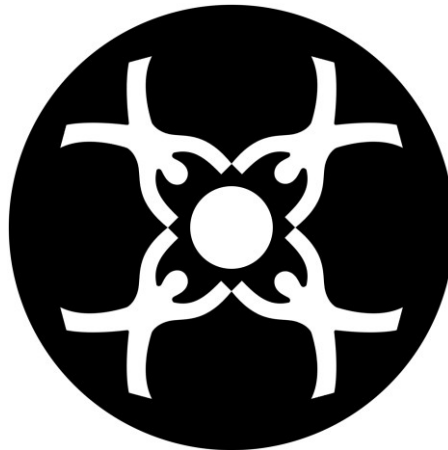


**ASHLAND PUBLIC SCHOOLS**

**STAFF HANDBOOK**

**Fall 2017**



*Inspiring learning for life.*

## **PREFACE**

Ashland School District Staff Handbook (First  
Edition: October 2003)

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 Material contained in this handbook may be superseded by newly adopted Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

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

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

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation<sup>1</sup>, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The Superintendent has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, and the Health Insurance Portability and Accountability Act (HIPAA). The Director of Student Services will coordinate the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. They may be contacted at the district office for additional information and/or compliance issues.

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<sup>1</sup> "Sexual orientation" is defined as an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from the traditionally associated with the individual's sex at birth.

## TABLE OF CONTENTS

PREFACE.....	2
<b>GENERAL INFORMATION.....</b>	<b>6</b>
Associations.....	6
Board Meetings/Communications .....	6
Board Members .....	6
Building Hours .....	6
<i>Community</i> Use of Building .....	6
Conference Affiliation.....	6
<b>STAFF OPERATIONS.....</b>	<b>7</b>
Absences.....	7
Obtaining a Substitute .....	7
Using Leave Plans .....	8
Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA).....	9
Military Family Leave Act (MFLA) and Oregon Military Family Leave Act (OMFLA) .....	9
Abuse of a Child Reporting.....	11
Admission to District Extracurricular Activities .....	12
Alternative Education Program .....	12
Animals in District Facilities.....	13
Assessment Programs .....	13
Assignment of Students to Classes .....	14
Bilingual Education .....	14
Breaks.....	14
Breakfast/Lunch Programs .....	14
Care/Use of District Property .....	14
Cash in District Buildings .....	15
Checkout.....	15
Class Interruptions.....	16
Classroom Security.....	16
Communicable Disease/Blood Borne Pathogens/Infection Control Procedures .....	16
HBV*Blood Borne Pathogens Training and Immunization .....	17
Infection Control Procedures.....	17
Complaints.....	18
Staff Complaints .....	18
Student/Parent Complaints .....	18
Computer Use.....	18
Conferences .....	19
Contests for Students.....	19
Contracts and Compensation .....	19
Copyright.....	20
Counseling and Guidance Program .....	25
Criminal Records Checks/Fingerprinting .....	25
Curriculum.....	27
Daily Bulletin/Announcements/Email .....	27
Discipline and Discharge.....	27
Dismissal of Classes .....	27
Drug, Alcohol and Tobacco Prevention, Health Education.....	27
Drug-Free Workplace.....	27
Emergency Closures.....	28
Emergency Drills and Instruction.....	28
Emergency Procedures and Disaster Plans.....	29

## STAFF OPERATIONS (continued)

Employee Assistance Program .....	29
Employee Self Service Portal .....	30
Evaluation of Staff.....	30
Fair Labor Standards Act.....	30
Feature Films/Videos.....	31
Field Trips and Special Events .....	31
Flag Salute.....	32
Fund Raising.....	32
Gifts and Solicitations .....	32
Grading.....	32
Grants .....	32
Guest Speakers/Controversial Speakers .....	33
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying.....	33
Health Insurance Benefits.....	33
Health Insurance Coverage During Unpaid Leaves.....	33
Health Insurance Portability and Accountability Act (HIPAA) .....	34
Health-Services Programs .....	34
Hiring .....	34
Homebound Instruction .....	35
Homework.....	35
Human Sexuality, HIV/AIDS, Sexually-Transmitted Diseases, Health Education.....	35
Identification Badges.....	35
Injury/Illness Reports.....	36
Inventory.....	36
Job Sharing .....	36
Keys.....	36
Lesson Plans .....	37
Library/Media Support Services.....	37
License Requirements .....	37
Mail and Delivery Services .....	38
Make-Up Work.....	38
Materials Distribution.....	38
Media Access to Students.....	38
Meetings and Professional Duties .....	39
Mother Friendly Workplace .....	39
Moving Class/Holding Classes Outdoors.....	39
Nonprescription/Prescription Medications .....	39
Non-School-Sponsored Study and Athletic Tours/Trips/Competitions.....	40
Parental Rights/Surveys.....	40
Parking/Traffic Controls.....	41
Participation in Political Activities.....	41
Payroll .....	41
Personal Electronic Devices and Social Media .....	43
Personal Property.....	43
Personal References for Employment .....	43
Personnel Records .....	44
Phones .....	44
Pregnant/Parenting Student Programs .....	44
Program Exemptions .....	44
Progress Reports.....	44
Prohibited Use, Possession, Distribution or Sale of Tobacco Products & Inhalant Delivery Systems.....	44
Purchase Orders.....	45

## STAFF OPERATIONS (continued)

Psychological Testing Services .....	45
Release of General Staff Information .....	46
Release Time for Religious Instruction .....	46
Research/Copyrights and Patents .....	46
Resignation of Staff.....	46
Restraint and Seclusion .....	47
Resuscitation Decisions/Life-Sustaining Emergency Care .....	47
Retention of Students .....	47
Retirement .....	48
Safety Committee .....	48
Security System .....	48
Senior Trips .....	48
Sexual Conduct (Reporting Requirements) .....	48
Sexual Harassment .....	49
Sick Time .....	50
Site Council .....	51
Special Interest Materials .....	51
Special Education Services.....	51
Staff Conduct (Standards for Competent and Ethical Performance of Oregon Educators) .....	52
Staff Co-Pay Privileges.....	55
Staff Development .....	56
Staff Dress and Grooming .....	56
Staff Ethics.....	56
Staff Health and Safety .....	56
Staff Involvement in Community Activities .....	58
Staff Involvement in Decision Making .....	58
Staff/Parent Relations .....	58
Staff Room.....	58
Student Activity Funds .....	58
Student Detention .....	59
Student Discipline.....	59
Student Dismissal Precautions .....	60
Student/Parent Handbook .....	60
Student Performances .....	60
Student Transportation in Private Vehicles .....	60
Student Withdrawal from School.....	61
Supervision of Students .....	61
Talented and Gifted Programs (TAG) .....	61
Teaching About Religion.....	62
Title I Programs .....	62
Travel & Reimbursement.....	62
Tutoring .....	62
Use of Private Vehicles for District Business .....	62
Vacancies/Transfers.....	63
Visitors.....	63
Volunteers.....	63
Weapons .....	63

## APPENDIX

## **GENERAL INFORMATION**

### **ASSOCIATIONS**

The Ashland Education Association represents the bargaining unit for licensed staff.

The Oregon Schools Employee Association represents the bargaining unit for classified staff. Please reference district website for current officers of these two groups.

Collective Bargaining Agreements are available to all employees from their building reps, and should be kept for reference.

### **BOARD MEETINGS/COMMUNICATIONS**

Regular Board meetings are held on the second Monday of the month at the Ashland City Council Chambers, 1175 East Main St., Ashland. Meetings begin at 7:00 PM. Special work session meetings are held on the fourth Monday of the month at the District Office. All regular and special meetings of the Board are open to the public unless as otherwise provided by law. The regular Board meetings are televised on the Rogue Valley Community Television Network.

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

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators. Board agendas and minutes and all Board policies are posted to the district web-site. ([www.ashland.k12.or.us](http://www.ashland.k12.or.us)). The Board may hold additional meetings including study sessions, community in-put sessions, or informational meetings. These meetings are scheduled as needed and are open to the public.

### **BOARD MEMBERS**

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members are elected by the residents of the Ashland School District. Reference district website for current Board Members.

### **BUILDING HOURS – DISTRICT OFFICE**

The district office is located at 885 Siskiyou Boulevard, Ashland. Office hours are 7:30 AM to 4:30 PM, Monday through Friday.

### **COMMUNITY USE OF BUILDING**

School buildings are available to community groups during the evenings and weekends for approved use when such use does not interfere with district programs. Community groups must arrange for renting the facilities through the district's Maintenance Department.

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

### **CONFERENCE AFFILIATION**

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

## **STAFF OPERATIONS**

### **ABSENCES**

#### **Obtaining a Substitute**

The district uses an integrated voice response system, called Absence Management, to report absences via **touch-tone** telephone or the Absence Management website. It uses a variety of methods, including position matching and preference list, to fill absences/jobs. Absences may be reported 24 hours a day, 7 days a week, and should be reported in advance whenever possible. Special instructions can be left for the substitute, such as lesson plans. Absences can be monitored to see if they have been filled.

Staff members unable to report to work for any reason must notify Absence Management at 1-800-942-3767 or at [www.aesoponline.com](http://www.aesoponline.com) as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact Absence Management by 3:30 PM. Whenever possible, and as appropriate, substitutes will be retained for the entire absence period.

Staff members may, at the time of reporting the absence to Absence Management, request a particular substitute. Staff members may also prearrange substitutes through Absence Management. Employees may create a substitute preference list through Absence Management.

Requests that a particular substitute **not** be called must be made in advance through the principal only. The principal will notify the district office in writing when the decision is made to exclude a substitute at the building level. See Substitute Teacher and Substitute Classified Performance Feedback Forms in the Appendix for more information. Final decisions regarding substitute use or nonuse will be made by the district. Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the office manager.

#### **Absence Management Instructions**

##### **A. Definitions**

**Prearranged Sub** – Verbal arrangement between employee and sub. Employee enters absence in Absence Management using sub's name and then sends email confirmation in the event the sub needs to cancel.

