks unless assigned duties require continued access. All staff will complete required checkout procedures as determined by the building administrator.

CHILD ABUSE REPORTING AND TRAINING

Oregon State law defines a school employee as a mandatory reporter of suspected child abuse and requires all school district employees to complete an annual child abuse training. Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom they have come in contact has suffered abuse or neglect, or that any adult with whom they are in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services or a local law enforcement agency. The building administrator/supervisor or superintendent is also to be immediately informed.

Oregon law recognizes the following types of abuse: physical, neglect, mental injury, threat of harm, sexual abuse or sexual exploitation.

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

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

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 the end of the day.

Staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. An employee who does not have access to a lockable space should notify an administrator. Students should be instructed to leave valuables at home.

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 immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established for staff and student protection.

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

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

HBV/Bloodborne Pathogens Training and Immunization

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

1. At the time of initial assignment 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, Hepatitis B Virus vaccination and vaccination series will be made available after training to staff that have been notified by the District as being at risk.

Staff must report any occupational exposure to bloodborne pathogens to the building administrator or supervisor. Following a report of an exposure incident, the District will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

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

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 or 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](#), collective bargaining agreement and/or administrative regulations.

COMPUTER USE

The District's [Acceptable Use Policy](#) (AUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the **Children's Internet Protection Act** (CIPA). In this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District network. **Only current employees or individuals designated by the District are authorized to use the network.**

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

There have been a number of questions/issues surrounding social networking sites. A few important guidelines:

- Never communicate with students about anything of a personal nature. In fact, staff should not be “friends” with students.
- Never post photos of students.
- Personal network sites should not be accessed during work hours.

Acceptable Uses of the David Douglas Computer Network or the Internet

Schools must verify employees using the David Douglas Computer Network (DDNET) and Internet access for that school year have a signed page acknowledging this policy. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult an administrator or other appropriate District personnel. All employees acknowledge Acceptable Use Guidelines for technology and internet use through their completion of SafeSchools annually. This electronic signature is a legal document that acknowledges your understanding of the guidelines.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for employees, including suspension or dismissal from District employment, or criminal prosecution by law enforcement agencies.

NOTE: If a user inadvertently accesses an area of unacceptable use, the user should notify the supervisor or administrator immediately.

COPYRIGHT

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

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

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. See [Board Policy](#) EGAAA for fair use guidelines.

CORPORAL PUNISHMENT

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

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

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

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

CRIMINAL RECORDS CHECK/FINGERPRINTING

All newly licensed or registered educators and those applying for renewal of a license or registration are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the [Teacher Standards and Practices Commission \(TSPC\)](#). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check the previous year.

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

All offers of employment are contingent upon the disposition of the results of such checks.

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:

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

Appeals

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

DRUG-FREE WORKPLACE

The David Douglas School District acknowledges the important role that educational institutions play in helping to create a healthy, safe environment. The District accepts the commitment to combat drug and alcohol abuse in the workplace and in the community, as well as under federal statutes. The use or presence of illegal drugs, controlled substances (except as prescribed by a physician), marijuana or alcohol is strictly forbidden at school, on school property, or at school-sponsored activities. The use of illegal drugs, controlled substances (except as prescribed by a physician), marijuana or alcohol is strictly prohibited prior to work or attending any school-sponsored activity. The District reserves the right to require drug and/or alcohol testing based on reasonable suspicion or following work related accidents. The District Board of Directors strongly supports the education of staff members about the dangers of drug and alcohol abuse and about opportunities for rehabilitation and assistance with substance abuse problems. The District Board directs the superintendent to establish a set of definitions and administrative rules to implement this policy.

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 quickest and most accurate information can be found on the David Douglas School District web site at www.ddouglas.k12.or.us as it is linked directly with the superintendent's entry of information for distribution to radio and television stations.

A phone tree will be distributed in each building to use in the event of delayed openings or school closures.

