



North Bend School District STAFF HANDBOOK 2025-2026

Greetings!

The following information has been compiled to provide staff with information and direction. It is not intended to replace or supersede any board policy, state or federal regulation or contract agreement. Each section of the handbook includes, when appropriate, references to school board policies. These references will help staff obtain more detailed information.

During the school year, it may be necessary to modify information contained in this handbook. When that happens, the District will make every effort to inform staff of the changes. Any questions you may have about the material contained in this staff handbook, or any other information provided to you, please speak with your building principal or call Human Resources.

Sincerely,

Vince Swagerty
Superintendent

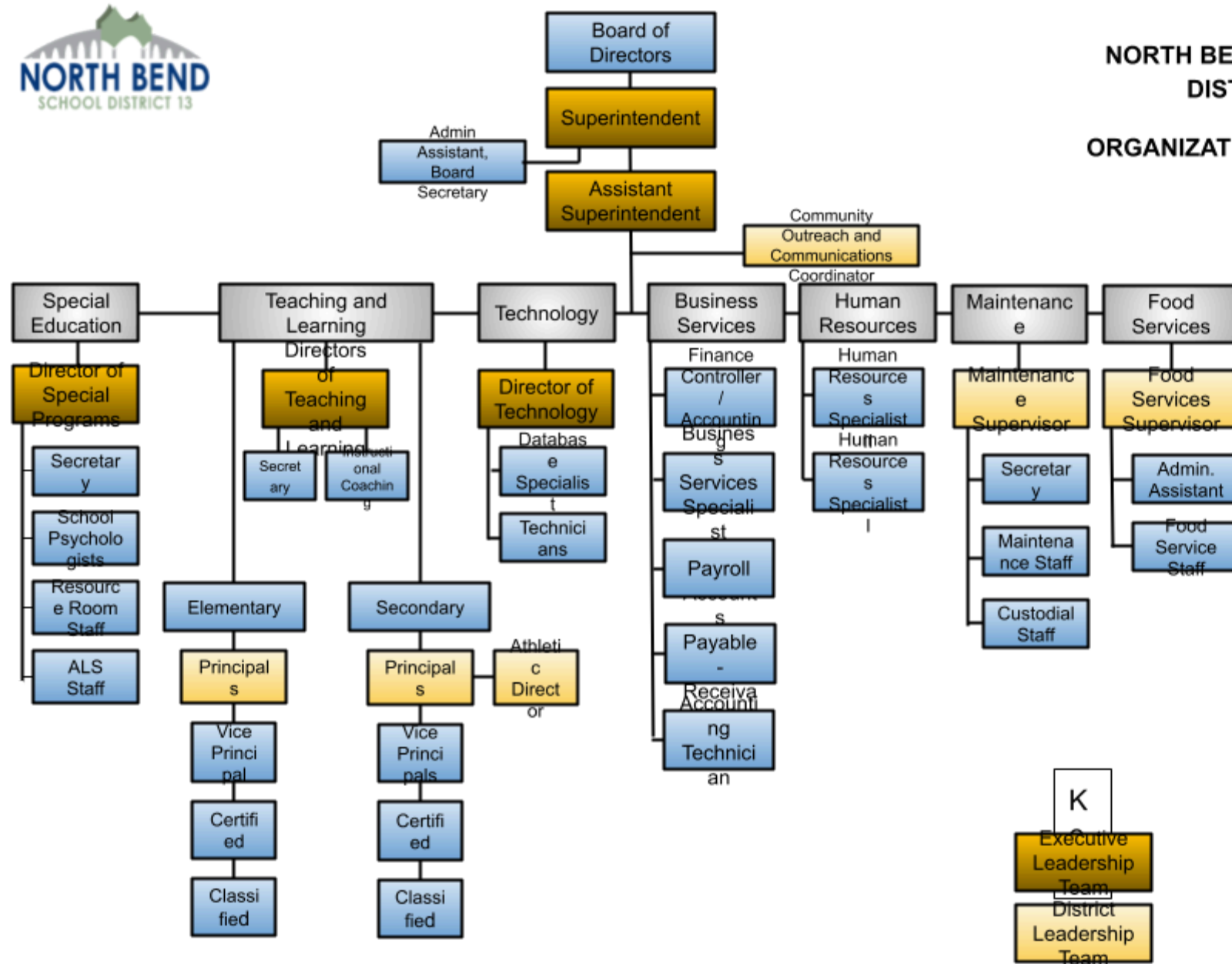
Please see the appropriate person listed below for additional information and/or compliance issues:

Compliance Officer for Title VII and Health Insurance Portability and Accountability Act (HIPAA) & Family Educational Rights and Privacy Act (FERPA)	Vincent Swagerty, Superintendent North Bend School District 1913 Meade Street North Bend, Or 97459 541-751-6798
Compliance Officer for Title II, VI and other civil rights or discrimination issues	Tim Crider, Assistant Superintendent North Bend School District 1913 Meade Street North Bend, Or 97459 541-751-6770
Compliance Officer for Title IX	Michelle Cook, HR Specialist II North Bend School District 1913 Meade Street North Bend, Or 97459 541-751-6784
Compliance Officer for the Americans with Disabilities Act And Section 504 of the Rehabilitation Act of 1973 Individuals with Disabilities Education Act (IDEA) 2004	David Hernandez, Special Programs Director North Bend School District 1913 Meade Street North Bend, Or 97459 541-751-6773



NORTH BEND SCHOOL DISTRICT

ORGANIZATIONAL CHART



**DISTRICT OFFICE ADMINISTRATION & SUPPORT
LIST OF RESPONSIBILITIES**

Person	Title	Phone	Call this office for:
Vince Swagerty	Superintendent	541-751-6798	District-wide programs; school board liaison; administrative supervision & evaluation; contract management
Michelle Brix	Administrative Assistant/ Board Secretary	541-751-6797	Administrative support to Superintendent and Board of Education; Interdistrict transfers
Joe Frischman	Network Administrator/ Information Officer	541-751-6791	Technology management for the district; network administration for district and for consortium districts; public relations; assists with state reports; prepares student data reports and personnel reports
Dayna Cahill	Director of Teaching and Learning	541-751-6782	Plans, organizes, and administers the District's secondary curriculum, staff development, instructional technology, and assessment support; provides for staff development needs; assessment testing; TAG; McKinney-Vento coordinator
Bruce Martin	Director of Teaching and Learning: Elementary	541-751-6795	Elementary Education: plans, organizes, and administers the District's elementary curriculum, staff development, instructional technology; equalization of elementary schools; Title I; elementary building budget support; EL programs; foster liaison
Heather Flammang	Elementary Literacy Coach	541-751-6788	Assist staff in enhancing their early literacy practices, skills and knowledge. Assist with development and delivery of professional development activities as well as instructional components and coordinates elementary math support, and mentoring.
Melanie Moeller	Administrative Assistant to Teaching and Learning	541-751-6787	Support and assistance for Teaching and Learning Directors; Federal and Title Programs support; State Reporting
Michelle Cook	Human Resources Specialist II	541-751-6784	Human Resources, staff evaluations, insurance, Title IX, support District's communication, OFLA/FMLA, Workers Comp, Licensure, Negotiations, Leave Management
Cheri Schreiber	Human Resources Specialist I	541-751-6796	Administrative support for Human Resources, recruiting and hiring, SafeSchools, Safety Meetings
David Hernandez	Director of Special Programs	541-751-6773	Special Education; Spec. Ed Census; contact person for ODE reports; maintain records; implementation of State/Federal requirements; Section 504; contact for ESD Special Education
Beverly Webb	Administrative Assistant to Special Education	541-751-6777	Special Education support; 504 Support; Special Education state reporting
Tim Crider	Assistant Superintendent	541-751-6770	District-wide programs; Fiscal management; budget development & implementation; ODE reports; Direct Supervision of Business Services, Human Resources, Maintenance, Food Service; Contracts
Karina Taylor	Payroll Specialist	541-751-6776	Payroll; timesheets; insurance and benefits; retirement deductions/changes; support to business manager; ODE reports

Anna Burgmeier	Business Services Specialist	541-751-6771	Supports all business operations primarily through the performance of core accounting functions relating to the administration and control of the District financial resources.
LaRae Sullivan	Finance Controller	541-751-6775	Fiscal management; budget development & implementation; maintain investment information; ODE reports; Pentamotion administration, financial reports; accounting systems and procedures; fixed assets; insurance; federal and state grants.
Jen Clark	Accounting Technician	541-751-6783	Support accounting and Student Body Fund accounts
Kari Lucero	Accts Receivable and Payable Specialist	541-751-6772	Support to business services; purchase orders; invoices; vendor payment; fixed assets; receive cash; fund transfers; refunds
Amey Moldt	Food Service Supervisor	541-751-6779	Nutrition program for all schools; Mealtime program; budget management; various reports; program oversight, staff training
Gina Berrian	Administrative Assistant to Food Services	541-751-6778	Food services; provides assistance and support for the Food Services Supervisor. Food services state reporting, site reviews
Mark Koechel	Maintenance Supervisor	541-756-8337	Oversees the operation of the maintenance department; work orders, repairs, staff training, reports
Marti McAllister	Secretary	541-756-8337	Support and assistance for Maintenance supervisor and facilities.