**Absence Management does NOT call the substitute regarding the job.**

**Preference List** – A list of substitutes ranked in order of preference that tells Absence Management who should be called first to fill an absence. Employees may fill out a form listing up to six subs; forms are available from the office manager. The list is submitted to the district office and entered into Absence Management. When employee enters an absence and wants Absence Management to find the sub, the system will call only the preference list first, beginning at 45 days before the job starts through 31 days before job starts. At 30 days, the system calls preferred subs once and then all subs in the pool matching the job description.

**PIN Number** – You are assigned a number, but are able to change it to a personal one.

**Log-In Number** – Your social security number.

**Confirmation Number** – Each absence **successfully** reported by an employee or administrator is assigned a confirmation number. The substitute will receive the same confirmation number when he/she **successfully** accepts the job. Always wait for the confirmation number before leaving the system to assure that the job was successfully entered. Confirmation numbers must be used when accessing an existing job for review.

## **B. Employee Setup**

New employees should receive an Absence Management email from the District Office that contains Employee Instruction.

### **Employees Who Also Sub**

Employees who want to sub should notify the district office so that a separate substitute profile and ID log-in may be established if possible. Classified employees are only able to sub if they work more than four (4) hours FTE.

## **C. Scheduling an Absence**

Refer to the Employee Quick Start Guide found in Frontline Support and also found in the APPENDIX. Enter every absence in Absence Management, regardless of whether a sub is required.

The absence reporting deadline for employees is **no later than one hour** prior to the scheduled start of the job.

The absence cancellation deadline for employees is **no later than one hour** prior to the scheduled start of the job. If you need to cancel an absence, please do so as soon as possible.

The job “fails to fill” thirty minutes before the scheduled start of the job.

## **D. System Call-Out**

Morning call-out (5:30 a.m. to 1:00 p.m.) is trying to fill jobs for that day ONLY.

Evening call-out (4:30 p.m. – 9:00 p.m.) is trying to fill jobs for the next day and future days.

## **Using Leave Plans**

All employees using sick leave, personal leave or vacation time, need to use the Ivisions Self Service Portal. For leave not in the portal (unpaid, jury duty, etc), an Employee Leave Request form must be completed and returned to the office manager. Please see form in the appendix. Forms are also available through the school office and on the Employee Self-Service Portal.

If an employee misses 5 or more days of work, they will need a release from their doctor to return to work. Ashland Schools has developed a return to work procedure for the purpose of returning workers to employment as soon as possible following any work related injury or illness. The procedure applies to all workers and will be followed whenever appropriate. Reasonable accommodations can temporarily modify work within the worker’s physical abilities, knowledge and skills. Ashland Schools may elect to change the working shifts of any employee based on the business needs of the district.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law.

Personal days are defined as “matters of a personal or business nature which cannot be done other than during working hours”.

Classified employees who have worked less than six (6) months receive personal and vacation leave after their six month probationary period is completed (see OSEA CBA).



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

### **Eligibility**

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA. OFLA cannot run concurrently with workers' compensatory leave. (See FMLA form WH1420 and GCBA-AR forms in Appendix for more information)

### **Length/Purpose of Leave**

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

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a family member with a serious health condition; or
4. The staff member's own serious health condition.
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (C.F.R. sections 825.126(a)(1 and 2); Federal Register Vol.78, No. 25, Page 8917);
6. Injured Service Member Leave, allows 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. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments (OFLA only);
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member (OFLA only);
9. Military Family Leave, allows leave for a spouse partner of a military personnel per each deployment of the spouse partner when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA only).

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

Contact Employee Benefits in the District Office for additional information regarding length of leave, intermittent leave and alternative duty 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 Employee Benefits for details.

Contact Employee Benefits for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

#### Calculating the 12-Month Period for Leave

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

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

#### Paid/Unpaid Leave

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. The district requires that an employee's accrued paid leave, including sick leave, personal leave and vacation leave, must run concurrently with FMLA/OFLA leave. Employees are not permitted to use paid leave first, followed by FMLA/OFLA leave. Contact Employee Benefits at the district office for information regarding accessing any accrued paid leave for a qualifying event.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

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

#### Application

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

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

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

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

In either case, proper documentation must be submitted within three working days of the employee's return to work. Failure to provide the required notice for OFLA leave may result in the district deducting up to three weeks from the staff member's leave period.

### Medical Certification

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

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

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

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

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

### Continuation of Health Insurance Benefits

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

### Return to Work

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

## **ABUSE OF A CHILD REPORTING**

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

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom he/she is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community Human Services (541-776-6120), or local law enforcement agency. The principal, or designee, is also to be immediately informed. In the event the designated person is the suspected abuser, the Human Resource

Director or supervisor shall receive the report of abuse. A copy of the Child Abuse reporting form is included in the appendix. This report must be completed and submitted to the principal. Forms are also available in the office. Oregon law recognizes these types of abuse:

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

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

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

### **ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES**

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

### **ALTERNATIVE EDUCATION PROGRAM**

Under district policy IGBHA, Board approved alternative education programs have been developed and identified to meet the individual needs of students. A list of alternative programs may be obtained from District Office.

The district may place a student in an alternative program for the following reasons:

- when a student is unable to succeed in the regular programs because of erratic attendance or behavioral problems;
- when a student has not met or has exceeded all of Oregon's academic content standards;
- when the district determines that the placement serves the student's educational needs and interests, and assists the student in achieving district and state academic standards;
- when a public or private alternative education program is not otherwise readily available or accessible.

The involvement of staff, parents and the community in recommending alternative education programs for Board approval is encouraged.

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

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

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

The district provides individual notification to students and parents regarding the availability of alternative programs semi-annually or when new programs become available under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student/parent handbook;
2. When attendance is so erratic the student is not benefitting from the educational program. Erratic attendance is defined on a case-by-case basis;
3. When an expulsion is being considered;

4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis.

Teachers with questions concerning available alternative education programs should contact their principal or the Director of Student Services.

## **ANIMALS IN DISTRICT FACILITIES**

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

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

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

Permission is to be obtained from the principal before animals are brought into the school.

Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. Animals may not be transported on a school bus. Animals serving persons with disabilities would be an exception to this policy.

## **ASSESSMENT PROGRAMS**

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

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

The district's assessment program consists of the following:

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

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

Students may opt-out of the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the student.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

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

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

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

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

## **BILINGUAL EDUCATION**

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 educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

## **BREAKS**

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of the law. All classified staff members who work 4 or more consecutive hours are entitled to one 15-minute break. Those working 8 hour days are entitled to two 15 minute breaks and a 30-minute lunch break.

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

## **BREAKFAST/LUNCH PROGRAMS**

The district participates in the National School Lunch 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.

## **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, video equipment and musical instruments are priority items for theft and damage.

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

Certain district-owned equipment, including, but not limited to, computers, cell devices or iPads, may be checked out by staff and district patrons. **Such equipment may not be used for personal financial gain or avoidance of**

**personal financial loss.** An equipment use form (see Appendix) must be submitted and approved. Forms are also available in the district office or on the Employee Self Service Portal. There are not equipment use fees. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

## **CASH IN DISTRICT BUILDINGS**

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

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

Staff members may not set up individual class room bank accounts. All funds must be deposited in the appropriate account, which is subject to district accounting procedures and financial audits.

## **CHECKOUT**

### **Workday Checkout**

Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the building principal or designee. Classified staff are permitted to leave the building and district grounds during their lunch break.

All staff are required to follow site procedures for checking in and out. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

### **Year-end Checkout**

The principal or Office Manager will collect all staff keys at the end of the school year, unless assigned duties required continued access.

All staff will complete the following checkout procedures:

### **Checkout List for Staff**

The following items are to be signed off by the school office or appropriate department:

1. Student Progress Record completed and turned in, including attendance, grades and citizenship marks for all students, teacher name, date, and subjects/class clearly marked.
2. Library/Media equipment /materials checked in.
3. All activities/athletic materials/equipment, including all team equipment and uniforms checked in.
4. All year-end reports turned in including inventory, list of participants and award winners, records/competition results, etc.
5. Inventory of all classroom furniture, equipment and textbooks/instructional materials stored in classroom. Retain one copy for classroom files.
6. Furniture and equipment in need of repair has been labeled and list submitted to office.
7. Room check completed. Desks, lab, professional technical equipment cleaned, whiteboards cleaned, personal property removed and all district equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed.
8. Gradebook complete in Powerschool.
9. Purchase orders for supplies, instructional materials and textbooks needed for start of next school year, completed and turned in to office.
10. Student portfolios completed and stored in designated areas.
11. Mailbox emptied.
12. Computers unplugged.

13. All keys marked and turned in to office.
14. Summer address, phone number and alternate/emergency phone number turned in to office.
15. Return any district-owned electronic devices, (i.e., iPads, cell phones, etc.)

## **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.

## **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 and all applicable alarms set.

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

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

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

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

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

### **Hepatitis B Vaccine/Bloodborne Pathogens Training and Immunization**

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

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

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the district as having risk of occupational exposure. Report any occupational exposure to blood borne pathogens to the principal or building safety officer. 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 blood borne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own Band-Aids. If assistance is required, Band-Aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
7. 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 object found on district property must not be picked up by students at any time, or by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns 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 wound with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\*HBV- Hepatitis B Virus

\*\*HIV – Human Immunodeficiency

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

## **COMPLAINTS**

### **Staff Complaints**

It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the principal or immediate supervisor for informal discussion and resolution. If the staff complaint is against the superintendent the complaint should be referred to the Board chair.

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 provision of any collective bargaining agreement

### **Student/Parent Complaints**

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

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

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. If the complaint is against the superintendent, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy regulations regarding the handle of complaints. See Complaint Form in the Appendix.

## **COMPUTER USE**

Staff may be permitted to use the district's electronic communications system for personal use, in addition to official district business, consistent with Board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of district-owned computers including internet and e-mail access by employees should be limited to break times and non-work hours. Additionally, employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and

use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC. See Board Policy and Administrative Regulations IIBGA and Teacher Assigned Technology Guide in the appendix for more information.

The district retains ownership and control of its computers, hardware, software and data at all times. **All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only.** Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

**Files and other information, including E-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring.** By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned E-mail system.

## 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. The student may be included if the teacher or parent so desires.