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

EMERGENCY PROCEDURES AND DISASTER PLANS

Copies of the David Douglas School District Emergency Safety Procedures manual are available in each building office and other strategic locations throughout the building. Building administrators/supervisors will review building security and safety policies and procedures with staff annually. An emergency procedures flip chart detailing staff procedures and responsibilities will be posted in all classrooms, offices, and strategic locations within the building. In the event of Chemical Exposure, please refer to the Chemical Hygiene Plan located in your building as well as online on the David Douglas School District Webpage. Please remember that we are not Emergency Responders and we are not to participate in Emergency Response Actions. In the event of an emergency, all employees will evacuate and not go back in affected building(s).

EMPLOYEE REIMBURSEMENT

All expenditures for which an employee needs to be reimbursed must have **prior administrative approval**. The employee must complete and submit an Employee Reimbursement form with the original itemized receipt attached. Oregon ethics law prohibits employees from receiving incentives (airline miles, cash back, etc.) on their **personal** credit cards for reimbursable District expenses.

EVALUATION OF STAFF

The purpose of the District's evaluation program is to aid the employee in making continuing professional growth and to determine the employee's performance of the job responsibilities.

The District's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have formal and informal observations to assess the performance of duties and job responsibilities; and to receive verbal and written comments and suggestions for improvement from supervisors.

Evaluation of all staff will be conducted in accordance with established [Board policy](#) and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

FAIR LABOR STANDARDS, CLASSIFIED EMPLOYEES

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

Failure to comply may result in disciplinary action in accordance with applicable provisions of [Board policy](#), administrative regulations and collective bargaining agreements.

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

FRAUD

During your employment with the District, you may be faced with seeing someone deliberately falsifying information or using district money or property in an inappropriate way. If you do see anyone use district resources to further their personal assets or income or you notice anything that makes you feel uncomfortable, it should be reported. If you witness or suspect fraud or conflict of interest, please contact your building principal or supervisor or the Director of Administrative Services in the Business Office. Your information will be kept confidential.

GIFTS AND SOLICITATIONS

As public employees, staff members are to avoid accepting anything of value offered by another for the purpose of influencing their professional judgment.

Oregon Government Ethics Commission prohibits District employees 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. Public school employees may not benefit financially from any aspect of their employment except their approved compensation.

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 District approval.

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

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

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

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

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

Prior to their participation, guest speakers are to be informed of the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual are prohibited.

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

HARASSMENT PROHIBITION

The Board is committed to providing a positive and productive learning and working environment. Harassment, intimidation, menacing, bullying or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District.

Harassment is defined as, any unwanted or unwarranted behavior that is ongoing and makes a person feel uncomfortable, unsafe, intimidated or humiliated or affects a student's ability to learn and/or a staff member's ability to work. Harassment can be verbal, non-verbal, or physical.

David Douglas recognizes that behaviors including, but not limited to, bullying, cyber bullying, intimidation, and racial or derogatory comments, are examples of harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile learning and/or work environment. See page 28 for sexual harassment policy and reporting/complaint procedure.

Racial harassment includes, but is not limited to, name calling, making racial or derogatory comments, wearing or possessing items depicting or implying racial hatred or prejudice. Persons shall not at school, on school property, or at school-sponsored activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred.

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.

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 and the Board.

Any student who is subjected to or knows of any harassment should immediately notify school staff. The District will take any report of harassment, bullying, cyber bullying or intimidation seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal or building administrator when students report such an incident or when the staff member observes the incident directly.

Students shall be subject to discipline, up to and including suspension or expulsion, for violations of this policy.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

“Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium.

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

INCIDENT REPORT/WORKERS COMPENSATION

How to File an Incident Report

Understanding your responsibility as an employee is critical to processing an Incident Report as efficiently as possible. The [Incident Reporting Process Flowchart](#) is an easy to read resource to help you visualize the initial process for reporting an Incident.