Annual Notice of Nondiscrimination

The North Bend School 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 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.

All Career and Technical Education (CTE) programs in this school district are open to all students. The District will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs.

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance of district policy. These policies are as follows.

- [AC – Nondiscrimination - AC-AR - Discrimination Complaint Procedure](#)
- [GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing - GBNA-AR - Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures](#)
- [JB - Equal Educational Opportunity](#)
- [JBA/GBN - Sexual Harassment - JBA/GBN-AR - Sexual Harassment Complaint Procedure](#)
- [JBAA - Section 504 Students - JBAA-AR - Section 504 Student Requirements](#)
- [JFCF - Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying Teen Dating Violence/Domestic Violence - JFCF-AR - Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures](#)

Please review these policies and use the following form if you are needing to submit a complaint.

- [KL - Public Complaints - KL-AR - Public Complaint Procedure](#)

Any persons having inquiries concerning North Bend School's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Title IX Coordinator

Michelle Cook
Phone: (541)751-6784
Email: mcook@nbend.k12.or.us

Title VI coordinator

Tim Crider
Phone: (541)751-6770
Email: tcrider@nbend.k12.or.us

Title II Coordinator

Tim Crider
Phone: (541)751-6770
Email: tcrider@nbend.k12.or.us

504 Coordinator

David Hernandez
Phone: (541)751-6773
Email: dhernandez@nbend.k12.or.us

GENERAL INFORMATION

ASSOCIATIONS

<p>The North Bend Education Association (NBEA) is the bargaining unit for all licensed staff. Association officers are as follows:</p> <ul style="list-style-type: none">• Eva Varga, President• Garrett Holmes, Vice President• <i>TBD</i>, Secretary• <i>TBD</i>, Treasurer	<p>The Oregon School Employee Association (OSEA) is the bargaining unit for all classified staff. Association officers are as follows:</p> <ul style="list-style-type: none">• Marti McAllister, President• Dani Johnson, Vice President• Lisa Nelson, Treasurer• Kassandra Shepherd, Secretary
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ATHLETIC CONFERENCE AFFILIATION

North Bend High School is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the 4A – Sky Em League with schools of comparable enrollments and activity programs.

BOARD MEETINGS/COMMUNICATIONS

Board meetings are usually held on the first Thursday of each month in the North Bend City Council Chambers, 835 California Street, North Bend. Board meeting dates and agendas are located on the North Bend School District website. Meetings begin at 6:00 p.m. with regular and special meetings of the Board open to the public except as otherwise provided by law.

All staff members are invited to attend board meetings. All formal communications or reports to the School Board are to be submitted through your building supervisor and administrator 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.

BOARD MEMBERS

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

Nathan McClintock, Board Chair
Anna Huit, Vice Chair
Michelle Roberts, 2nd Vice Chair
Julie B. Hale

Megan Kronsteiner-Cahill
DeAnne Wiedenmann
Carol Yardley

COMMUNITY USE OF BUILDINGS

The buildings are available to rent by community groups during the week and weekends for approved use when such use does not interfere with district programs. Scheduling of buildings after school hours is usually done through the Principal's Office. As classrooms may be scheduled outside regular building hours, all staff are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property. Please check availability with your building administrator if you need access to a particular room after hours.

STAFF OPERATIONS

ABSENCES

Staff members are expected to report to work on time and fit for duty every scheduled workday. Staff is expected to maintain regular attendance, using no more absences provided for in the collective bargaining agreement or provided by law. Sick leave, professional leave, bereavement leave, personal leave or leave that qualifies under the Oregon Family Medical Leave Act or Family Medical Leave Act are addressed in the OSEA or NBEA Collective Bargaining Agreements.

Any staff, with the exception of Food Services and Maintenance, who is unable to report to work for any reason, is required to contact the building administrator prior to 6:30 a.m. on the date of the absence. The building administrator may develop an alternate absence reporting system for use in individual buildings. All Food Services staff will contact the Food Services Supervisor and Maintenance staff will contact the Maintenance Supervisor for all absences. Staff members who are unable to return to their duties the following day should notify the building secretary by 2:30 p.m. Whenever possible, and as appropriate, the same substitute will be retained during the course of your absence.

Leave Without Pay (LWOP)

Definition: LWOP is requested by the employee and is an approved temporary absence from duty in a non paid status. LWOP may have a significant impact on benefits and entitlements (example- a step on the salary schedule is dependent on number of days worked).

- LWOP does not cover a suspension or layoff
- LWOP does not apply if the employee has been granted a leave by the School Board
- LWOP is discretionary
- LWOP requests of more than 5 consecutive days require Superintendent approval

Basic Premises

LWOP is used in rare instances when no other leave would apply. The authorization for LWOP is a matter of administrative discretion and should not be expected by an employee, except for protected leaves such as:

- Disabled veterans are entitled to LWOP, if requested for medical reasons
- Military duties
- OFLA/FMLA

LWOP requires District Office prior approval. LWOP will be deducted from an employee's paycheck in the pay period the LWOP occurs. LWOP is viewed as potentially having an impact on students' quality of learning. The following items will be considered when approving requests for LWOP:

- What impact will the LWOP request have on programs/department/classroom?
- Will the LWOP request disrupt job responsibilities?
- Is the LWOP request a rare instance?
- If the employee is requesting, is this habitual?
- Will the LWOP request affect building safety and/or cleanliness of the building?

The District's philosophy: WE DO WHAT IS BEST FOR STUDENTS

BELL SCHEDULES

Principals or their designees are responsible for establishing bell schedules that conform to the contractual agreement between NBEA and the district.

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, digital cameras and musical instruments are priority items for theft and damage.

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

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the building office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25.00 unless other arrangements are made with the building administrator. At no time are substantial amounts of money to be kept in classrooms overnight or held during holidays or for long periods of time.

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

CHECKOUT

Workday Checkout

Licensed staff may leave the building and district grounds during lunch, as necessary. The building principal or designee must approve departures during preparation periods.

Classified staff may leave the building and district grounds during their lunch break.

All staff are required to check out/in with the office prior to leaving during the workday. This will enable office staff to respond appropriately in the event of messages and emergency situations that may arise.

Year-end Checkout

Each building will establish year-end check out procedures for all staff that do not work year-round. All contracts for returning certified staff should be signed prior to checkout. Staff members who leave employment will be required to turn in to the building office all district-issued materials, including keys/key cards, prior to the last day of work, unless other arrangements are made with the building principal.

SUSPECTED ABUSE OF A CHILD REPORTING REQUIREMENTS (Policy JHFE/GBNAB)

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system or to the law enforcement agency within the county where the person making the report is located at the time of the contact. Any district employee who has reasonable cause to believe that **any person** with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

Oregon law recognizes these types of abuse;

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

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

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

ALARM SYSTEM

Each building has installed a motion-sensor alarm system.

When coming into each building during the off-hours, you will be responsible for disarming/arming the system. You will have 90 seconds to unarm/arm the system after entry and before exit of the building. During a regular work day, a custodian will disarm the alarms based on the building schedule.

If you enter a door other than at the door closest to the alarm system, the alarm will go off instantly. Police will respond to the alarm.

The alarm number assigned to a staff member should be kept confidential.

DO NOT ARM OR DISARM THE SYSTEM WITHOUT CHECKING TO MAKE SURE THERE ISN'T ANOTHER PERSON CHECKED INTO THE BUILDING THAT YOU ARE ABOUT TO ENTER.

CLASSROOM SECURITY

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

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

VIDEO SURVEILLANCE

North Bend School District is equipped with a video surveillance system. Parents, students and staff need to be aware that activities on school campuses are being recorded for security purposes. Video recordings may be provided to law enforcement agencies.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (Policies: EBBA, JHCCA, GBEB)

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 through Board policy and administrative regulations for staff and student protection. Additional measures have been put in place at all district facilities to combat the COVID-19 pandemic. Staff members are responsible to check with their building principal on procedures and restrictions specific to COVID-19.

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

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

HBV/Bloodborne Pathogens

The North Bend School District has developed an "Exposure Control Plan" that is available to staff at each building upon request. Each year, staff will be required to participate in training on the procedures to prevent and lessen the chance of occupational exposure to bloodborne pathogens in the workplace.

Employee classifications that have been identified as at-risk for exposure include: **Custodians, PE teachers, shop teachers, teachers or assistants assigned to feed, toilet and perform other personal hygiene functions for students, football and wrestling coaches, secretaries responsible for assisting students with illness and/or injuries, or staff members designated as primary first-aid providers.**

The identified staff members, and any additional staff 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 chance of occupational exposure.

Report any occupational exposure to bloodborne pathogens to the building administrator or designee. 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.

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; and/or COVID-19,
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 a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant** following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables.
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical devices such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes,

spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with 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
 - HBV - Hepatitis B Virus
 - ** Disinfectants that can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

COMPLAINTS

Student/Parent Complaints (Policy KL)

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

If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy KL.

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 collective bargaining agreements regarding the handling of complaints.