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

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

## 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 [principal] for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

## CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed district employees.

Contract teachers are employed pursuant to two-year employment contracts. "Contract teacher" means any teacher who has been regularly employed by a school district for a probationary period of three successive school years and

who has been retained for the next succeeding school year.

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

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher prior to March 15 of the first year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

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

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the District Human Resources office in accordance with timelines established by the district and collective bargaining agreements.

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

All paychecks will be available on the last banking day of the month, including June, July and August.

## **COPYRIGHT**

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

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

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

"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 percent of the words found in the text.
- B. All permitted copying must bear an appropriate reference. References should include the author, title, date and any 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 unless as may otherwise be excepted by 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 which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
  - 5. Copy complete works which 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 (1.a.) in emergencies;
  - 4. Copy to substitute for purchase of music except as noted above (1.a.,b. and c.);
  - 5. Copy without inclusion of the copyright notice on the copy.
  - 6. Downloading/file sharing of music from the internet that was originally intended for sale.

## **III. Television Off-the-Air Recording**

- 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 Recording form (?) to the library/media supervisor for each program video recorded. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain video recordings 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 programs;
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. Record 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 media/library supervisor. 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.
10. The downloading of programs originally intended for sale or pay for use from the internet. "Pay" programs received via satellite dish are also subject to these prohibitions.

#### **IV. Rental, Purchase and Use of Video/Recordings**

**A. Permissible uses — district employees may:**

1. Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
2. Use only rented lawfully-made video recordings;
3. Arrange for the local school to transmit video recordings over their closed circuit television for direct instruction.
4. Use off-air video recordings 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 video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

#### **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 software (or 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.
- D. 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 software (or 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.
- E. 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 within 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;



## **VII. Performances**

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

## **VIII. 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.

1. Copy without including a notice of copyright on the reproduced materials.

## **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 student.

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

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

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

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

1. Educational assistants;
2. Library/Media assistants;
3. Special education assistants;
4. Secretaries;
5. Office managers;
6. Attendance coordinators;
7. Food service workers;
8. Bus Drivers;
9. Crossing guards;
10. Custodians;
11. Maintenance workers;
12. Substitutes for all listed employees;
13. Coaches/Athletic trainers;
14. Contractors and sub-contractors, temporary service employees;
15. Home school staff
16. Registrar;
17. System coordinator;
18. Technicians;
19. Technical service coordinators;
20. Transition specialists;
21. Club, organization or other such extracurricular advisors not requiring licensure;
22. Others as identified by the superintendent as having a job description not requiring licensure and providing the opportunity and probability for such contact with students.

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

Fees as required by the Oregon Department of Education (ODE) for individuals **currently employed** by the district and not requiring licensure shall be paid by the individual. Fees for all other individual's subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual.

A staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. Periodic payroll deductions over 10 months will be made.

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

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

#### **Processing/Reporting**

1. The individual shall, as part of the application process, complete a Criminal History Verification of Applicants form or a Fingerprint-Based Criminal History as provided by ODE.
2. Following acceptance of an offer of employment, a copy will be kept on file by the district in the individual's personnel file.
3. If the individual is subject to fingerprinting, he/she will be required to report as scheduled by the district to an authorized finger printer for fingerprinting. Fingerprints may be collected by one of the following:
  - a. Employing district staff;
  - b. Contracted agent of employment district;
  - c. Local or state law enforcement agency.Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.
4. The individual is responsible for obtaining fingerprint cards from an Oregon school district, education service district, an Oregon-approved teacher education institution, ODE or TSPC.
5. The individual is responsible for submitting to the authorized finger printer, fingerprint cards and an 8 ½" x 11" or larger envelope with postage affixed and addressed to the district office.
6. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized finger printer and require that the individual submit a photo ID (driver's license or other), in order to verify the identity of the individual intended to be fingerprinted.
7. The authorized finger printer will return the fingerprint cards to the district in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to ODE. A copy of the form will be kept in the employee's personnel file.

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

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status or withdrawal of Employment of offer or contract will be made by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.
2. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21<sup>st</sup> Century Law.

### **Appeals**

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

### **CURRICULUM**

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

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

### **DAILY/WEEKLY BULLETIN/ANNOUNCEMENTS/EMAIL**

Daily or weekly bulletin/announcements are prepared by office staff and distributed. All staff are asked to communicate with students any relevant announcements from the bulletin to help keep students informed about district and school activities and to help promote the school’s effort to recognize the accomplishments of staff and students.

Staff may place an announcement in the bulletin by completing the appropriate form and returning it to the office no later than 3:00 P.M., one day in advance of the announcement. Announcements generally are not run more than three days unless as otherwise authorized.

### **DISCIPLINE AND DISCHARGE**

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

### **DISMISSAL OF CLASSES**

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

### **DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION**

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic 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.

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities which meets the requirements of the drug, alcohol and tobacco prevention rule has been developed. At least annually, senior high school students will receive age-appropriate instruction.

### **DRUG-FREE WORKPLACE**

No staff member engaged in work in connection with a direct federal grant of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15

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

No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12 grade students with whom the employee has had contact as part of the employee’s district duties; or knowingly endorse or suggest the use of such substances.

Each staff member engaged in work related to direct federal grant or contracts of \$100,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member engaged in work related to direct federal grant or contracts of \$100,000 or more must abide by the terms of the district’s drug-free workplace policy.

The district, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member’s use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include transfer, granting of leave with or without pay, suspension with or without pay, or dismissal.

Within 30 days of a staff member’s criminal drug statute conviction for a violation occurring in the workplace, the district shall:

1. Take action with regard to the employee determined to be appropriate which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

## **EMERGENCY CLOSURES**

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

All staff will be notified via auto phone, email and/or text. Individuals are responsible for updating contact information in the IVisions Employee Self Service Portal. Additionally, TV and radio stations regularly report delayed openings and school closures.

Information on emergency school delayed openings and/or early dismissal or closures may also be located on the District website at [www.ashland.k12.or.us](http://www.ashland.k12.or.us).

When the district is unable to be open and operational due to an unavoidable emergency, all work days missed due to these circumstances need to be made up, by all employees. Additionally, specifically designated district employees will be required to perform work during emergency closure days to support school facility safety and security procedures for essential core district operations. Following these emergency circumstances, district facilities need to be re-opened as quickly and practically as possible, both to continue our essential educational functions and to enable district facilities to be available for other emergency community needs. The district office will be closed on a separate routine than school buildings.

Several days on the instructional calendar will be identified as potential emergency closure make- up days when the instructional calendar is developed each year. Staff shall be available to work those days to replace emergency closure days. On delayed start days, due to bussing needs, staff should report to work for their regular hours if it is safe to travel.

All make-up days will be arranged by district calendar and made up in full days. Individual employee make-up days are not supported.

## **EMERGENCY DRILLS AND INSTRUCTION**

All teachers are required to provide instruction on fire, earthquake, safety threats and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of school year.

At least two drills on earthquakes and two drills for safety threats 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. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

The warning signal for a fire alarm/drill is a [insert local drill/alarm procedures]. 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 [lock door/leave door unlocked];
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any accounted students to the [principal];
5. Upon “all clear” signal, [announced by administration, not on bell/alarm signal,] escort students directly back to class. Check attendance.

The warning signal for an earthquake alarm/drill is a [insert local drill/alarm procedures]. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to “drop, cover and hold on.” Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon “all clear” signal, [announced by administration, not bell/alarm signal,] escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

All staff will be provided with access to a copy of the district’s and school’s emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, safe threats, illness or injury of a student or staff member and the authorized use of force on school property. In the case of an emergency, staff may be required to stay past the regularly scheduled work day. The principal or supervisor will determine which staff members will be needed, and which may be dismissed, depending on the severity of the emergency and the need to supervise students.

Copies of the emergency procedures plan will be available in the school/building office.

## **EMPLOYEE ASSISTANCE PROGRAM**

The district’s employee assistance program offers confidential guidance and resources for employees and their immediate household family members. Assistance includes:

- Help for short-term issues.
- Phone access to legal, financial and work-life services.
- A 25% discount on in-personal consultations with network lawyers.
- Financial consultations and referrals.
- Work/life services for assistance with child care, finding movers, kennels and pet care, vacation planning, and more.

For more information, see the district office Employee Benefit's Specialist.

## **EMPLOYEE SELF SERVICE PORTAL**

The Employee Self Service Portal is found on the Ashland School District website in the Employee Corner. Once you log into the site, you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure IVisions Portal.

## **EVALUATION OF STAFF**

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

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

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

Licensed staff evaluations follow the Ashland Evaluation Committee guidelines and include the core teaching standards adopted by the Oregon State Board of education. Evaluations will be based upon multiple evaluation methods that use multiple measure to evaluate.

Classified staff will be formally evaluated at least twice during their first six months of employment with the district and bi-annually thereafter.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff are set by the principal. Non-exempt staff are not to work before, beyond or outside their established working hours and are not to work overtime **without prior authorization from the principal or supervisor.**

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

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

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

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

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

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

### **FEATURE FILMS/VIDEOS**

Principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use.

Requests are to be submitted to the principal at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating (e.g., G, PG, PG-13).

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent. Parents should be provided the opportunity to preview a feature film/video, whenever possible.

### **FIELD TRIPS AND SPECIAL EVENTS**

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

Requests should be submitted to the principal 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 within school staff or from volunteers.

Written parental permission must be obtained for each approved trip.

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 once a week by reciting *The Pledge of Allegiance*. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute. Each classroom is required to display a United States flag of an appropriate size.

## **FUNDRAISING**

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 principal 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. Fund-raising must not interfere with or disrupt school. All money raised must be receipted and deposited with the district.

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.

Fundraising request forms are available in the office and in the Appendix.

## **GIFTS AND SOLICITATIONS**

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

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

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

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

## **GRADING**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers are expected to report a student's progress toward achieving academic content standards to the student and their parents. Parents will receive reports on their student's absences.

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

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

## **GRANTS**

Prior approval is needed before staff applies for a grant. See the appendix for grant instructions and form. Staff should involve the district office's financial department prior to any grant activity and as grant details change.