1. Report all injuries or illnesses that arise out of your employment and occurs during the course and scope of your employment with the District to your manager/supervisor immediately.
 - Complete an [Incident Report Form](#) and fax to the Administrative Assistant in the Business Office at 503-261-8247 within 24 hours of the incident.
 - a. Log in to Safe Schools Accident Tracking system. This form can be found on your dashboard or at: <https://ddouglas-or.accidenttracking.com/#/login>.
 - b. On the main page, click on the yellow “Report New Incident” button.
 - c. Select a template, “David Douglas Incident Report”.
 - d. Click the yellow “Create New” button.
 - e. Complete ALL the “Required” fields.
 - f. Click the right arrow to go to the next page.
 - g. Follow the instruction and complete all pages, clicking the “right arrow” button to advance through the pages.
 - h. When you have completed the last page, click the green “Save Form” button.
 - i. Click the yellow “Submit” button to submit your form.
 - j. Be sure to write down the short code given. You will need it later if you need to access the report for any reason.
 - k. View your Incident Report for accuracy, edit if necessary.
2. If you need to seek medical care, please follow the instructions below on how to file a Workers’ Compensation claim.

Workers' Compensation - How to File a Claim

EMPLOYEES

1. If you need to seek medical care, fill out the worker section of the [SAIF 801 Form](#) (you can find it on our web site at: <https://www.ddouglas.k12.or.us/wp-content/uploads/2014/05/801ffpck.pdf> Submit it to your manager/supervisor, and fill out a form 827 with your doctor or nurse.
2. For workers’ compensation claims, written authorization of your work status (or similar specific medical release) is required at initial treatment to verify release status.
3. Employees must also provide DDSD with an updated release status any time the employee’s release status changes. A release status change may include:

- a. If you were not released to any form of work, but have now been released to either regular work or released to return to work with specific restrictions,
 - b. If you were previously released to regular work, and have been given new, specific restrictions,
 - c. If you were previously released with specific restrictions, and have now been released to return to regular work,
 - d. If your specific restrictions have changed, - or -
 - e. When you become medically stationary (no further treatment or improvement of condition is expected).
4. Schedule appointments to provide minimal disruption to your work schedule, and obtaining supervisor approval if time away from work during scheduled hours is necessary.
 5. Keep your medical appointments and follow your doctor's or authorized nurse practitioner's instructions.
 6. Maintain weekly contact with your manager/supervisor if you have not returned to work, so they may assist you with returning as soon as you are physically capable of doing so.
 7. Keep SAIF informed about your condition so benefits may be paid in a timely manner.
 8. Read all notices carefully. Contact SAIF if you have any questions about your claim or benefits.
 9. Respond to requests for information in a timely manner. Many laws have clear timeframes for responses on your part. Failure to respond by the due date may affect your claim.
 10. Provide your claim number to any medical provider who treats you for your accepted condition so that they may bill SAIF in a timely manner.
 11. Request reimbursements for out-of-pocket expenses such as prescriptions or mileage driven to and from your medical provider appointments. Submit these requests directly to SAIF within two years of the service date.
 12. If you believe SAIF needs to accept a new or different medical condition, please put your request in writing directly to SAIF, stating the medical condition you want accepted to your claim. SAIF cannot accept surgical procedures or treatment – it must be a medical condition. If you aren't sure what to do, call SAIF for additional information.

INJURY REPORTS

All injuries 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 administrator immediately.

First Report of Injury

If an employee is injured on the job but does **not** require medical attention off-site, a District Incident Report **must** be completed.

Any time an employee seeks medical treatment for an on-the-job injury, an 801 form must be completed, in addition to the incident report. This should be done within 24 hours of the incident. Building Secretaries and Human Resources have all required forms. Each question on the 801 form should be answered thoroughly and accurately. After seeking treatment, a doctor's "Release to return to work" must be submitted to Human Resources.

Medical Attention

An employee who sustains an on-the-job injury requiring medical attention may be referred to any convenient hospital emergency room or minor-emergency clinic as may be deemed appropriate. For expedience, injured workers are encouraged to be evaluated at Adventist Health/Occupational Medicine Clinic, 1350 NE 122nd Ave. Portland, OR 97230, 503-408-7040. Individuals preferring to use their own physician may do so.