Staff Complaints (Policy GBM)

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

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

Computer and Instructional Technology Use (Policies: GCQBA, IIBGA)

Technology in instruction provides increased opportunities for active learning for students and more options for achieving district curriculum goals. Technology also represents a set of tools that students will need to master in preparation for successful work and living in the 21st Century.

1. Responsibilities

Failure to follow district policy, procedure and administrative regulation when using district technology may result in suspension and/or revocation of the user's access to the technology. Student violations may also result in discipline up to and including expulsion. Staff violations may result in discipline up to and including dismissal. Fees, fines or charges may also be imposed.

Staff: When technology is located in a NBSD facility, it is the teacher's responsibility to assure responsible, efficient, ethical and legal use of the technology by students and staff in compliance with the Acceptable Use Policy. Personal use of the District's hardware, software or connectivity must be on the employee's personal time, meet the Acceptable Use Guidelines, and not result in increased costs to the District.

Administration: Principals will ensure that staff and students are informed of guidelines for appropriate technology use and will develop school procedures to assure compliance.

Students: Students are responsible for knowing and following the Acceptable Use Policy for technology.

2. Software Licenses

Use of software without a license valid for installation on district-owned machines or unauthorized copying of district-licensed or school-licensed software, is a violation of copyright law and district policy. The user may be subject to discipline. See Policy and Procedure IIBGA, IIBGA-AR.

3. Wide Area Network and Internet

NBSD has established a wide-area network of computers reaching each school district location, and local-area computer networks in each school. The purpose of the network is to support and enhance learning and teaching by providing electronic communications and sharing information resources across the district. Staff and selected students may have access to electronic communication inside and outside the district via the network.

4. Network Monitoring

North Bend School District will use technology protective measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual and textual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors.

The District will monitor the on-line activities of minors and deny access by minors to inappropriate matters on the Internet and World Wide Web. The District may monitor the activities of adults as needed to establish compliance with the Acceptable Use Policy.

5. Publishing on the Internet and World Wide Web

Any material created and/or placed on the Internet and World Wide Web using NBSD resources (hardware, software, server space, personnel), whether or not the material appears with the district or a school name, must serve an instructional purpose and conform to the NBSD acceptable use policy. Failure by staff or students to adhere to the Instructional Technology Use Policy IIBGA-AR and Copyrighted Instructional Materials Policy EGAAA and related procedures may result in discipline.

When the personal opinions of students and staff are expressed, notice will be given that the opinions are those of the author(s) and do not necessarily represent those of the school or school district.

All materials related to North Bend School District and NBSD schools must be linked to the NBSD Web page.

Technology Acceptable Use Procedure

1. **System Use.** Acceptable use of technology including, but not limited to, computers, software, telephones, Internet, e-mail, fax machines and similar equipment, by staff and students, is for the purpose of:
 - enhancing educational opportunities for students; improving employee productivity in their work assignments;
 - enhancing staff and student ability to communicate with others regarding their work.Such use must be responsible, ethical, efficient and legal.
2. **Employee and Student Privacy in the Use of Technology.** Because technology is provided to accomplish the work of the school district, employees and students have a limited expectation of privacy in their use of the technology. Routine maintenance and monitoring of the system may lead to discovery that staff or students have violated law, regulation, procedure or policy. An individual search, within the context of the suspected violation, may be conducted when reasonable suspicion is established.
3. **Violations.** Employee violations of law, regulation, policy or procedure may result in discipline up to and including dismissal and/or report to the Teacher Standards and Practices Commission and legal authorities. Student violations may result in discipline according to the school's procedures.
4. **Personal Use of District Technology by employees.** Personal use of district-owned technology resources is permitted on the employee's non-work time, for non-prohibited uses, and when the District incurs no added cost because of the employee's use and when the use does not violate current Government Ethics rules. Employees are responsible for supervising compliance with the Acceptable Use Procedure for all equipment that is assigned to them at work and/or used out of school.
5. **Inappropriate and Prohibited Use of Technology for Employees and Students Includes:**
 - violations of state or Federal law or regulation, violations of NBSD Board policies or administrative regulations, and violations of school regulations;
 - use of technology to interfere with or disrupt other users, services or equipment;
 - use of district resources primarily to benefit a commercial operation or political activity;
 - raising funds for outside organizations;

- political lobbying, except for communication with elected representatives;
 - propagation of computer worms or viruses;
 - unauthorized entry to other computational, informational or communications devices;
 - violations of copyright law;
 - attempts to intentionally transmit or access any media, or to engage in a conference or e-mail that includes material which is libelous, obscene, indecent, vulgar, profane, lewd, threatening, harassing or insulting;
 - attempts to intentionally transmit or access any material or advertisement for any product or service not permitted to minors by law; more than minimum use for personal business; and invasion of the privacy of other users, e.g. posting personal information.
6. Inadvertent Misuse. If a user inadvertently encounters inappropriate or prohibited material, they should promptly report the occurrence to the supervisor in writing.

Children's Internet Protection Act (CIPA Executive Order, 4/01).

NBSD will enforce the provisions of the Children's Internet Protection Act when students have access to technology provided by NBSD or supervised by NBSD staff. Provisions include:

A) **Internet Filtering**: "Measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of computers with Internet access by minors, (3) harmful to minors. An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose."

B) **Staff Supervision**: All student use of technology will be under the direct supervision of a staff member who will monitor the online activities of all students, especially: "(1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal information regarding minors."

C) **Report of Violation to School Administration**: Staff who supervise student use of technology in schools are responsible for knowing and following the school district's Acceptable Use Policy (AUP). They must report student violations to the school administration.

CONFERENCE/WORKSHOP ATTENDANCE

It is the expectation of the district that staff fully attend conferences if the district is paying for the conference fees and travel expenses. If staff do not fully attend, it should be reported to their supervisor prior to or immediately following the conference. Depending on the reason, the staff member may be required to pay for all or part of the conference fees and travel expenses as well as forfeiting pay. Refer to this handbook under reimbursement procedures prior to turning in requests for reimbursement.

CONTRACTS AND COMPENSATION

Classified employees are paid an hourly rate according to the OSEA/NBSD Bargaining Agreement. Licensed and classified employees are issued a reasonable assurance notice in the spring of each year, regarding their return for the coming school year.

Licensed staff is paid according to the NBEA/NBSD Bargaining Agreement in effect for the current school year. Individual licensed contracts are issued for all licensed district employees. Monetary adjustments to an individual's contract during the school year may be done as an addendum to that contract, or other manner deemed appropriate by the district.

Licensed staff is employed as temporary, probationary or contract employees. Staff hired less than half time is considered temporary. Temporary hires are provided with non-renewable contracts.

Licensed staff hired for permanent positions are considered probationary for the first three years of employment with the district. Licensed staff hired that have already satisfied the initial three-year probationary term in another Oregon school district are considered probationary for the first two years of employment with the district. Probationary teacher contracts are considered for renewal on a year-to-year basis.

Licensed staff members are employed pursuant to two-year employment contracts. "Contract teacher" means

any teacher or licensed staff member who has been regularly employed half-time or more by the school district for a probationary period of three successive school years and who has been recommended to continue employment for the subsequent school year.

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

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the human resource office in accordance with timelines established by the district and collective bargaining agreements. In addition all staff members are responsible to review their contract, timesheet and monthly pay stubs to ensure that their placement and salary is correct. **Failure to bring an error to the attention of the administration in a timely manner may result in denial of additional compensation for dates in question.**

Notice will be given to staff in compliance with rules of the insurance carrier and current relevant collective bargaining agreements regarding domestic partner benefits.

COPYRIGHT (Policy EGAAA)

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

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

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

"Fair use" guidelines are as follows:

Fair Use

I. Printed Materials

A. Permissible uses — district employees may:

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

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

C. Prohibited uses — district employees may not:

1. Copy more than one work or two excerpts from a single author during one class term;
2. Copy more than three works from a collective work or periodical volume during one class term;
3. Copy more than nine sets of multiple copies for distribution to students in one class term;
4. Copy to create or replace or substitute for anthologies or collective works;
5. Copy "consumable" works, such as workbooks, exercises, standardized tests and answer sheets;
6. Copy the same work from term to term;
7. Copy the same material for more than one particular course being offered (may not copy every

time a particular course is offered) unless permission is obtained from the copyright owner.

- D. All sound recordings, including phonograph records, audiotapes, compact disks and laser discs, will be treated under the same provisions that guide the use of print materials; following regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

A. Permissible uses — district employees may:

1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than 10 percent of the whole work;
3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
4. Edit or simplify printed copies that have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
5. Copy complete works that are out of print or unavailable except in large works and used for teaching purposes;
6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
7. Make a single copy of a sound recording, such as a tape, disk or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

B. Prohibited uses — district employees may not:

1. Copy to create or replace or substitute for anthologies, compilations or collective works;
2. Copy works intended to be "consumable," such as workbooks, exercises, standardized tests and answer sheets;
3. Copy for the purpose of performance, except as noted above (A.1.) in emergencies;
4. Copy to substitute for purchase of music except as noted above (A. 1., 2. and 3.);
5. Copy without inclusion of the copyright notice on the copy.