## **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 principal of the date, time and nature of the presentation whenever such use is planned.

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

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

Prior to his/her participation, guest speakers are to be informed of the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Any curriculum guidelines which address controversial subject matter (e.g. religion, sexuality education, evolution).

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

It is recommended that buildings request photo ID of guest speakers.

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

Hazing, harassment, intimidation, bullying, cyberbullying or menacing of or by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and licensed staff will be reported to the Teachers Standards and Practices Commission. Students will be subject to discipline up to and including expulsion. Please see Board Policy and Administrative Regulation JFJC/GBNA for further information.

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

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

## **HEALTH INSURANCE BENEFITS**

Please refer to the Collective Bargaining Agreement for information regarding Health Insurance Benefits. If you have additional questions, please call the District Office.

## **HEALTH INSURANCE COVERAGE DURING UNPAID LEAVES**

A formula is used to determine if the district will continue an employee's insurance coverage during unpaid leave. Please refer to the Employee Leave Request Form in the Appendix to view that formula.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT(HIPAA)**

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

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

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

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

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the district office. For additional information, please refer to Board Policy EHA, Health Insurance Portability and Accountability Act, included in the Appendix.

## **HEALTH-SERVICES PROGRAMS**

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

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

The district’s school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics. All staff will be informed of their responsibilities in these areas.

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

Oregon Revised Statute (ORS) 329.025 requires:

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

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

## **HIRING**

All employees hired for all paid positions receive job offer letter outlining the position’s details. Positions are recommended by site administrator by submission of a personnel action request to Human Resource. Employees accept job offers in writing before payroll is set-up. Timesheets are due on the 15<sup>th</sup> of the month at the district office, signed by both the employee and the site administrator.

### **Extra Hours**

Employees working beyond their regular position submit a timesheet indicating extra hours. All extra hours need to be pre-approved and a budget code assigned prior to the work being done.

### **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.

### **HOMEWORK**

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student. The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

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

Human sexuality, HIV/AIDS and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. All teachers are expected to teach the age-appropriate curriculum annually for students in grades 6-8 and twice in grades 9-12 in accordance with established curriculum.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from that portion of the instructional program.

\*AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus; HCV – Hepatitis C Virus

### **IDENTIFICATION BADGE**

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her 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. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
  - a. The badge or card contains the photograph of the employee;
  - b. The badge or card was prepared solely for internal use by the district to identify employees.

The district will not disclose a duplicate of the photography used on the badge or card.

## **INJURY/ILLNESS REPORTS**

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the principal or supervisor immediately. Reports will cover property damage as well as personal injury.

A completed Staff/Volunteer Injury/Illness report form must be submitted to the principal or supervisor within 24 hours or the next schedule district workday, as appropriate. Please refer to the form in the appendix. Forms are also available in the school/building office or on the Employee Self Service Portal.

In the event of a work-related illness or injury to an employee resulting in any hospitalization for medical treatment other than first aid, fill out the 801 form found in the appendix. The Employee Benefits Specialist at the district office shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours, as required by law, after notification to the district of a work related illness or injury. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

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

**INVENTORY** (see Board policy DID)

## **JOB SHARING**

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

The district's overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current collective bargaining agreements and normally assigned to one staff employee 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 subject to principal, superintendent and Board approval. Applications and additional guidelines are available in the district office.

## **KEYS**

Keys are issued to staff by the 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 are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mail boxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the principal or supervisor 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 before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and

submission of assessed fees, replacement keys will be issued within 72 hours;

6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
  - a. Room or other keys – (\$10)
  - b. Master key – (\$45)
  - c. Maximum charge – (\$60)
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the principal or supervisor to keep their keys, as appropriate.

(See Key Check Form and Lost Key Form in Appendix.)

## **LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the principal.

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

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books. General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

## **LIBRARY/MEDIA SUPPORT SERVICES**

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

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. Materials may be checked out through library staff.

Teachers may schedule with staff to bring entire classes to the library 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.

## **LICENSE REQUIREMENTS**

For teachers offered employment, the district must be able to verify the current license before the Board will consider approving their employment. Applicants whose license cannot be verified prior to the beginning of school or the first day of employment will not be employed until such license is verified. This includes all endorsements.

The district requires licensed staff to submit copies of all license endorsements to the Human Resource Director's office. This verification includes all license endorsements. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current and to submit them to the Human Resource Director's office. 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 are not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

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

All staff are to check their mailboxes at least once each working day and remove mail daily. Students should not pick up mail from staff mailboxes. District mailing and postage may be used for school district business only.

## **MAKE-UP WORK**

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

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her 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. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

## **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 District Office – Student Services Office. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

Materials will be approved for distribution via the schools to students by non-school-connected organizations in accordance with School Board policy KJA-AR, Materials Distribution in Appendix. Upon approval by the District Office – Student Services Office, non-school-connected organizations may distribute materials at each school site. Requests to conduct surveys, questionnaires or other forms of gathering information by non-school organizations or individuals will require superintendent approval. In the event permission is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the students' parents to inspect such survey, upon request, before the survey is administered or distributed by a school to a student.

## **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 principal 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.

## **MEETINGS AND PROFESSIONAL DUTIES**

Professional duties include meetings that are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. Meetings may include general staff meetings, curriculum development, professional development, IEP's, Section 504 plans, and parent conferences.

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

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

Certified staff are expected to participate in school events and activities such as Open Houses, Back-to-School Nights, student orientations, student performances, and various parent and student activities without additional compensation.

## **MOTHER FRIENDLY WORKPLACE**

A reasonable effort will be made to provide a room or other location in close proximity to an employee's work area, other than a restroom, where an employee can breast-feed her child or express milk in privacy.

A 30 minute, unpaid rest period to express milk or breast feed during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. Designated locations will be defined by principal or supervisor.

## **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 by the principal.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior [principal] approval is required for all such activities.

## **NONPRESCRIPTION/PRESCRIPTION MEDICATIONS**

Students may be permitted to take prescription or nonprescription medication at school, at school-sponsored activities, while under the supervision of school personnel and in transit to or from school or school-sponsored activities.

Training will be provided by a qualified trainer to designated staff authorized to administer nonprescription and prescription medication to students within individual school buildings and while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

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 K-12 are permitted to self-medicate prescription and nonprescription and nonprescription medication in accordance with the following procedures:

1. A parent or guardian permission form and written instructions have been submitted for all prescription and nonprescription medication. In the case of prescription medications, permission from the physician or other licensed health care provider is also required and shall include information that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Principal permission is also required for all self-medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify 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 his/her possession only the amount of medication needed for that school day except for manufactory's packaging that contains multiple dosage, the student may carry one package;
5. Sharing and/or borrowing of any medication with another student is strictly prohibited.

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

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

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine be kept at a reasonable, secured location in the student's classroom.

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

## **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 moneys 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 fund raising.

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 which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities.

## **PARENTAL RIGHTS/SURVEYS**

Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;



- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

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. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

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 nonemergency, 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.

## **PARKING/TRAFFIC CONTROLS**

District vehicles operated by staff shall not be idled for more than 5 consecutive minutes at any one location unless otherwise provided for in policy.

## **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 his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PAYROLL**

### **Even Pay**

Most employees are on "even pay". This allows the pay for positions to be spread evenly across the school year/work year so employees receive the same amounts of pay each month. Even pay is designed to avoid less pay in months that are heavy in holidays like winter and spring break. Consequently, even though employees may fill out a timesheet, their pay, for regular even pay positions, will remain constant based on the number of days that are published on their job description calendar.

### **Classified Salary Schedule Longevity vs. Steps**

Employees should be familiar with the appropriate salary schedule and what step or longevity status they are on. Individual employment is available in the IVisions Self Service Portal.

### **Employment Information**

The IVisions Self Service Portal is where employees can access all their employment information. Copies of paycheck stubs, direct deposit forms, W2's and sick leave status are available in the portal.

### **Timesheets and Paychecks**

Timesheets are due to the district office by the 15<sup>th</sup> of the month with an employee signature and site supervisor signature. Employees are responsible for submitting accurate dates and times on their timesheet. Times worked should always be reported on the actual days worked column. Those who have uneven schedules are responsible for tracking their FTE paid on holidays and altering their schedule so their total FTE is worked for the week.

Payday is the last banking day of each month.

Direct deposit is encouraged and preferred by the district's HR department. A direct deposit form is available on the Employee Self Service Portal and in the appendix.

### **Work Calendars**

All job descriptions have a work calendar that identifies the number of days an employee works in the school year. Calendars are published on the district website and should be followed. If exceptions are made to calendars, edited calendars are signed by the employee, the site administrator and the HR Director. Copies of approved calendars are given to the employee, kept at the site's main office and kept with the district's HR Office.

### **Paying for Services**

Any time the district pays individuals for a service prior approval is needed. Begin with the independent contractor determination sheet (in appendix) to determine if the person qualifies as an independent contractor. Independent contractor contracts are created and coordinated through the district office financial office. Independent contractors bill the district for service after the contract has been approved and accepted and the work is complete.

If the person does not qualify as an independent contractor a temporary service Personal Action Form (PAF) needs to be submitted to the HR department by the site supervisor. The PAF needs to be approved and all hiring paperwork complete before the person begins work. All fingerprinting and background check requirements for staff must be followed. See instructions and forms in the appendix.

## **PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

Staff possession or use of personal electronic devices on district property, in district facilities during the work day, while staff is on duty, including duty in attendance at school-sponsored activities may be permitted, subject to the limitations in Board policy. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty, the responsibility for the supervision of students or in a manner that violates any other district policy.

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Personal cell phones/pagers and other digital audio and video devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Cell phones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district email using mailing lists to a group of students

rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions sets forth may be made for educational, health, safety or emergency reasons with principal or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise – commonly called texting, sexting, emailing, etc. – may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. A referral to law enforcement officials may also be made.

## **PERSONAL PROPERTY**

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

## **PERSONAL REFERENCES FOR EMPLOYMENT**

Employees are to contact the District Human Resources office prior to responding to any requests (written or phone) for official district references of/for employment. District letterhead will only be used with written permission from the Human Resources office.