In the event of a work-related accident or injury resulting in hospital admission whereby medical treatment other than first aid is provided, the District Safety Officer will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

KEYS // IDENTIFICATION BADGES

The David Douglas School District recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees to wear a district-issued identification badge.

Requirements:

- Every employee in the David Douglas School District shall wear an authorized, picture identification badge (ID) during their working hours.
- The District Office will provide the initial picture ID, plastic holder and clip to all regular employees at no cost to the employee. The District will issue each employee **three** security badges during the employee's tenure with the District. Upon a forth request for a new badge from the employee, the employee will authorize the Payroll Department to deduct a fifteen dollar (\$15) replacement fee. Each new badge thereafter will be charged the fifteen dollar (\$15) replacement fee. Human Resources will assess each badge to determine if the badge was card failure or if the badge was damaged/altered/broken/excessively used/etc. by the employee. If your badge has been 'hole punched', the employee will automatically be charged the fifteen dollar (\$15) replacement fee.
- If an employee loses their ID, the employee must notify the building administrator, supervisor or head building secretary immediately. The employee needs to obtain a new ID within five working days.
- Upon termination, resignation or retirement, the ID will be collected by the employee's building administrator or supervisor.
- District keys **are not be attached** to the District ID.

- Please remember to keep your ID badge safe. A few guidelines; do not puncture, bend, sit-on, place next to magnets, and/or store near high heat. The ID badge is a piece of electronics, please treat it accordingly.

Keys and/or ID Badges are issued to staff that have been authorized by a Building or Department Administrator and issued by the Human Resources Department. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

- The duplication of keys and ID badges are prohibited.
- Keys and ID badges are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
- Keys may not be loaned to students or to individuals not employed by the District. **Under no circumstances should staff provide keys to students to “run errands,” “unlock/lock” doors, etc.**
- All keys and ID badges are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building administrator to keep their keys and/or ID badges, as appropriate.

All visitors shall check in at the office and wear authorized identification.

LICENSE REQUIREMENTS

Educators offered employment with the District must have a current license on [Teacher Standards and Practices Commission \(TSPC\) website](#) or State of Oregon before the Board will consider approving their employment.

Applicants that do not have a current license prior to the beginning of school or the first day employment is scheduled to begin will not be employed until such license has been added to [TSPC’s website](#) or State of Oregon.

Licensed staff are required to notify the Human Resources office any time a new endorsement is added so that the updated information can be added to Infinite Visions. It is the responsibility of each licensed staff member to keep their license and all endorsements current. Educators are cautioned that failure to maintain license and endorsements may invalidate their contract with the District.

MATERIALS DISTRIBUTION

Requests by individuals or groups for employees to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building administrator. The materials and proposed method of

distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

MEDICINES-ADMINISTERING TO STUDENTS

Students may be permitted to take prescription or non-prescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary and following district procedure.

Training will be provided to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, District policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

MOTHER-FRIENDLY WORKPLACE

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by expressing milk in the workplace. All district employees shall be provided with an adequate location for the expression of milk.

1. The administrator or supervisor at each school facility will designate a location and publish that location in the employee handbook for each site. A list of district sites will be maintained in the Human Resources Office.
2. The location, not a restroom, shall include an accessible, private room with a lock and a sign posting the room 'Private during use'.
The room shall include; electrical outlets, a sink close-by, and a sign-up sheet.
3. Unless otherwise agreed to by the District and the employee, the District will provide the employee reasonable, unpaid rest periods which will consist of a 30-minute rest period to express milk during each four-hour work period, or the major part thereof, to be taken approximately in the middle of the work period. The employee shall, if feasible, take the rest periods to express milk at the same time as rest periods that are otherwise provided to the employee.
4. The employee shall provide reasonable notice to the District that the employee intends to express milk upon returning to work.