III. Television Off-the-Air Taping

A. Permissible uses — district employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.
A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Video Taping form to the [library/media supervisor] for each program videotaped. The [library/media supervisor] will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;
4. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar

day retention period established for broadcast or cable programming and are not subscription channels;

6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

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

B. Prohibited uses — district employees may not:

1. Tape off-air programs in anticipation of an educator's requests;
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
3. Use the recording for instruction after 45 consecutive calendar days;
4. Hold the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 45-day use period;
 - b. An interruption or technical problem delayed its use; or
 - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
7. Exchange program(s) with other schools in the district or other school districts without the approval of the building principal. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
8. Use the recording for public or commercial viewing;
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Use of Copyrighted Video

A. Permissible uses — district employees may:

1. Use purchased or rented (streamed) video such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
2. Use only rented lawfully-made video;
3. Arrange for the local school to transmit video over their closed circuit television for direct instruction;
4. Use off-air video made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.

B. Prohibited uses — district employees may not:

1. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

V. Computer Software

A. Permissible uses — district employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
3. Make a new copy from the archival program in the event that the program in use is damaged or

- destroyed;
4. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
 5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
 6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
 7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
- B. Prohibited uses — district employees may not:
1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
 2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
 3. Make or use illegal copies of copyrighted programs on district equipment;
 4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
 5. Make copies of software provided by a software publisher for preview or approval;
 6. Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or district;
 7. Make replacement copies from an archival or back-up copy;
 8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
 9. Make multiple copies of the printed documentation that accompanies copyrighted software.
- C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

VI. Reproduction of Works for Libraries/Media Centers

- A. Permissible uses — district employees may:
1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical with the last five years prior to the date of the request for the material;
 3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
 4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
 5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
 6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.
- B. Prohibited uses — district employees may not:
1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
 2. Copy without including a notice of copyright on the reproduced material.

VIII. Performances

- A. Permissible uses — district employees must:
1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be

charged or recordings of the performance are to be sold.

IX. Violations

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

CRIMINAL RECORDS CHECKS/FINGERPRINTING (Policy GCDA/GDDA)

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired, full-time and part-time, employees, not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal record check and fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

All persons newly employed with the district in regular, temporary and/or coaching positions are required to successfully pass drug screening as required by Board policy and law.

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

All newly licensed or registered 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 check and fingerprinting in accordance with rules and procedures as set forth by TSPC.

CURRICULUM (Policy IF)

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students. Curriculum guides are reviewed and updated regularly to reflect current State Content Standards.

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

Deviations from established curriculum, textbooks and instructional materials may be permitted with building principal or designee approval. Teachers with questions should contact their building principal.

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

DAILY BULLETIN/ANNOUNCEMENTS

Each building may provide a daily or weekly bulletin that is placed in staff mailboxes or sent to staff by email. The bulletin may provide information pertaining to students and staff members. Staff may be responsible for informing students of information about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students. NBHS and NBMS staff is expected to read daily announcements via intercom.

Buildings may develop a process for staff to place announcements and/or information in the bulletin. See the building principal or designee for more information.

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE (Policy GBEC)

The North Bend 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. It is the policy of the district to prohibit the use or presence of illegal drugs, controlled substances, and/or alcohol such that there would be any detectable level of these items present in the individual's system in the workplace

Definitions

<u>Alcohol:</u>	Any form of alcohol for consumption, including beer, wine, wine coolers or distilled liquor.
<u>Controlled Substance:</u>	A controlled substance includes any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance.
<u>Under the Influence:</u>	Any consumption of an unauthorized controlled substance, illegal drug, marijuana, or alcohol such that there would be any detectable level of these items present in the individual's system. (For authorized use of a controlled substance, see implementation of the policy.)
<u>Workplace:</u>	Any site where work is performed for the district for which the employee is providing a service for the district, receiving compensation or is responsible for the supervision of students

The district may take appropriate disciplinary action against an employee who violates this policy, including reprimand, suspension, requiring an employee to submit to an appropriate treatment program and/or discharge. Any disciplinary actions are subject to provisions of the existing labor contracts.

Board policy regarding drug and alcohol-free environment reflects the previous information as well a TSPC standards for ethical behavior of licensed employees.

For purposes of this policy it should be strongly noted that NBSD employees are never to appear on duty at the workplace under the influence of an unauthorized controlled substance, illegal drug or alcohol. "The workplace" means any place where work is performed for the district for which the employee is providing a service for the district, receiving compensation or is responsible for the supervision of students. Pursuant to this policy, the phrase "under the influence" means the consumption of an unauthorized controlled substance, illegal drug, or alcohol such that there would be any detectable level of these items present in the individual's system.

EARLY BIRD CLASSES

The teacher may excuse students from attendance on the day following an evening music performance. Teachers are required to attend as usual.

EMERGENCY CLOSURES (Policy EBCD)

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 local stations: KDOCK (93.5 FM); KYSF (105.9); KYTT (98.7 FM); Bicoastal Media (KSHR 97.3, KJMX 99.5, KWRO 63.0, KOOS 94.9, KBDN 96.5, KBBR 1340); KCBY, KVAL, KEZI will regularly report delayed openings, school closure.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of emergencies such as natural disasters, fire, illness or injury of a student or staff member and the unauthorized or authorized use of force on school property. Copies of the emergency procedures plan will be available in the office of each building.

EQUAL EMPLOYMENT OPPORTUNITY (Policy GBA)

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition², age, veterans' status³, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. For questions or complaints, please contact your school's principal or the district's Title IX Coordinator Michelle Cook at 1913 Meade St., North Bend, Oregon, 97459 541-751-6784.

EVALUATION OF STAFF (Policies: GCN/GDN)

Copies of the evaluation procedures for licensed and classified staff are on the district's *shared network drive* and available to all staff members. All staff members are encouraged to review the evaluation tools. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

FAIR LABOR STANDARDS ACT (FLSA)

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

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

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

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

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

Generally, overtime is defined as time worked over 40 hours in one week, unless otherwise modified by the labor agreement. A week is defined as seven consecutive days covering Sunday through Saturday.

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

STUDENT ACTIVITY FUNDS (Policy IGDG)

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal or designee prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school.

Buildings may have specific forms to request approval for fund-raising. See the building principal or designee regarding approval for fundraising. All money raised must be received and deposited in a specific district or building bank account.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the

depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GIFTS AND SOLICITATIONS (Policy GBI)

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing 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 the approval of the building principal or designee.

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

EVALUATION – GOAL SETTING

We believe that effective educators display a wide range of skills and abilities that lead to creating a learning environment where all students feel comfortable, challenged, and confident that they can succeed both academically and personally. Evaluation and support are built around teachers and administrators participating in collaborative processes that are continuous and focus on strengths and areas to improve. The ongoing processes reflect improving educator craft and maintaining a focus on student learning.

Just like with our students, we recognize that success for educators begins with clear expectations. On March 11, 2013, the school board accepted the Superintendent's recommendation to adopt OSBA Policies CCG for Licensed Evaluation-Administrators and GCN/GDN for Evaluation of Staff.

The licensed educator's evaluation is based upon a cycle of continuous professional growth and learning. The cycle is collaborative and provides an ongoing opportunity for relevant feedback and meaningful professional conversations. The focus is on improving effectiveness. A common vision, identified professional standards, and a research based performance rubric provide the foundation for common expectations, vocabulary and understanding. The evaluation process based on common language empowers the voice of both the educator and evaluator.

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 or designee of the date, time and nature of the presentation whenever such use is planned.

Prior approval from the building principal or designee 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 the speaker's participation, the teacher will discuss with the guest speaker appropriate content, language, and presentation of information. Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

HAZING/HARASSMENT/INTIMIDATION/MENACING/BULLYING/CYBERBULLYING/TEEN DATING VIOLENCE/DOMESTIC VIOLENCE (Policy JFCF)

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

Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and licensed staff will be reported to the Teacher Standards and Practices Commission (TSPC).

Any allegations of hazing/harassment/intimidation/menacing/bullying/cyberbullying/teen dating violence/domestic violence between an employee and a student, an employee and another employee, or a student to another student will be immediately reported to a building administrator.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

“Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium. The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Human Resource Department or the district’s compliance officer.

HOURS OF OPERATION

Buildings

Each building is open between the hours of 7:30 a.m. and 4:00 p.m. during the regular school-year. The building is accessible to staff during the course of the school year, during summer and other times when not in session as determined by the building administrator.

District Office

The district office is open between the hours of 7:30 a.m. and 4:00 p.m. during the regular school-year. During winter break, spring break, summer break and other times when school is not in session the district office hours may vary and times will be posted.

IDENTIFICATION BADGES

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends out their identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification badge lost, stolen or damaged due to circumstances beyond the employee’s control will be replaced by the district at no cost to the employee. Other replacement costs may be charged to the employee.

INJURY/ILLNESS REPORTS (Policy EBBB)

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving students, visiting public or district property will be reported immediately to a supervisor.

Medical information will be placed in a separate file in the District Office. Medical information will not be copied and saved at individual buildings or offices.