## **PERSONNEL RECORDS**

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

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

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her 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. Designated district office employees;
8. Attorneys for the district or the district's designated representative on matters of district business.
9. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records, the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the

subject of the disciplinary record.

10. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a district shall provide the records of investigations of suspected abuse of a child by a district employee.

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

## **PHONES**

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

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

## **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 his/her educational program and to participate in all school-sponsored activities unless physically unable.

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

## **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.

## **PROGRESS REPORTS**

Teachers are expected to report to parents and students, their students' progress toward achieving the academic content standards. Progress reports are issued at the midway point of the grading periods indicating academic and citizenship progress to date. Parents will receive reports on their students' absences.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. No grade of "D" or "F" or final "Does Not Meet" rating should be issued without a written progress report having been sent home notifying the student and his/her parents of academic deficiencies.

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

In order to comply with state law and to protect the health of students, staff and the general public, provide a healthy

working environment and promote good health for students, tobacco and inhalant delivery systems use is prohibited on all district property and in district-owned buildings and vehicles and at district-sponsored events.

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

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

## **PURCHASE ORDERS**

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

No purchase, including purchases from student body funds, will be authorized unless covered by an approved purchase order. The use of personal credit cards for district purchases is prohibited.

All building purchase orders will be processed in the order received by the business office and must be completed with the following information.

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase order.

All purchases are subject to the Board’s policy governing bidding requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

Blue copies of the purchase order must be returned to the District Office before payment will be issued.

## **PCard (Procurement Card)**

The District’s corporate purchase card is designed to be a helpful tool for staff in accomplishing their daily work. It provides an efficient, cost-effective method of purchasing and paying for small purchases of goods and travel expenses. The PCard results in a significant reduction in the volume of purchase orders, invoices and checks processed. It is not a personal credit card and financial responsibility rests with the District, not the cardholder and does not affect your personal credit. The use of the PCard is a privilege, not a right. Any misuse or negligence may result in immediate loss of the PCard. Contact the Business Office for more information.

## **PSYCHOLOGICAL TESTING SERVICES**

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

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

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

## **RELEASE OF GENERAL STAFF INFORMATION**

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

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

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

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

## **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 his/her return to school or at such other times as may be deemed appropriate by the teacher.

## **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the workday or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the superintendent. Privacy rights of students or other individuals involved in such research projects must be maintained. Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district. In the event that a staff member produces items described above partly on his/her 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 resigning staff member is required to deliver a written and signed notice of resignation to the HR office. The resignation shall be effective as of the date specified in the notice.

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

continue teaching for part or all of the 60-day period.

Where less than a **60-day** notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

## **RESTRAINT AND SECLUSION**

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

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

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

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;

Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint and seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in OAR 581-021-0568.

## **RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE**

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**

Students will normally progress annually from grade to grade. District policy IKE and related regulations allow Student

Study Teams (SSTs) to recommend retention to a principal after a careful review of a student's academic, social/emotional and physical development and when retention is considered to be in the best interest of the student. The final determination is made by the principal. Parents should be informed of the process and invited to provide input.

## **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. Licensed and classified staff must submit their notice of retirement by February 1 in order to be eligible for any supplemental retirement benefits.

## **SAFETY COMMITTEE**

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

The district safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. Summaries of the monthly meetings are available from the Director of Facilities. 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.

## **SECURITY SYSTEM**

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with the superintendent's approval, will develop procedures designed to control the use of building keys, security system or other methods of security, and to ensure that buildings are adequately closed and locked when no authorized personnel are present. The security alarm code should be kept confidential. An employee needs to make sure to disable and re-enable alarm when entering/exiting building.

All visitors must check in at the front office of building. Employees should not let others into building who have not checked in with the front office personnel.

## **SENIOR TRIPS**

In-state senior trips require approval by the principal. Requests for out-of-state or foreign travel shall be submitted to the Board for approval.

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

## **SEXUAL CONDUCT (Reporting Requirements)**

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

*"Sexual conduct" as defined by Oregon law is any verbal or physical (or other) conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student's educational performance; and creates an intimidating; hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.*

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to



place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee or student who is the subject of the report. If the subject of the report is a district employee, the investigation must meet any negotiated standards of an employment contract or agreement. If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement. A substantiated report is one that:

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

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file. The employee will be notified that this information may be disclosed to a potential employer.

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

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

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

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

## **SEXUAL HARASSMENT**

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district.

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

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

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser

was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

4.

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

**Step I** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, supervisor, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step II** The district official receiving the information or complaint shall promptly initiate an investigation. He/She 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 sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step III** If a complainant is not satisfied with the decision at Step II, he/she 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, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, or at the next scheduled meeting of the Board, 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 within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2<sup>nd</sup> Ave., Room 3310, Seattle, WA, 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant. A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

A copy of the Board Policies and Administrative Regulations GBN and JBA are included in the appendix.

## **SICK TIME**

If you are absent more than FOUR (4) days, please contact the Benefits Specialist at the District Office. See "Return to Work" in the **ABSENCE** section for requirements for returning to your position.

Employees who do not have leave plans as defined by a collective bargaining agreement, fall under OAR 454 "sick time". Accrued sick time is noted on the employee job offer letter.

Sick Time provisions:

1. Can be used for customary sick time reasons plus expanded reasons similar to FMLA/OFLA.
2. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.
3. Employees are eligible to use sick time on the 91<sup>st</sup> calendar day of employment.

4. Accrues based on actual time worked.
5. There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.
6. Shall be used in one-hour increments unless the employer can establish this results in an undue hardship.
7. Must notify workers at least quarterly of their sick time balance.
8. Sick time applies to hours worked after January 1, 2016.
9. BOLI imposed penalties will be enforced beginning January 2017.

## **SITE COUNCIL**

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 at each school site.

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 provision of district labor agreements or law.

Meeting times and location 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 principal.

## **SPECIAL INTEREST MATERIALS**

Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial or personal 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. All materials should be previewed to determine appropriateness of content and language prior to being submitted for approval.

## **SPECIAL EDUCATION SERVICES**

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

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

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

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special

education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

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

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

### **STAFF CONDUCT (Standards for Competent and Ethical Performance of Oregon Educators)**

All staff are expected to conduct themselves in a manner that conforms with 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.

#### **Application of Rules**

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notice of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints.
  - a. The commission, may at its discretion, defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator.
  - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

#### **Definitions**

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. "Administrator" means any supervisory educator who holds a valid Oregon administrative license or registration;
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.
5. "Sexual contact" means includes:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;
  - c. Sexual advances or requests for sexual favors directed towards a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
  - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's

educational performance or creates an intimidating, hostile or offensive educational environment.

f.

6. "Sexual harassment" means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
7. "Teacher" means a person who holds a teacher's license as provided in ORS 342.125

### **The Competent Educator**

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment

### **Curriculum and Instruction**

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual. The competent teacher demonstrates:

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

### **Supervision and Evaluation**

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

The competent teacher demonstrates:

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

### Management Skills

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

The competent teacher demonstrates skills in:

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

### Human Relations and Communications

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

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others;
2. Skill in communicating with students, staff, parents and other patrons.

### The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district and the profession.

The ethical educator, in fulfilling obligations to the student, will:

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

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;

2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
5. Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

The ethical educator, in fulfilling obligations to the profession, will:

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

### **STAFF CO-PAY PRIVILEGES**

District teachers who supervise student teachers earn co-pay privileges (reduced tuition) that may be used by licensed teachers, counselors and administrators. Classified staff are not eligible. In some cases, supervising administrators earn additional credit.

As of this date, the following limitations apply:

- Co-pay privileges may be applied to SOU courses if 1) they are listed in the regular schedule (not the SOU Extended Campus Programs Schedule, which lists many ineligible courses) and 2) no restrictions are footnoted.
- Co-pay privileges may be used for enrollment at Portland State University and Southern Oregon University only. Use of co-pay privileges at Portland State University is provided through a special agreement and is subject to change.
- Credits must be used by the fifth 'quarter' following the quarter in which the credits were earned.
- Limits on credits may be enforced based on credits available each term.
- Credits may not be used by employees' family members.
- Credits may be used for MAT preparation, continuing education and graduate work.
- The Authorization must be completed and tuition/fees paid no later than the first week of the quarter of enrollment.
- SOU will not accept authorizations from districts after the first week of classes.
- Employees are not eligible for refunds if a course is dropped after it has begun.

The Authorization for Use of Co-Pay Privileges form must be completed at the district office, Human Resources.

### **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 course work tuition require prior administrative approval.

Professional growth application forms are available in the district office – Human Resources.

All requests for release time from regular work duties for attendance at meeting 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 principal approval. Submit an Employee Leave Request form to the building principal for approval.

Certified staff, counselors and administrators are eligible for reduced tuition at Oregon University System institutions.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee, consistent with the qualified district continuing professional development program.

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.

Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidance.

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

### **STAFF ETHICS**

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.
2. 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;
3. 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;
4. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
5. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
6. 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;
7. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
8. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
9. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
10. 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;
11. 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;
12. 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 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the building principal for additional information regarding possible building and district level committee work that may be available.

## **STAFF/PARENT RELATIONS**

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

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

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

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

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

## **STAFF ROOM**

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

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

## **STUDENT ACTIVITY FUNDS**

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the principal and person in charge of the student activities program.

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff advisor. 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 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**

Board policy JG addresses student discipline. Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of the district discipline program are to teach the following fundamental concepts for Living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;.
3. Understanding of and respect for public and private property rights.

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

The following behavior referral process has been established to assist staff in dealing with student misconduct:

### Minor Violations

1. With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in a parent contact by the teacher. Document with student's response and signature.
2. With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that he/she is now on Step 2. Contact parents with details and inform parents and student that further violations [of the same rule] will result in a referral to the office for disciplinary action. Document with student's response and signature.
3. With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, document with student's response and signature. Submit form to the office for administrative action.

Additional strategies aligned with the Positive Behavior Intervention and Supports curriculum and the Restorative Justice approach are also preferred methods of addressing minor infractions.

Individual buildings may vary with respect to reporting procedures.