If you need to use one of the David Douglas Mother Friendly Room, please check-in with the Building's Front Office Staff.

List of Mother Friendly Locations:

Alice Ott	Girls PE Locker Room
Cherry Park	Health Room Annex
David Douglas High-North	Staff area next to Faculty room
David Douglas High-South	Staff area near South Office
District Office	Mother Friendly Room
Earl Boyles	Room near Gym
Fir Ridge Campus	Nurse Room
Floyd Light	Staff area near Front Office
Gilbert Heights	Book Room
Gilbert Park	Kiln Room
Lincoln Park	Flex Room
Menlo Park	Room in Library
Mill Park	Staff area next to Staff room
North Powellhurst	Various, see Head Secretary
MECP – Pacific Center and Glenn Widing Center	Mother Friendly Room
Ron Russell	Room next to front office
South Powellhurst	Room next to Staff Room
Ventura Park	Portable One
West Powellhurst	Room in Library

PARENTAL RIGHTS/SURVEYS

Any surveys conducted with students or parents must be approved by the superintendent. If a survey is approved for use with students, parents must be given the opportunity to inspect the survey.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

PARENTS' CUSTODIAL/NONCUSTODIAL RIGHTS

The District encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the

responsibility of the parent with sole custody to provide to the District any court order that curtails the rights of the non-custodial parent.

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

PARTICIPATION IN POLITICAL ACTIVITIES

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

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints. Discussion of personal viewpoints, however, may not be carried on during the performance of district duties. Open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue, which is consistent with district curriculum and assigned duties, is permissible.

No staff member may use district facilities, equipment or supplies in connection with their campaigning, nor may they use any time during the working day for campaign purposes.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the District. All official records will be kept in the District Office under adequate protection at all times. Such records may be inspected only by the individual concerned, by the superintendent or persons acting for and under the direction of the superintendent or by others authorized in writing by the superintendent and/or the individual concerned. (DD School [Board Policy regarding Personnel Records](#))

The employee's personnel file and records shall be available for inspection under the supervision of a Human Resources employee. An appointment must be scheduled in advance.

POWER OUTAGES

Schools may experience a power failure at various locations ranging from a few minutes to several days. Typically, we do not close school unless there are compelling reasons to do so. If the power goes out at a school site the determination will be made by the District to continue school or not depending on many factors including student safety issues.

Licensed staff should be prepared to cope with short-term power failure; continuing to teach regular curriculum and/or have appropriate alternative plans. Building staff should know their building's guidelines for power outages; during class,

during passing period, before school, after school, during lunch, if students are outside, etc.

Things to remember in a power outage; stay calm and reassure the students, do not light candles, gas lanterns, or any flammable substance, keep hallways clear, if students need to use the restroom use a buddy system, remain in place until directed otherwise.

District sites not directly affected by a power failure will remain open. The District will communicate with District staff as well as our David Douglas community any closures of locations through; the District website, the affected school website, the District phone message service as possible.

PURCHASING

All purchases must be preapproved as per School Board policy (Board policy DJ).

Purchases made by an employee with their own funds without prior written approval will not be reimbursed and may be considered a donation to the District or the employee may return the purchase for a refund.

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

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

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to the Director of Human Resources and the building administrator. If the District decides to accept the resignation, acceptance shall be by letter from the District 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 are expected to continue teaching for part or all of the 60-day period in accordance with the teacher's ethical obligations.

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

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date 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.

SAFETY COMMITTEE

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

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

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

SEXUAL HARASSMENT – BOARD POLICY

Sexual harassment of staff members or students is strictly prohibited on district property or non-district property while at any district-sponsored activity or function in which students are under the control of the district or where the staff member is engaged in

district business. Title IX protects students and staff, regardless of gender, in all academic, educational, extra-curricular, athletic and other programs of the school, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Sexual harassment may exist when conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit the victim's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational or work environment. This may include student-to-student, student-to-staff, staff-to-student, and adult-to-adult harassment.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Conduct is unwelcome when the person being harassed did not solicit or incite the behavior and regards the conduct as undesirable or offensive.