INVENTORY (Policy DID)

The district will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The district's inventory will be updated annually to include property newly purchased and disposed.

JOB SHARING

Job sharing is defined as the sharing and occupation of a single licensed 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 equivalent licensed staff member. The amount of fringe benefits as may be afforded in current NBEA/NBSD bargaining agreement and normally assigned to one licensed position is shared in a manner agreeable to both job sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

Job sharing requests are considered on an individual basis and are typically approved on a year-by-year basis.

KEYS and/or KEY CARDS

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

1. The duplication of keys is prohibited;
2. Keys/key cards are not to be left unattended. Avoid leaving keys/key card on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys/key cards may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys/key card to students to "run errands," "unlock/lock" doors, etc.;
4. Lost or stolen keys/key cards must be reported to the building principal or designee within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys/key card before any charges are assessed;
5. Upon completion of a lost or stolen key/key card report form, presentation of the broken or damaged key(s)/key card and submission of assessed fees, replacement keys/key card will be issued within 72 hours;
6. Charges for lost or stolen keys/key cards will be made to the staff member to whom the key(s)/key cards has been issued, in the following amounts:
 - a. Room or other keys/key cards - [\$10];
 - b. Building Master key - [\$75];
 - c. Maximum charge - [\$100].

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers. Developing lesson plans that are consistent with district curriculum and appropriate to the individual needs of students, and that reflect best practice research is essential for effective teaching.

Teachers are expected to prepare lesson plans on a weekly basis. Building principals may require that copies of lesson plans be submitted on a regular basis.

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

Up-to-date seating information, class schedules and information identifying any classroom student aides or other special student needs should be accessible to substitutes and building administrators.

At the secondary level a syllabus that provides an overview of the course of study, materials used, grading policies, behavior expectations, and significant projects or assignments, and other information deemed relevant should also be prepared and readily available for the building principal and/or student and parent review.

LEAVES OF ABSENCE (Policy GCBDA/GDBDA)

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law. Please refer to your negotiated contract for details regarding rules and types of leaves available.

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

Length/Purpose of Leave

Employees eligible for FMLA leave under federal 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), including the birth of a child of a same-sex partner;
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) including a child of a same-sex partner;
3. Care of an immediate family member with a serious health condition, including an immediate family member of a same-sex partner;
4. The staff member's own serious health condition
5. Exigency Leave arising out of the fact that a family member is an active military member or has been called to active duty status;
6. Injured Service Member Leave: allowing an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent, or next of kin, who has been injured in the line of duty as a member of the Armed Forces;
7. Closure of a child's school or child care provider due to a statewide public health emergency declared by a public health official.

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 illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties.

Paid Family Medical Leave Insurance (PFMLI)

Employees may submit applications for the equivalent plan for paid family and medical leave to American Fidelity. American Fidelity will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit. The District cannot accept, file, process or make decisions on applications.

Purpose of leave under PFMLI:

1. Birth of the employee's child
2. Placement of foster or adopted child (from Jan. 1, 2025 forward)
3. Serious health condition of employee
4. Serious health condition of family
5. Safe Leave

PFMLI will run concurrently with FMLA as allowed by law.

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 Human Resources for details.

Calculating the 12-Month Period for Leave

The district will calculate 52 consecutive weeks (looking forward), beginning on the Sunday immediately preceding the date on which family leave commences. This will ensure consistent alignment with the Paid Leave Oregon program and comply with Oregon Law.

Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid. However, this district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy and/or collective bargaining agreements), in that order before taking FMLA and/or OFLA leave without pay for the leave period.

Application

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

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

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

The district may require a staff member using OFLA leave for 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.

RETURN TO WORK

Following a protected leave of absence, 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 protected leaves.

FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a parental or family leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of parental or family leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's family member must submit a request for an extension, in writing, to Human Resources.

LICENSE REQUIREMENTS

Teachers offered employment must be licensed in the State of Oregon.

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

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.

In the event the district is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license requirements as set forth by the Teacher Standards and Practices Commission (TSPC), the district is entitled to recover one-half of the amount of the forfeiture from the teacher whose unlicensed status caused the forfeiture. Recovery may not exceed one-half of the amount forfeited that is attributable to the particular licensed person.

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

Recognized collective bargaining units may use the service in accordance with the terms of their collective bargaining agreements, and Board policy on the use of school facilities and current postal regulations.

All staff need to check their mailboxes daily during contracted time. Students should not pick up mail from staff mailboxes.

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

MATERIALS DISTRIBUTION

Requests of staff by individuals or groups 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 principal or designee. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

MEETINGS

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

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

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

PARENT CONFERENCES

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring, as needed. Students may be included in conferences.

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

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

PARENTAL RIGHTS/SURVEYS (Policy KAB)

Staff wishing to distribute any survey created by a third party must request and receive approval from the building administrator or designee. Staff is advised that parents must be informed of the survey and may inspect any survey created by a third party before the survey is administered or distributed by the school to students.

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.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. No staff member may use district facilities, equipment or supplies in connection with campaigning, nor may they use any time during the working day for campaign purposes.

PERSONNEL RECORDS (Policy GBL)

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

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited 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 Human Resources to inspect the contents of their personnel file;
2. Others designated in writing by the employee;
3. The comptroller of auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of Human Resources;
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 their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

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

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

The building principal or designee will schedule prep periods and/or instructional staff planning time as described in the bargaining agreements.

ACADEMIC ACHIEVEMENT (Policy IK)

Teachers are expected to report their students' progress to students and their parents. Parents and students can access the progress via the electronic grade book; however, a hard copy of a progress report should be issued at the mid-way point of a semester when specific concern about a student's progress/performance exists or per

parent request. At the secondary level, grades need to be updated so office staff may print hard copies, if needed.

Such reports should be issued at other times during the course of a grading period as deemed appropriate by teachers. No grade of "F" should be issued without a written progress report having been sent home previously, notifying the student and their parents of academic deficiencies.

PURCHASE ORDERS (Policy DJ/DJC)

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchases from district funds will be authorized unless covered by an approved purchase order.

Additionally, at least three competitive quotes should be obtained whenever practical for all goods, materials, supplies and services over \$10,000. Expenditures from student body funds for items in excess of \$10,000 require approval from the Superintendent.

All other purchases are subject to the Board's policy governing bidding requirements, administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. (Board policy DJC, DJC-AR) Staff members with questions should contact the Business Manager for details.

The District will not purchase items for employee's personal use.

REIMBURSEMENT PROCEDURES

Staff is expected to follow district policies and procedures.

RELEASE OF GENERAL STAFF INFORMATION

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

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

1. Disclosure of information is upon the request of the prospective employer; 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.

RESEARCH/COPYRIGHTS AND PATENTS (Policy GCQBA)

Staff members engaged in a research project during the workday or who use district resources for students, for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the superintendent or designee.

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

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

In the event that a staff member produces items described above partly on their own time and partly on district

time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

RESIGNATION OF STAFF

A licensed staff member who wishes to resign from their position with the district must give written notice to the Superintendent 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. Acceptance shall be by letter from the Superintendent to the employee and the name of the employee will be presented to the Board at the next regular meeting.

If less than a 60-day notice is given, the Superintendent may request that the Teacher Standards and Practices Commission (TSPC) 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 Superintendent.

A classified employee is expected to submit a written and signed notice of resignation to Human Resources at least two weeks prior to the date they wish to leave district employment. The Superintendent shall accept the resignation.

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 (Policy EBAC)

A district 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 district safety committee meets quarterly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring. All potential hazards are to be reported immediately to a safety committee member or to the office.

SALARY PLACEMENT

Placement on a district salary schedule may be dependent on such factors as experience, training, extended contracts, increased responsibilities, collective bargaining agreements and such other factors as approved by the board.

Classified Staff Salaries

All new employees will be placed on the step appropriate with their years of verified job related experiences. The District reserves the right to determine the experience level placement of employees new to the District. However, in no case shall an employee receive experience credit beyond the actual number of years of experience. If the new employee is hired prior to January 1st of the fiscal year, then the new employee will be moved to the next step on the July 1st following hire. If hired on or after January 1st, the employee will not move to the next step until the first of July of the next calendar year.

Licensed Staff Salaries

The salary schedule for teachers is part of the negotiated contract between the North Bend Education Association and the district. Teachers are initially placed upon the salary schedule by Human Resources after analyzing the college transcripts and teaching experience.

Initial placement on the salary schedule requires that the teacher has completed a BA or BS and holds a valid teaching license. No advancement on the salary schedule is allowed for credits taken prior to these conditions, unless the credits are specifically reserved for graduate programs in education and are so indicated on the

transcript.

Advancement Based Upon Additional Educational Credits

Once placed upon the salary schedule, teachers will be given credit by the district for all college credits and In-district credits related to education of the individual's job responsibilities.

Movement across the salary schedule takes place when the teacher accumulates credits equal to or greater than the amount specified on the next step of the schedule.

Any teacher earning sufficient hours to make them eligible for increase to the next higher educational level on the salary schedule must submit transcripts to Human Resources by October 15 for advancement to be effective the beginning of Semester 1, or by January 30 for advancement to be effective the beginning of Semester 2.