### Major Violations

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

Each student who is being provided educational services through an Individualized Education Program (IEP) or ADA 504 Action Plan is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student's IEP or 504 plan. All staff are expected to work cooperatively with specialists including IEP and 504 case managers to resolve any concerns regarding the conduct and discipline of a student with disabilities.

### **STUDENT DISMISSAL PRECAUTIONS**

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

### **STUDENT/PARENT HANDBOOK**

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 principal.

### **STUDENT PERFORMANCES**

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

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

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

### **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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

District policy EEAE allows administrators to permit parents, employees and other designated adults to use private vehicles to transport students other than their own on field trips and other school activities when the following conditions are met:

1. The school administrator has approved the activity in writing;
2. A permission slip signed by each student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parent, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety systems may be required only with prior administrator approval. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of

Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

No student is to be permitted to perform district business with his/her 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 the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

### **SUPERVISION OF STUDENTS**

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

All teachers are expected to be in their classrooms prior to the arrival of students.

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

No other staff member may leave his/her 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.

### **TALENTED AND GIFTED PROGRAMS (TAG)**

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

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

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

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs

and services provided to talented and gifted students. Staff should refer parents with questions to the principal.

## **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.

Holidays which have a religious and secular basis may be observed in the district's schools as follows:

1. The historical and contemporary values and the origin of religious holidays should be explained in an unbiased and objective manner without sectarian indoctrination;
2. Music, art, literature and drama having religious themes or bases are permitted and encouraged as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;
3. The use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays may include Christmas, Easter, Passover, Hanukkah and Thanksgiving.

Students and staff members will be excused from participating in practices that are contrary to their religious beliefs without penalty.

## **TITLE I PROGRAMS**

In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-5 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on a weekly schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

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

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

## **TRAVEL AND REIMBURSEMENT**

Board Policy and Administrative Regulation DLC govern expense reimbursement for staff traveling on district business. A copy of this policy DLC-AR is included in the appendix. Only ordinary and necessary travel expenses directly related to school business will be paid. Original receipts must be provided. Review the policy and the AR's carefully prior to traveling on district business. Questions about these procedures should be directed to the district Business Office. A Pre-Approval of Personal Reimbursement form is included in the appendix.

## **TUTORING**

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may 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.

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

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without written permission from the principal or district business manager.

## **VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are posted on the website at least five working days prior to closing the application period.

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.

## **VISITORS**

Students are not permitted to bring visitors to school without prior approval of the principal. Staff members are expected to report any unauthorized person on school property to the principal.

## **VOLUNTEERS**

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

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

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

The use of volunteers requires prior principal approval. Forms are available in district office and at the various school sites.

Volunteers who are not parents or guardians of students must complete a Volunteer Registration Form and be screened by the district office prior to beginning their volunteer assignment.

Volunteers should report their time on the log at the school office.

## **WEAPONS**

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the district's weapons policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator. Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy.

Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator. See School Board Policy JFCJ in Appendix.

## **APPENDIX**

**ASHLAND PUBLIC SCHOOLS**

**885 SISKIYOU BLVD**

**ASHLAND, OREGON 97520**





**SOUTHERN OREGON EDUCATION SERVICE DISTRICT**  
**Substitute Teacher**  
**Performance Feedback Form**

**Return completed form to:** Southern Oregon ESD, Substitute Management Services, Liz Littleton or email to [sub\\_services@soesd.k12.or.us](mailto:sub_services@soesd.k12.or.us).

**SUBSTITUTE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SITE:** \_\_\_\_\_ **ADMINISTRATOR:** \_\_\_\_\_

**SUBBED FOR:** \_\_\_\_\_

YES		NO	If “no”, please provide explanation
	Followed substitute plans/prescribed curriculum		
	Followed instructions/directions		
	Completed assigned tasks		
	Demonstrated necessary knowledge, skills, and abilities for the assignment		
	Interacted positively with students, parents, and staff		
	Used appropriated communication		
	Punctual, dependable		
	Dressed appropriately		

COMMENTS: (If additional space is needed, please attach a separate page)

**DO YOU RECOMMEND THIS SUBSTITUTE TO RETURN TO THIS SITE?** \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
**ADMINISTRATOR/SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
Placed on “Do Not Call List” for Teacher

\_\_\_\_\_  
Placed on “Do Not Call List” for School Site

\_\_\_\_\_  
Placed on “Do Not Call List” for School District



**Ashland School District  
Classified Substitute  
Performance Feedback Form**

**Return completed form to:** HR at District office

**SUBSTITUTE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SITE:** \_\_\_\_\_ **ADMINISTRATOR:** \_\_\_\_\_

**SUBBED FOR:** \_\_\_\_\_

YES		NO	If “no”, please provide explanation
	Followed plans/schedule left for them		
	Followed instructions/directions		
	Completed assigned tasks		
	Demonstrated necessary knowledge, skills, and abilities for the assignment		
	Interacted positively with students, parents, and staff		
	Used appropriated communication and behavior		
	Punctual, dependable		
	Dressed appropriately		

COMMENTS: (If additional space is needed, please attach a separate page)

**DO YOU RECOMMEND THIS SUBSTITUTE TO RETURN TO THIS SITE?** \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
**ADMINISTRATOR/SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
Placed on “Do Not Call List” for Teacher

\_\_\_\_\_  
Placed on “Do Not Call List” for School Site

\_\_\_\_\_  
Placed on “Do Not Call List” for School District

# Absence and Substitute Management



**Sign In**

ID:

Pin:

**Login**  Pin Reminder  Login Problems

## LOGGING IN ON THE WEB

To log in to the absence management system, type [aesoponline.com](http://aesoponline.com) in your web browser's address bar.

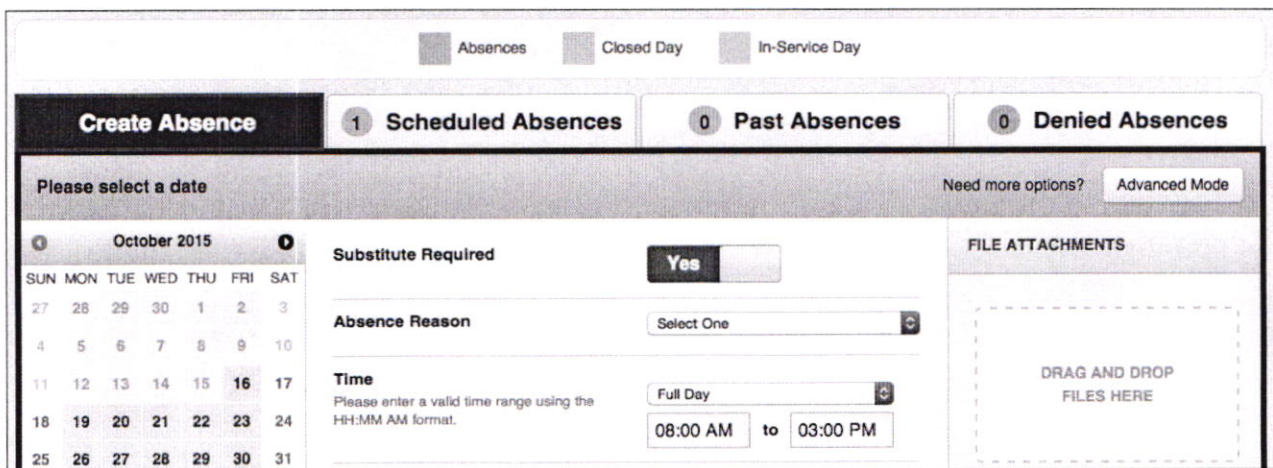
The Sign In page will appear. Enter your ID and PIN and click **Login**.

## CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

## CREATING AN ABSENCE

You can enter a new absence from your absence management home page under the **Create Absence** tab.



**Absences** **Closed Day** **In-Service Day**

**Create Absence** **1 Scheduled Absences** **0 Past Absences** **0 Denied Absences**

Please select a date Need more options? **Advanced Mode**

**October 2015**

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Substitute Required** **Yes**

**Absence Reason**

**Time**   to

Please enter a valid time range using the HH:MM AM format.

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Fill out the absence details including the date of the absence, the absence reason, notes to the Administrator or substitute, and more. You can also attach files to the absence from here.



**✓ Create Absence**

When you're completed entering the absence details, click the **Create Absence** button.

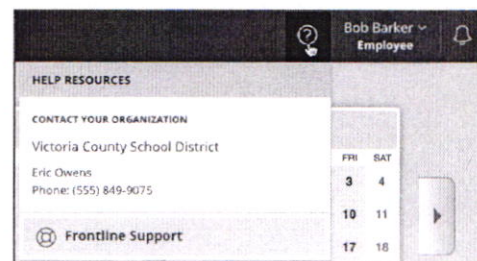
## MANAGING YOUR PIN AND PERSONAL INFORMATION

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Bob Barker
Preferred Substitutes	Phone: 9125555670
Excluded Substitutes	Email Address: rbarker@learning.ed
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your Account Settings.

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.

## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support** to go to the absence management Learning Center, where you can search a knowledge base of help and training materials.



## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is Frontline’s absence management on the web but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial **1-800-942-3767**. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

**If you create an absence over the phone, be sure to make note of the confirmation number that the system assigns the new absence for reference.**



## EMPLOYEE LEAVE REQUEST

Name \_\_\_\_\_

Building \_\_\_\_\_

Position \_\_\_\_\_

Date submitted \_\_\_\_\_

Instructions: Please submit this form to your supervisor as soon as possible prior to your absence. Send original form to district office immediately for reasons 1, 2, or 3. **Reproduce this form on green paper.**

**Reason Codes :**

- 1 - Bereavement
- 2 - Unpaid leave (see note 2)
- 3 - Jury Duty
- 4 - Professional development
- 5 - Athletics
- 6 - Other (union/assn activity, military duty -- enter details)

Date of Absence	No. of Hours Absent	Reason Code	(Codes 1) Relationship of Family Member	(Codes 4 & 5) Name of activity	(Code 6) Details

**Notes :**

1. Use the Ivisions Self Service Portal at <https://ivisions.ashland.k12.or.us> to request sick leave, family sick leave, personal leave and vacation leave.
2. Unpaid leave - All applicable leaves need to be exhausted prior to unpaid leave. Too many unpaid leave days in a school year may result in the employee paying his/her entire health insurance premium for one or more months. (The formula for determining if the district will continue the employee's insurance coverage is: Total number of unpaid leave days for the current school year divided by total number of work days in the school year x 12. If the answer results in over .50, the employee would need to pay for their insurance coverage.)