Sexual harassment as defined above should be reported to the building principal, Title IX Officer, or superintendent in writing when:

1. Submission to such conduct is made either explicitly or implicitly a requirement of employment or advancement of a student's participation in school programs and/or activities;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for decisions affecting the employee or student; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to:

1. Verbal or written harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual implications
4. Unwelcome touching
5. Sexual jokes, posters, etc.
6. Suggesting or demanding sexual involvement
7. Implied or explicit threats concerning one's grades, job assignments, evaluations, etc.

All complaints related to the sexual harassment of students or staff members shall be promptly investigated. Any student or employee who has knowledge of or feels they are a victim of sexual harassment should immediately report their concerns to the building principal, Title IX Officer, or superintendent. The student and the student's parents or staff member who initiated the complaint shall be notified when the investigation is concluded.

The initiation of a complaint in good faith about the violation of the district's sexual harassment policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant.

Students who have been found to be in violation of the district's sexual harassment policy shall be subject to discipline up to and including expulsion. Employees in violation of this policy shall be subject to discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of the district's sexual harassment policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

If the District has reason to believe an individual has violated the districts' sexual harassment policy, the District may report the individual to law enforcement officials. Licensed staff and those participating in practicum programs as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The sexual harassment policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent handbooks and staff handbooks. The District's policy shall be posted in all schools on a sign of at least 8.5 by 11 inches.

The superintendent will establish a process of reporting for those employees and students experiencing or observing acts of sexual harassment.

The superintendent shall develop administrative regulations as needed to implement this policy.

All staff and students shall be subject to this policy.

SEXUAL HARASSMENT COMPLAINT PROCEDURE

Administrative Regulation

A student or employee who is subject to, or knows of sexual harassment shall notify the building administrator, Title IX Officer, or superintendent. The investigator shall be a neutral party having had no involvement in the complaint presented.

A full investigation of a complaint generally requires that the specific allegations be discussed with the individual who is accused of violating the policy. Although the District will attempt to protect the privacy of the individual making the complaint, it may not be possible to ensure complete confidentiality. The District will encourage the complainant to allow the District to use the complainant's name during the investigation.

Investigations will follow these steps:

- Step I** The district official receiving the complaint shall promptly cause an investigation to be conducted. The investigator will arrange such meetings as may be necessary to discuss the complaint with all concerned parties within five working days after receipt of the complaint. The district official conducting the investigation shall notify the complainant, and in the case of a student the parents of the student, in writing when the investigation is concluded.
- Step II** The notification may include the general results of the investigation, i.e. there was insufficient evidence to warrant disciplinary action or disciplinary action or dismissal has been recommended. Any such notification regarding the release of student or employee disciplinary information shall be subject to state and federal law and pertinent provisions of Oregon Administrative Rules.
The notification, together with any other documentation related to the sexual harassment incident will be forwarded to the superintendent.
- Step III** If the complainant is not satisfied with the decision at Step II, they may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within ten working days. This time frame may be extended by the superintendent when necessary.
- Step IV** If the complainant is not satisfied with the superintendent's or designee's decision, a complaint with the Board may be filed within ten working days after receipt of the Step III decision. The Board shall conduct a hearing at which time the complainant will be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing. The Board may extend the time frame when necessary.
- Step V** If the complaint is not satisfactorily settled, the employee may appeal to the U.S. Department of Labor, Equal Opportunity Commission or Oregon Bureau of Labor and Industry; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Avenue, Room 3310 Seattle, WA 98174-1099.

All documentation related to sexual harassment complaints will be maintained as a confidential file and stored in the District Office.

The superintendent shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-020-0041 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teachers Standards and Practices Commission within 30 days of such a finding. Sexual contact with a student shall also be considered a reportable offense. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board Chairman.