Advancement Based Upon Educational Experience

Once placed upon the salary schedule, teachers will be given credit by the district for one year of experience for each year in which they work 135 or more contracted days, to the maximum steps allowed for salary purposes.

The district's procedure for granting steps on the salary schedule does not affect ORS 342.840 in establishing experience for purposes of contract status, or Teacher Standards and Practices experience requirements for renewal of teaching licenses.

Contract employees shall be paid for the ensuing school year in twelve (12) equal payments as required by law. Less than a full school year, employees shall receive a salary in the same ratio as the established annual salary for the position.

Teachers legally released by the board from their contract shall be paid upon demand the full amount due them within 24 hours after release.

SEXUAL HARASSMENT (Policy GBN/JBA)

The board is committed to preventing sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and will not be tolerated. This includes sexual harassment of students or staff by other students, staff, board members or third parties. "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 inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises and non-district 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. Any allegations of harassment between an employee and a student will be immediately reported to the Principal.

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's ability to perform their job; or creates an intimidating, offensive or hostile educational or working environment.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the building principal or district administrator, who have overall responsibility for all investigations.

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

It is the intent of the board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence, and address negative consequences.

The superintendent will establish a process of reporting incidents of sexual harassment.

SEXUAL HARASSMENT (Policy JBA/GBN)

The district desires to create a learning environment for all students that rewards educational achievement based on ability and performance. The learning environment cannot be maintained when sexual harassment occurs. Sexual harassment will not be tolerated in this school district. Any allegations of harassment between an employee and a student will be immediately reported to the Principal.

1. This policy applies to all students and staff of North Bend School District.
2. Sexual harassment of students includes demands for sexual favors in exchange for benefits as well as unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with a student's performance or creating an intimidating, hostile, or offensive environment. Sexual harassment of employees by students includes demands for sexual favors in exchange for benefits, as well as unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with the staff person's ability to perform the job or creating an intimidating, hostile, or offensive environment.
3. The district regards such conduct as an abuse of authority when engaged in by an adult, and a violation of student conduct policies when perpetrated by a student. All reports of sexual harassment will be investigated. Complaints should be filed with the school principal or district office. The student who initiated the complaint and the parents shall be notified when the investigation is concluded. The staff complainant will be notified when the investigation is completed.
4. A good faith complaint from a student about violations of this policy will not adversely affect the student's educational assignments or study environment. A good faith complaint from a staff member about student harassment of staff shall not adversely affect any terms or conditions of employment or the work environment.

A copy of this policy and the procedure for filing complaints shall be posted on signs at least 8 x 11 inches in all schools with grades 6 through 12, be published in the student handbook, and be made available to students, staff and parents.

PERSONAL RIGHTS/HARASSMENT COMPLAINT PROCEDURE (POLICY GBN/JBA-AR)

Building principals and the superintendent have the responsibility for investigations concerning incidents of harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step I Any harassment information (complaint, rumors, etc.) shall be presented to the building principal or superintendent. All such information shall be reduced to writing and will include the specific nature of the harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official (s) conducting the investigation shall notify the complainant, in writing, when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the harassment incident, including disciplinary action taken or recommended, shall 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 10 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 within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III; they may submit a written appeal to the Board. Such appeal must be filed within 10 working days following receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant with 10 working days following completion of the hearing.

Step IV If the complaint is not satisfactorily settled at the board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

All documentation related to harassment complaints may become part of the employee's personnel file as appropriate. Additionally, a copy of all complaints and documentation will be maintained as a confidential file and stored in the district office

SITE COUNCIL (Policy IFCA)

In an effort to encourage community involvement in shared decision making and to foster the collaborative efforts of staff, students, parents and community members, a 21st Century Schools Council has been established.

The 21st Century Schools Council responsibilities include: the development of plans to improve the professional growth of staff; the improvement of the school's instructional program; the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century at the school site; administration of grants-in-aid for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules; and advising the Board in the development of a plan for school safety and student discipline in accordance with ORS 339.333.

All council decisions are subject to superintendent and Board review. Council decisions may not abrogate any provisions of district labor agreements or law or Board policy.

Meeting times and locations will be announced through the office and will follow the notice, meeting and record-keeping requirements of the Public Meetings Law. All staff are invited to attend 21st Century Schools Council meetings.

Membership selection information may be obtained by contacting an association representative or the building principal.

SPECIAL INTEREST MATERIALS (Policy IIAD)

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

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

STAFF CONDUCT (Policy GBC)

All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, 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.

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 courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district payment of college coursework tuition and or any other professional growth activity require prior administrative approval.

Requests for approval and District reimbursement for professional growth activities are located on the district website under staff resources.

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 approval.

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.

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, teachers are expected to be guided in their grooming habits by what is most generally acceptable for adults in the business and professional world.

STAFF ETHICS (Policy GBC)

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.

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.

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 tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose

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

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved or serve with the school's site council and/or leadership team 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 or designee for additional information regarding possible building and district level committee work that may be available.

STAFF/FAMILY RELATIONS

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

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning the student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

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

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

STAFF ROOM

A staff room may be provided for staff use during break, lunch and preparation periods, as may be appropriate. If a staff room is available, all staff is expected to "pitch in" as needed, to help keep this gathering area clean and orderly.

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

Students are not permitted in the staff room.

SUBPOENA TO TESTIFY IN COURT

Staff is advised not to volunteer to testify at a trial or other legal proceedings involving students unless you are subpoenaed. As a witness, a licensed staff member shall make the following statement:

"Judge, I am concerned that my testimony may be privileged or prohibited under ORS 40.245(1). I understand Oregon Evidence Code 504.3 to provide: "A licensed staff member of an elementary or secondary school shall not be examined in any civil action or proceeding, as to any conversation between the licensed staff member and a student which relates to the personal affairs of the student or family of the student, and if discussed, would tend to damage or incriminate the student or family. Any violation of the privilege provided by this subsection may result in the suspension of license of the professional staff member as provided in ORS 342.175, 342.177 and 342.180". Am I required to testify? Proceed as the judge tells you."

A school counselor, if subpoenaed as a witness, shall state the following:

"Judge, I am concerned that my testimony may be privileged or prohibited under ORS 40.245(2). I understand Oregon Evidence Code 504.3 to provide an pertinent part: "A certified school counselor regularly employed and designated in such capacity by a public school shall not, without the consent of the student, be examined as to any communication made by the student to the counselor in the official capacity of the counselor in any civil action or proceeding or a criminal action or proceeding in which such student is a party concerning the use, abuse, or sale of drugs, controlled substances or alcoholic liquor. Any violation of the privilege provided by this subsection may result in the suspension of certification of the professional school counselor as provided by ORS 342.175, 342.177, and 342.180" Am I required to testify? Proceed as the judge tells you."

The district may require documentation from the court of your attendance in court.

SUNSHINE/HOSPITALITY COMMITTEE

Each building may choose to designate a committee, who will act on behalf of the entire staff to recognize and support staff members as appropriate. The committee may ask staff members to donate funds to provide money to purchase cards, gifts, etc... Donations are voluntary and no staff member will be required to donate for this purpose.

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. Teachers may need to leave their rooms to prepare material, attend meetings, or supervise 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 other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

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

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

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

RELIGIOUS EXPRESSION (Staff)

All staff while acting in their official capacity will not promote their personal religious beliefs to students through proselytization, preaching, or other written or oral means. School officials shall not require, encourage, or solicit students to read the Bible or any other religious text absent a legitimate, non-religious educational objective and unless in conjunction with a curriculum that includes academic study of the religious text. Under no circumstances may school officials require or solicit students to read the Bible or any other religious text for purposes of discipline or to convey any religious or moral lesson.

TELEPHONES

Telephones are available in classrooms and throughout the building for staff convenience. If it is necessary to make a long distance call for district business purposes staff members are expected to use office phones.

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, personal cell phone or by pay phone.

Every effort will be made to prohibit in-coming calls on classroom phones during class times.

Cell phones should be muted or turned off during class time and should be used for personal use only during authorized break periods.

TOBACCO-FREE ENVIRONMENT (Policies: GBK, JFCG, KGC)

In order 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 vehicles.

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

TUTORING

No private tutoring for which a staff member receives a fee is permitted in district schools on school time unless the District has authorized the tutoring and approved the fees.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS (Policy EEBB)

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 non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from his or her supervisor.

VACANCIES/TRANSFERS (Policies: GCI, GDI)

Announced vacancies for licensed and classified positions are listed on the District website and electronic copies of the posting are also sent to association representatives.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

VOLUNTEERS (Policy IICC)

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets.

All volunteers must submit to a multi-state criminal history check at district expense and may not take part in volunteer activities until the report is returned. The appropriate forms are located on the shared network drive on the district server. The office will provide the forms to the volunteer. Principals and/or their designee have access to the list of approved volunteers.

Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students. Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.

WEAPONS (Policy JFCJ)

The North Bend School District has a zero-tolerance policy against bringing a dangerous or deadly weapon that can be used or threaten to be used to inflict death or serious physical injury, onto school grounds. Any student who possesses a weapon on school property or at any school-sponsored activity will be expelled for a period of not less than one year.