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_

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

Recorded on absence log by: Office Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

## **IVisions Employee Self Service Portal**

*The Employee Self Service Portal is meant to replace paper leave requests. It is connected to the district's HR and payroll system. It is separate from Aesop, which is run by SOESD for substitute payroll. Employees should use the portal for sick leave, personal leave, vacation leave (if applicable) and family sick leave.*

### **Leave Request Process**

1. Go to Ivision Employee Self-Service Web Portal: <https://ivisions.ashland.k12.or.us/>
2. Log in.
  - a. For first time users: Register -- set it up using your regular district log-in credentials (later we will be syncing with our system so these credentials will have to be used)
  - b. If you are a returning user (office managers, administrators) log-in as usual (please know that if your log-in to Ivisions is different than district credentials, it will change later)
3. Choose: Self service (second tab)
4. Choose: Time off (third one down)
  - This screen gives you a leave summary of both available and pending leave
  - If you click magnifying glass: gives you a summary of specific leave plan
5. At bottom summary of requests, choose: time off bottom.
6. Calendar -- choose dates. Pick a start and end date. These must be consecutive days (if there is day of work in between the start and end date then those are two different leave requests).
7. Select Type
8. Next
9. Indicate hours taking
10. You have to include reason to proceed. This can be the same leave type.
11. Supervisor gets an email alert that there is a leave request.
12. User gets an email notice of leave being approved/denied

### **Notes:**

- Can modify it later if things changed – reduce or increase hours
- Can click around in other places but not yet cleaned up so please do not email us to fix something yet until we roll out other parts
- Eventually you will be able to do the following in the portal: change withholdings, get W2s, change address and phone number, see salary placement, us an app for smartphones, etc.
- Office manager will be matching to Aesop records. Eventual elimination of leave logs.

Need help? See something in the leave section wrong?

Contact:

- If the problem is with leave: Patty Michiels, HR
- If the problem is with the technology: Tito Soriano, Tech dept.
- If the problem is a specific PO: Renae Rogers, Business Office



## **Types of Leave in the portal**

### **1. Sick leave**

Log all sick days even if use Aesop to get a sub

Increments:

Certified: 4 increments if a sub is needed, 15 minute increments if no sub is needed

Classified: 15 mins increments

Reminders:

- After 5 consecutive days of sick leave (or a hospitalization) staff needs a doctor's note to say you may return to work
- If you anticipate over three days of leave (need not be consecutive) for a medical condition contact Sue Herring for an analysis of OFLA/OMLA application

### **2. Family Sick**

Needs to be pre approved -- if possible

3 days per year then use own sick leave (up to 7 days)

Increments: 15 mins

Reminders:

- If family leave is required over 5 days, a doctor's note re: family member is needed
- Classified staff: do not receive family sick days until probationary period is completed
- Does not carry over to next year
- If you anticipate over three days of leave (need not be consecutive) for a medical condition OF A FAMILY MEMBER contact Joni Rasor for an analysis of OFLA/OMLA

### **3. Personal**

Needs to be pre approved

"To care for matters of a personal or business nature which can not be done other than during working hours"

3 days/year

Increments: same as sick leave

Reminders:

- Classified staff: do not receive personal days until probationary period is completed
- Does not carry over to next year
- Incentive to not use (see collective bargaining agreement)

### **4. Vacation (applies to year round employees)**

Needs to be pre approved

Increments: 15 mins

Reminders:

- There may be limits on carry over
- There may be limits on pay out

## **Procedure for leave not in the portal**

For these leaves do not use the portal:

- Bereavement (3 days w/ 2 if extended travel = 5 days) – talk to your principal
- Jury Duty -- talk to your principal
- Military Duty -- talk to your principal
- Other long term leave requests (maternity, etc) – see below
- Professional – work with principal

How to request long term leave:

Submitted in writing

Include start date, end day and reason

Sent to HR at DO (email will suffice)

You will receive an email verifying leave details

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

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U.S. Department of Labor | Wage and Hour Division





# Ashland School District 5

Code: **GCBDA/GDBDA-AR(1)**  
Revised/Reviewed: 4/11/16; 5/08/17

## **Federal Family and Medical Leave/State Family Medical Leave\***

### **Coverage**

Federal law covers public agencies, including districts. In order for school employees to be eligible, however, they must be employed at a work site with 50 or more employees within 75 miles of the employee's work site for each working day during each of the 20 or more calendar workweeks in the year in which the leave is taken or in the preceding calendar year. State law covers districts that employ 25 or more part-time or full-time employees for each working day during 20 or more calendar workweeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

### **Eligibility**

Federal law applies to employees who have worked for the district for at least 12 months and for at least 1250 hours during the year preceding the start of the leave. State law generally applies to employees who work an average of 25 hours or more per week for the district during the 180 days or more immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Oregon Military Family Leave Act (OMFLA) leave applies to employees who work an average of at least 20 hours per week. There is no minimum number of days worked when determining employee eligibility for OMFLA.

In determining that an employee has been employed for the preceding 180 calendar days, the employer must count the number of days an employee is maintained on the payroll, including all time paid or unpaid. If an employee continues to be employed by a successor in interest to the original employer, the number of days worked are counted as continuous employment by a single employer.

In determining 25 hours average workweek, the employer must count the actual hours worked using guidelines set out pursuant to the Fair Labor Standards Act.

### **Definitions**

“Child,<sup>1</sup>” for the purpose of taking parental leave under state law, means a biological, adopted, foster child or stepchild of the employee or a child with whom the employee is or was in a relationship of “in loco parentis.” A legal or biological relationship is not required. The child must be under 18 years of age, or may be 18 years of age or older if incapable of self-care due to mental or physical disability.

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<sup>1</sup>For FMLA, the age of the son or daughter at the onset of a disability is not relevant in determining a parent's entitlement to FMLA leave.

“Contingency operation” is a military operation that:

1. Is designated by the Secretary of Defense as an operation in which members of the Armed Forces are, or may become involved in military actions, operations or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the uniformed services under section 688, 12301(a), 12302, 12304, 12305 or 12406 of Title 10 of the United States Code, chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress.

“Covered active duty” means:

1. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code.

“Covered servicemember” means:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

“Family member,” for purposes of FMLA and OFLA leave, means a(n):

1. Spouse<sup>2</sup>;
2. Child of the employee (biological, adopted, foster or step child, a legal ward, or child of the employee standing in loco parentis);
3. Custodial parent;
4. Noncustodial parent;
5. Biological parent;
6. Adoptive parent;

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<sup>2</sup>“Spouse” means individuals in a marriage including “common law” marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

7. Stepparent or foster parent;
8. Individual who was in loco parentis to the employee when the employee was a child.

Additionally, when defining “family member” under OFLA, this definition includes a:

9. Grandparent;
10. Grandchild; or
11. Parents-in-law or the parents of an employee’s registered domestic partner.

For OFLA purposes, an employee’s child in any of these categories may be either a minor or an adult child at the time serious health condition leave, sick child leave or the death of a family member leave is taken.

“Next of kin” means the nearest blood relative of the eligible employee.

“Serious health condition,” under federal law, means an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
2. Any period of incapacity requiring absence from work, school or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health-care provider;
3. Continuing treatment by (or under the supervision of) a health-care provider for a chronic or long-term health condition that is incurable or so serious that if not treated would likely result in a period of incapacity of more than three calendar days;
4. Illness, disease or condition is terminal, requires constant care and poses an imminent danger of death; or
5. Disability due to pregnancy, childbirth or prenatal care.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee is unable to perform the functions of the position when the health-care provider finds that the employee is unable to work at all or is unable to perform any of the essential functions of the employee’s position within the meaning of the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA) federal regulations. The district has the option, in requiring medical verification from a health-care provider, to provide a statement of the essential functions of the employee’s position for the provider to review.

A “serious health condition,” under state law, means an illness, injury, impairment or physical or mental condition of an employee or family member that:

1. Requires inpatient care in a hospital, hospice or residential medical care facility such as a nursing home. When a family member resides in a long-term residential care facility, leave shall apply only to:
  - a. Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;
  - b. Transportation or other assistance required for a family member to obtain care from a physician;
  - c. Serious health conditions as described in items 2-8 below.
2. The treating health-care provider judges to pose an imminent danger of death or that is terminal in a prognosis with a reasonable possibility of death in the near future;
3. Requires constant or continuing care such as home care administered by a health-care professional;
4. Involves a period of incapacity. “Incapacity” is the inability to perform at least one essential job function, to attend school or to perform regular daily activities for more than three consecutive calendar days and any subsequent required treatment or recovery period relating to the same condition. This incapacity must involve:
  - a. Two or more treatments by a health-care provider;
  - b. One treatment plus a regimen of continuing care
5. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity such as asthma, diabetes or epilepsy;
6. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer’s disease, a severe stroke or terminal stages of a disease;
7. Involves multiple treatments for restorative surgery or for a condition such as chemotherapy for cancer, physical therapy for arthritis or dialysis for kidney disease that if not treated would likely result in incapacity of more than three days; or
8. Involves any period of disability of a female due to pregnancy or childbirth or period of absence for prenatal care.

“Serious injury or illness,” for the purpose of caring for a covered servicemember, means:

1. In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces, or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating; and

2. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty, on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
  - a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating; or
  - b. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - c. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### **Purpose of Leave**

Federal and state laws allow eligible employees to take FMLA or OFLA leave for the following purposes, commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, injured servicemember leave, military family leave, leave for the death of a family member or sick child leave (sick child leave and death of a family member leave are OFLA only):

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child, when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child is older than 18 years of age if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. Employee's own serious health condition;
5. Eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment of the member with the Armed Forces to a foreign country." (C.F.R. section 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave allows an employee leave to care for a covered servicemember 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. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
8. State law allows employees to take leave for the death of a family member<sup>3</sup> to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or grieve the death of the family member;
9. Military Family Leave allows leave for a spouse of a military personnel per each deployment of the spouse when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA).