SICK TIME

Please refer to Board Policy.

STAFF CONDUCT

All staff is expected to conduct themselves in a manner that conforms to [board policy](#) and administrative regulations. Additionally, all licensed staff is 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. The District is required to report any violation of the expectations in the Ethical Educator Standards. (OAR 584-020-0035)
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 of 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.

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, all staff are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

STAFF ETHICS AND THE COMPETENT EDUCATOR

Staff Ethics

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

This means that:

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

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

The Competent Educator

David Douglas Educators will demonstrate:

- Knowledge and use of curriculum and instruction to meet the needs of all students
- Ability to provide a climate for students that is conducive to learning and respects the rights of all persons without discrimination
- An understanding of students and ability to establish and maintain good rapport and assist the growth of students
- Ability to work effectively with students, staff, parents and community
- A willingness to accept the requirement of membership in the education profession
- A willingness to consider the needs of students, the district and profession.

Specific Areas to Avoid

As an ethical competent educator it is important to understand that the following situations can lead to discipline from TSPC and the District.

- Failure to maintain professional physical and emotional boundaries with students

- Flirting with students
- Discussing your personal life with students
- Telephone calls, e-mails or texts of a personal nature to students
- Closing your classroom door when talking alone to a student
- Transporting students in your personal vehicle
- Failing to inform your administrator and referring to a counselor any student who may have a romantic attachment of you
- Buying gifts for students.

Knowledge of State Law, District Policies and Procedures

As an ethical competent educator you should know the following;

- Know the laws, district policies, school rules and your rights.
- Know Oregon child abuse reporting law ORS 419.B.010
- Know policies in your school regarding the proper handling of money and finances.
- Know behavioral management rules.
- Know about corporal punishment laws ORS 339-250 and district policies.
- Know confidentiality requirements.
- Know the district's Acceptable Use Policy regarding technology, including computers, e-mail and internet access

Your Reputation in the Community is Important

As an ethical competent educator you should do the following;

- Maintain a professional reputation in the community and District.
- Communicate with parents and document that communication.
- Engage in behavior in the community that students may use as a positive model.

STAFF HEALTH AND SAFETY

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

Material Safety Data Sheets (MSDS) or 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. The District also uses Globally Harmonized Systems for product safety identification. A Job Safety Analysis (JSA) has been developed for certain jobs (i.e., bus driver, custodian, and cook). Supervisors will train employees who have JSA's for their positions.

All staff members are expected to conduct their work in compliance with first-aid and infection control procedures established by the District.

SUPERVISION OF STUDENTS

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

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

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

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

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters. Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

TELEPHONES

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

TOBACCO-FREE ENVIRONMENT

In order to comply with state law and to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned buildings and vehicles and at district sponsored events.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking products, spit tobacco, also known as smokeless, dip, chew, and snuff in any form.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including 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 nonemergency use of private vehicles. No staff member may use a private vehicle for district business without permission from the building administrator.

WEAPONS

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

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

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.

Dangerous Objects

The David Douglas School Board strictly forbids weapons or replicas of weapons on school property or at school sponsored events. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items, which, if used, attempted to be used or threatened to be used, are readily capable of causing death or physical injury.

Any loaded or unloaded firearm or weapon possessed by a student while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the police. As required by law ORS 161.015 and other applicable laws, appropriate disciplinary and/or legal action, up to and including expulsion for one year or more, will be taken against students who possess weapons and students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

WORKERS COMPENSATION See incident reports

WORKPLACE EXPECTATIONS

David Douglas School District has general workplace expectations for all employees. Failure to comply with these requirements will be cause for disciplinary action up to and including termination.

- **Attendance and Punctuality:** The employee has regular attendance at work and work activities. The employee is punctual in meeting deadlines, attending meetings, and following schedules.
- **Personal Appearance:** The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

- **Following Policies and Directives:** The employee follows all district or administrator/evaluator policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

If you have any questions, please contact your supervisor or call Human Resources at 503-261-8289.