Any school district employee who has reasonable cause to believe a student or other person had brought a dangerous or deadly weapon onto school grounds must promptly notify a school district administrator or law enforcement officer.

Weapons under the control of law enforcement personnel are permitted on school property. 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.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING NON INJECTABLE MEDICINES TO STUDENTS (Policy JHCD)

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

Training will be provided to designate 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.

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication. The student must be able to administer medication without requiring a trained school staff member to assist in the administration of the medication.

The district may approve requests for designated school staff to administer medication to students as follows:

1. A written request for the district to administer prescription medication must be submitted to the school office to include:
 - a. The written, signed permission of the parent
2. The written instruction from the physician for the administration of prescription medication to the student must specify:
 - a. The name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction
3. The written instruction from the parent for administration of nonprescription medication to the student must specify:
 - a. The name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction
 - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in their possession only the amount of medication needed for that school day
5. Sharing and/or borrowing of medication with another student is strictly prohibited

Permission to self-medicate may be revoked by the building principal or designee if there are any abuses of these procedures.

All other students will be administered medication only by designated school staff after receipt of required parent permission forms and written instructions.

ASSEMBLIES

Students are required to attend all assemblies unless excused by the principal or designee. Those who refuse are to be referred to the office.

Staff members are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.

Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

ASSIGNMENT OF STUDENTS TO CLASSES

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

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the building principal or designee.

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

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

CLASS INTERRUPTIONS

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

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS

*** (Policies JHCA, JHCCA)**

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 a certain school restricted disease 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 Department of Human Services, Health Services, are not required by law to report their student's condition to the district. Those 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 uncovered, oozing lesions.

Parents of an HIV student five years of age or younger, a special risk HIV student (as defined above), or of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Department of Human Services, Health Services, or local health department, excluding the student from school or the parent may voluntarily withdraw the student from school. If the district is informed of the student's infection and written parental permission is obtained, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

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

CONTESTS FOR STUDENTS

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on staff. All such contests must be consistent with the purposes and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

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

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

CORPORAL PUNISHMENT (Policy JGA)

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 the minimal amount of physical force necessary when, in their professional judgment, physical force is required to prevent a student from harming themselves, others, or doing harm to district property that places themselves or others at risk of injury.

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

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

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Individual students should not be detained after class when doing so will result in a possible tardy to the next class or cause the student to miss their transportation home unless arrangements are made with the appropriate teacher or parent in advance. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher.

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION (Policies JFCG, JFCI)

The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activity, whether on district property or at sites off district property.

EMERGENCY DRILLS (Policy EBCB)

Each school building is required to provide instruction to students regarding fire, tsunami, earthquake lockdown and lockout dangers and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one emergency drill will be conducted each month for grades K-12.

At least three drills on earthquakes and tsunami dangers will be conducted each year.

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

Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and close doors;
3. Take roll book;
4. Escort class to at least 100 feet from the building and take roll. Report any unaccounted students to the building principal or designee;
5. Upon "all clear" signal, escort students directly back to class. Check roll.

FEATURE FILMS/VIDEOS (Policy IIABB)

Building principal or designee approval is required prior to showing a feature film/video to students in district classrooms. Only films rated G, PG or PG-13 or other non-rated media may be shown as part of the school

program. Family-rated films can be reviewed and ordered from:

- www.editedfilms.com
- www.familyflix.com
- www.familyfeaturefilms.com
- www.familysafedvds.com
- www.cleanfilms.com

Prior to showing a feature film/video rated G at the elementary school, or PG film at the middle school, or a family-edited PG-13 film at grades 9-12, the instructor must seek the written approval of the building principal. The Superintendent may approve the use of a PG-13 film in grades 7-8 with special permission and with parental consent.

Requests are to be submitted to the building principal or designee at least five days prior to the proposed showing.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Course objectives, state standards addressed and outcomes expected
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

Parents should be provided the opportunity to preview a feature film/video, upon request whenever possible.

FIELD TRIPS AND SPECIAL EVENTS (IICA)

Field trips and other student activities involving travel may be authorized by the building principal or designee when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the building principal or designee well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from school staff or from volunteers.

Written parental permission must be obtained for each approved trip. During the trip, teachers are expected to have in their possession the signed forms showing parental approval and acknowledgment of the student conduct guidelines, parental contact information, as well as emergency information for each student.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state travel must be approved by the Board.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

GRADING (Policies: IKF, IKA, IKAD)

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential. The electronic grade book within Synergy will be used to allow parents to view their student's progress.

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

When letter grades are used they will reflect the following:

- A – Mastery of subject
- B – Good quality work
- C – Average work
- F – Failing
- P – Pass-credit granted, non-graded course
- NP – No Pass-credit denied, non-graded course
- I – Incomplete
- NG – No Grade

Elementary grades will be on 4 point grading scale in combination with a scale for effort

GRADING SCALE

- 4 – Mastery
- 3 – Proficient
- 2 – Emerging
- 1 – Beginning

EFFORT

- O – Outstanding
- S – Satisfactory
- U – Unsatisfactory
- IP – In Progress
- NA – Not Assessed

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

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. How parents and students will be informed;
3. A due process procedure available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
 - a. Religious reasons;
 - b. A student's disability; or
 - b. An excused absence, as determined by the district's policy.
5. High School students must meet the building class participation policy to address absences

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

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

HIV, AIDS, HBV AND HCV HEALTH EDUCATION (Policy IGAEA)

Teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established standards.

The purpose of the standards is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS/HBV/HCV-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed.

Teachers are expected to notify parents in advance that the material regarding HIV/AIDS/HBV/ HCV will be taught. Any parent may request their student be excused from the class.

The administrator responsible for district curriculum development has been designated to facilitate communications between the Oregon Department of Human Services, Health Services, Oregon Department of

Education and teaching staff regarding the district's AIDS, HIV, HBV and HCV health education program.

- AIDS - Acquired Immune Deficiency Syndrome, HIV - Human Immunodeficiency Virus, HBV - Hepatitis B Virus, HCV - Hepatitis C Virus

STUDENTS NAVIGATING HOMELESSNESS

Teachers at all grade levels are encouraged to be aware of special needs of students who may be permanently or temporarily homeless. Items of food, clothing, or shelter may be available through special funds from the State of Oregon. If you believe a student or family may be homeless and may benefit from this special fund, contact the building administrator.

HOMEWORK

Teachers at all grade levels are encouraged to assign homework, which is expected to increase in complexity with the maturity or grade level of the students. However, teachers are encouraged to take into consideration circumstances in the home that may seriously hamper a student's ability to complete assignments in the home.

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

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

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

MAKE-UP WORK

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

It is a teacher's discretion whether to allow a student to make up work when the student has been truant from school.

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

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the building principal or designee for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

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

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

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned or approved by the building principal or designee.

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

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

Students who raise funds for their personal participation in such activities may not raise monies for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fundraising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district that involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities, as needed.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon their return to school or at such other times as may be deemed appropriate by the teacher.

RESUSCITATION

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways,

mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

RETENTION OF STUDENTS (Policy IKE)

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Retention Procedures

1. Consideration for retention should occur in the first semester of each school year, or as soon as evidence indicates retention as desirable at which time all pertinent student records and data will be discussed.
2. When in the opinion of the teacher and principal a student is being considered for retention, the parents will be immediately notified and asked to have a teacher-principal conference.
3. The student's abilities and capabilities in relation to grade level will be discussed with the parent. Further, the principal and teacher should discuss the type of academic difficulties that the child could have in later years.
4. If retention is recommended and the parents disapprove, a document signed by the parent indicating disapproval of the retention will be kept in the student's file. Should the parent refuse to sign a document indicating retention disapproval, the principal shall note and sign the document together with a witness. That document will then be kept in the student's file.
5. Parental disapproval will mean that the parent is allowing the child to continue grade level advancements even though retention is recommended.
6. Once retention is recommended, the student may be allowed to finish school for that year at the same grade level, and instructional emphasis will be continued upon reading and arithmetic.

SENIOR TRIPS

The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.

STUDENT BODY FUNDS (Policy IGDF)

All money raised or collected by and/or for school-approved student groups is to be receipted and deposited into a checking account administered by the building principal or designee.

All student activity fund expenditures must be approved by the building principal or designee. Student activity fund expenditures of over \$1,000 must also be approved by the Superintendent or designee.

Funds derived from the student body as a whole shall be expended to benefit the student body as a whole. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

STUDENT CONDUCT

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

In addition to adopted Board policies governing student conduct, school rules specifying student conduct

expectations have been established. These rules apply to actions that occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. Disregarding these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

Students must be provided with a copy of the Student/Parent Handbook and the handbook will be reviewed each year with students. Teachers may be required to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy, administrative regulations and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to *parents*.

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

STUDENT DISCIPLINE (Policy JG)

All staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy. Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff.

STUDENT DISMISSAL PRECAUTIONS

No teacher may permit any student to leave school prior to the regular hour of dismissal except as may be authorized by the office.

STUDENT/PARENT HANDBOOK (Policy CHCA)

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

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

STUDENT PERFORMANCES

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

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES (Policy EEA; EEACD)

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

Parents may, with staff notification, provide transportation to and from school related events.

Parents, employees and other designated adults may be permitted to use private vehicles to transport their own child on field trips and other school activities with prior approval from the building principal or designee. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child four or five years of age or who weighs between 40 and 60 pounds regardless of age, and the driver must require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

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

STUDENT WITHDRAWAL FROM SCHOOL

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. Submit the list to the office.

In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid. Additionally, the district may notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. In certain circumstances, driving privileges may be denied or revoked.

VISITORS

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

Staff members are expected to report any unauthorized person on school property to the building principal or administrator.

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAM (Policies: IGBHA, IGBHB, JGEA)

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible.

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

The district is obligated to pay the actual alternative education program cost or an amount equal to 80 percent of

the district's estimated current year's average per-student net operating expenditure, whichever is less when the district recommends that the student attend an alternative education program.

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

The district provides individual notification to students and parents regarding the availability of alternative programs under the following situations:

1. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined on a case-by-case basis;
2. When an expulsion is being considered;
3. When a student is expelled;
4. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis, at age 16 or 17 as provided by law.

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

ASSESSMENT PROGRAMS

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities. Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes. The district's assessment program consists of the following:

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

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

BILINGUAL EDUCATION (Policy IGBI)

Students whose primary language is a language other than English are provided appropriate assistance through the district's English as a Second Language Program (ESL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in their student's educational process will be provided with relevant written, verbal or signed communication in a language they can understand whenever possible. Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

BREAKFAST/LUNCH PROGRAMS (Policy EFAA)

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

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

COUNSELING AND GUIDANCE PROGRAM

The district's counseling and guidance program is designed to involve all staff and parents in the educational,

personal/social and career development of students.

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative education programs, progress toward meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and statewide resources for students with academic, personal/social or other needs.

Counselors are also available to assist students with academic, social and personal problems and define and arrive at positive solutions through a variety of conference settings.

Teachers may refer a student to a counselor by contacting the counselor directly. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the student's counselor.

Counselors and teachers with counseling responsibilities are expected to respectfully the right of privacy of those with whom they enter counseling relationships. Confidential matters should not to be discussed over the telephone.

Confidentiality is not to be abridged except:

1. When there is clear and present danger to the student or others;
2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.

CRISIS PREVENTION/RESPONSE PROGRAM

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. Knowing what to do when a crisis occurs can minimize the chaos, rumors, and the impact of the event on students and community.

Building administrators will provide copies of the district crisis management plan to key personnel and will provide information about the crisis management plan to all staff members. In the event of an emergency, key personnel will be responsible for taking the appropriate steps, as outlined in the management plan, to deal with the situation.

In addition, the following steps should be followed whenever possible:

Principals or designees will call the Superintendent's Office when a crisis has occurred. The Superintendent's Office will provide staff to serve as media liaison and free the administrator from that duty.

General Communication Guidelines:

- Following a student, staff, or building crisis, the campus will be secured and closed to non-authorized personnel.
- The designated District Media liaison will provide all official district communication.
- Prepared statements will be provided in written form to media representatives as well as read to radio and TV reporters.
- Staff will not authorize students to be interviewed without a release of information form signed by parents/guardians of the student.
- School photographs of students or staff will not be released without the written permission of the parents, staff or staff member's immediate family.
- All calls from media representatives will be forwarded to the designated building liaison or the designated District Media liaison person.
- All press releases will be the responsibility of the District Media Liaison. School board members, local committee members, and parent organization officers will work with the district media liaison prior to releasing any school district communications.

EARLY CHILDHOOD EDUCATION - Readiness to Learn

The district recognizes the necessity to ensure that all children have access to early education opportunities to

better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district co-operates with other agencies to provide a variety of programs for children birth through age 5. These programs include early childhood special education, state and federal Head Start programs, and Healthy Start.

HEALTH-SERVICES PROGRAMS

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

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health-care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Department of Human Services, Health Services, and the county health department;
6. Services for students who are medically fragile or have special health-care needs;

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

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

HOME TUTORING SERVICES (Policy IGBGA)

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of ten consecutive school days.

A physician's statement substantiating such absence is required in order for the district to authorize home tutoring.

The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain their academic progress.

Home tutoring services may be provided to students who have been suspended, recommended for expulsion, or expelled.

LIBRARY/MEDIA SUPPORT SERVICES (Policy IIBD)

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

Additional supplemental materials may also be available through the local education service district and/or state library system.

A professional collection of books and current periodicals is also available for staff use in the library/media center. Materials may be checked out through library/media staff.

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.

MIGRANT EDUCATION

The federal government allocates grant monies to provide funds for additional programs to meet the needs of migrant students. The district applies those funds for migrant needs according to federal guidelines.

MULTICULTURAL EDUCATION

The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society.

The development of community partnerships and curriculum that use every opportunity to present the many ethnic, racial and religious strands that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program.

Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women of various ethnic groups in society.

PREGNANT/PARENTING STUDENT PROGRAMS

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with their educational program and to participate in all school-sponsored activities.

Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly-provided school program.

PSYCHOLOGICAL TESTING SERVICES

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

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

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

SPECIAL EDUCATION SERVICES (Policies: IGBA-IGBAL)

Students ages kindergarten through 21 living in the district that have been evaluated by qualified educational personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate public education.

The specially designed instruction and related services are designed to meet the needs as specified by the student's individualized education program (IEP).

In developing each child's IEP, the IEP team must consider the strengths of the child; the concerns of the parents for enhancing the education of their child; the results of the initial evaluation or most recent reevaluation of the child; and, the academic, developmental, and functional needs of the child. Citations to IDEA 2004 are provided where helpful to provide support or clarity.

Oregon recognizes the following areas of disabilities:

10 Intellectual Disability	43 Deafblindness	70 Orthopedic Impairment	82 Autism Spectrum Disorder
20 Deaf or Hard of	50 Speech or Language	74 Traumatic Brain	90 Specific Learning

Hearing	Impairment	Injury	Disability
40 Visual Impairment	60 Emotional Behavior Disorder	80 Other Health Impairment	98 Developmental Delay

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

Placement decisions must be made in conformity with the least restrictive environment (LRE) provisions. These provisions direct that to the maximum extent appropriate, students with disabilities be educated with students who are non-disabled, and that special classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. The placement must be made in the school that the student would attend if not disabled unless unique circumstances prevent this placement. A student with a disability cannot be removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum. Teachers with questions regarding the referral and placement process should contact the building student study team.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP. Teachers can be held personally liable by a parent when the teacher does not implement or refuses to implement the IEP of a special needs student.

SPEECH AND LANGUAGE PROGRAM

The district provides speech and language services to special needs students in accordance to the student's IEP.

ADAPTIVE LIFE SKILLS PROGRAM

Special education students with more severe disabilities may attend the Adaptive Life Skills program.

STUDENT INDEPENDENT STUDY PROGRAM

North Bend High School may grant credit for students who are taking independent study classes. Information regarding independent study options for credit is available from the counseling office. A student wishing to take independent study classes for credit must have received advanced approval from the principal or designee.

WORK/STUDY PROGRAM

North Bend High School may grant credit for students who complete a work/study program. Information regarding the work study program is available in the counseling office. A student wishing to receive credit for off campus work experiences must enroll in the appropriate course and complete the requirements for the course.

TALENTED AND GIFTED PROGRAMS (Policies: IGBB, IGBBA, IGBBC)

The guidelines for identification and eligibility have been established by Oregon Administrative Rules (OARs) which outline the specific requirements for Oregon Talented and Gifted Education. Students must be identified as academically talented or intellectually gifted.

A student may be defined as Academically Talented in math or reading if he or she is able to score at or above the 97th percentile on a nationally normed test of academic skill.. These tests are designed to measure a student's learning in comparison to other students of the same age. A student may be defined as Intellectually Gifted if she or he is able to score at or above the 97th percentile (higher than 97% of the test population) on a test of cognitive (mental) ability. No single test score will be the sole criteria for identification. Behavioral, learning

and/or performance evidence will also be included for the identification. Concerted efforts will be made to identify students from ethnically diverse cultures, students with disabilities, and students who are economically disadvantaged.

The district has developed a written plan for the identification of and provision of programs and services for academically talented and/or intellectually gifted students.

Teachers will receive notification of identified talented and gifted students through Synergy. Teachers are expected to modify curriculum and instructional strategies as may be necessary, to meet the needs of identified students.

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration or file a complaint. Staff should refer parents with questions to the building principal or designee.

TITLE I PROGRAMS (Policy IGBC)

In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally and economically disadvantaged students. Students identified in need of Title I services may be provided instruction on a daily or weekly schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building Title I staff or the principal.

GENERAL OPERATIONAL GUIDELINES FOR ALL STAFF

- Maintain adequate attendance - 90% or better throughout the year
- Check email and voice-mail daily during the work week
- FERPA: Understand confidentiality
- Foster Positive Relationships
- Maintain a Growth Mindset
- Always ask yourself... "Is this best for kids?"