### **Length of Leave**

An employee eligible for FMLA leave under federal law is entitled to a total of 12 work weeks of leave during any 12-month period for the purposes specified above. An eligible employee's spouse, who work's for the district, and the employee may only take a combined total of 12 workweeks of leave if the leave is taken to care for a parent with a serious health condition or if the leave is for the birth of a child or the placement of a child for adoption or foster care.

There will be occasions where an eligible employee and their spouse, employed by the same district, will not have to share the 12-week allotment of leave. This situation arises where an employee is eligible for both FMLA and OFLA or just OFLA leave and the employee is taking leave to care for a newborn with a serious health condition.

An employee eligible for Military Caregiver Leave is entitled to a total of 26 work weeks of leave to care for a covered servicemember during a single 12-month period. The 12-month period begins when the Military Caregiver Leave begins.

An employee eligible for OFLA leave under state law is entitled to a total of 12 workweeks of leave during any 12-month period for the purposes specified above. The 14 days of leave provided by the OMFLA and the two weeks of leave provided for the death of a family member are part of the 12 weeks. Two or more family members who are eligible and who both work for the district may not take OFLA leave at the same time unless:

1. One employee needs to care for another employee who is a family member and who is suffering from a serious health condition;
2. One employee needs to care for a child suffering from a serious health condition while another employee, who is a family member, is also suffering from a serious health condition; or
3. Both family members are suffering from a serious health condition; or
4. The employees are taking leave for the death of a family member; or
5. The concurrent leave in such an instance is permitted by the district.

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<sup>3</sup>Must be completed within 60 days of the date on which the eligible employee receives notice of the death of the family member.

In addition to the 12 workweeks of family leave authorized above, under state law a female eligible employee may take an additional 12 workweeks of leave within any one-year period for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties. An employee who takes 12 workweeks of OFLA leave for parental leave may also take up to an additional 12 workweeks of sick child leave within the same leave year. If the employee uses less than 12 weeks of parental leave, however, no additional sick child leave is available, except for the balance of the initial 12 weeks. The employee may also use this balance for any OFLA leave purpose.

A female employee may take up to 36 weeks of OFLA leave in one leave year, but only under the following circumstances:

1. The female employee takes 12 weeks of pregnancy disability leave; followed by
2. Twelve weeks of parental leave; followed by
3. Twelve weeks of sick child leave.

A male employee may take up to 24 weeks of OFLA leave in one year, but only under the following circumstances:

1. The male employee takes 12 weeks of parental leave; followed by
2. Twelve weeks of sick child leave.

Parental leave must be taken in one uninterrupted period – unless the employer approves otherwise – and must be completed within 12 months of the birth, adoption or placement of the child. An exception must be made to allow parental leave to effectuate adoption or foster placement of the child. Such leave need not be taken in one, uninterrupted period with any additional parental leave.

The birth, adoption or foster placement of multiple children at one time entitles the employee to take only one 12-week period of parental leave.

Sick child leave need not be provided if another family member, including a noncustodial biological parent, is willing and able to care for the child.

For the purpose of intermittent leave, leave entitlement is calculated for an employee by multiplying the number of hours the employee normally works per week by 12. (For example, an employee normally employed to work 30 hours per week is entitled to 12 times 30 hours, or a total of 360 hours of leave.) If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks worked prior to the beginning of the leave period shall be used for calculating the employee's normal workweek. (For example, an employee working an average of 25 hours per week is entitled to 12 times 25 hours, or a total of 300 hours of leave.) If an employee takes intermittent or reduced work schedule leave, only the actual number of hours of leave taken may be counted toward the 12 weeks of leave to which the employee is entitled.

An employee, who has previously qualified for and taken some portion of OFLA leave, may request additional OFLA leave within the same leave year. The employee must requalify as an eligible employee for each additional leave requested unless one of the following exceptions apply:

1. A female employee who has taken 12 weeks of pregnancy-disability leave need not requalify for 12 weeks in the same leave year for any other purpose;
2. An employee who has taken 12 weeks of parental leave does not need to requalify to take an additional 12-weeks in the same leave year for sick child leave; and
3. An employee granted leave for a serious health condition for the employee or a family member need not requalify if additional leave is taken in this leave year for the same reason.

For situations where time off is covered by OFLA, but not covered by FMLA leave (e.g., the employer has 25 to 49 employees; or the leave taken is for a sick child or for serious health condition of a parents-in-law or the parents of the employee's registered domestic partner, grandparent or grandchild) the employer:

1. May allow an exempt employee with accrued paid leave to take OFLA leave in blocks of less than a full day. For these purposes, an exempt employee is a salaried executive, administrative or professional employee under the federal Fair Labor Standards Act or the state minimum wage and overtime laws;
2. May not reduce the salary of an employee who does not have or has run out of accrued paid leave and takes intermittent leave in blocks of less than a full day. To do so would result in the loss of exemption under state law.

The requirements of OFLA do not apply to any employer offering eligible employees a nondiscriminatory cafeteria plan, as defined by section 125 of the Internal Revenue Code of 1986, which provides as one of its options employee leave at least as generous as the leave required by OFLA.

An employee, who has previously qualified for and taken some portion of FMLA leave, may request additional FMLA leave within the same leave year. The employee need not requalify as an eligible employee if the additional leave applied for is in the same leave year and for the same condition.

### **Intermittent Leave and Alternate Duty**

An employer may transfer an employee on a foreseeable intermittent FMLA/OFLA leave or reduced work schedule into an alternate position with the same or different duties to accommodate the leave, provided the following exist:

1. The employee accepts the transfer position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary to accommodate the leave and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825;
4. Transfer to an alternate position is used only when there is no other reasonable option available that would allow the employee to use intermittent leave or reduced work schedule; and
5. The transfer is not used to discourage the employee from taking intermittent or reduced work schedule leave, or to create a hardship for the employee.



An employee transferred, as provided in 1.-5. above, to an alternate position for the purpose of a reduced work schedule, must be returned to the employee's former position.

FMLA/OFLA leave time for an employee on intermittent leave or a reduced work schedule is the difference between the number of hours the employee normally works and the number of hours the employee actually works during the intermittent leave or reduced work schedule. Holidays or days in which the district is not in operation are not counted toward intermittent or reduced work schedule FMLA/OFLA leave unless the employee was scheduled and expected to work on the holiday.

The district may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided:

1. The employee accepts the position voluntarily and without coercion;
2. The transfer is temporary, lasts no longer than necessary and has equivalent pay and benefits;
3. The transfer is compliant with applicable collective bargaining agreements, as well as with state and federal law, providing all the employee protections found in FMLA regulations 29 C.F.R. Part 825; and
4. The transfer is not used to discourage the employee from taking FMLA/OFLA leave for a serious health condition or to create a hardship for the employee.

An employee is not on FMLA/OFLA leave if the employee has been transferred, as provided in section 1.-3. above, to an alternate position for the purpose of alternate work duties that the employee is able to perform within the limitations of the employee's own serious health condition, but not requiring a reduced workweek. An employee working in an alternate position retains the right to return to the employee's original position unless all FMLA/OFLA leave taken in that leave year plus the period of time worked in the alternate position exceed 12 weeks.

An alternate position accommodating an employee's serious health condition may result in the employee working fewer hours than the employee worked in the original position. The employee's FMLA/OFLA leave is the difference between the number of hours the employee worked in the original position and the number of hours the employee actually works in the alternate position.

Intermittent leave for school teachers is subject to special rules.

The district recognizes that state law will not always reduce the employee's FMLA 12 workweek entitlement (i.e., leave to care for a parent-in-law or sick child leave).

### **Special Rules for Teachers**

Special rules apply if leave is requested to be taken near the end of a semester.

1. Under OFLA leave, if a teacher requests, in advance, leave for a serious health condition and the teacher will be absent more than 20 percent of the total number of working days during the period over which the leave would be taken then the employer may require the teacher to elect one of the following options:

- a. To take family leave for one uninterrupted period of time as necessary to complete medical treatment. (School holidays and school vacation days are not counted as family leave.);
  - b. To transfer temporarily into an available alternative position which better accommodates periodic absences or recurring periods of leave.
2. Under FMLA leave, if a teacher begins leave more than five weeks before the end of the academic term because of the teacher's own serious health condition, the employer may require the teacher to remain on leave until the end of the term if:
  - a. The family leave is at least three weeks long; and
  - b. The teacher's return to work would occur within three weeks of the end of the term.
3. If a teacher begins FMLA or OFLA leave within five weeks of the end of the academic term because of parental leave, the serious health condition of a family member or to care for a covered servicemember, the employer may require the teacher to remain on family leave through the end of the term if:
  - a. The leave is more than two weeks long; and
  - b. The teacher's return would occur within the last two weeks of the term.
4. If a teacher begins FMLA or OFLA leave within three weeks of the end of the academic term because of parental leave, to care for a family member with a serious health condition or to care for a covered servicemember and the leave is greater than five working days, the employer may require the teacher to remain on family leave until the end of the term.
5. If a teacher takes FMLA/OFLA leave to the end of the school year and continues the leave at the beginning of the next school term, the leave is consecutive rather than intermittent leave.
  - a. The period between the end of the school term and the beginning of the next school term, when a teacher would not have been required to report for duty, is not counted against the teacher's FMLA or OFLA leave entitlements.
  - b. A teacher on FMLA/OFLA leave at the end of the school term must be provided with the same benefits during the period between school terms that the teacher would normally receive if no FMLA/OFLA leave were taken.
6. If a teacher is required by the employer to remain on leave to the end of the academic term, only the period of leave the teacher requested shall be charged against the teacher's FMLA/OFLA leave entitlement.
7. Nothing in FMLA/OFLA rules prohibits the employer from allowing the teacher to work as a substitute or in some other paid capacity during the weeks prior to the end of term under 3. or 4. above.
8. Full-time employees covered by OFLA rules, and who have been maintained on the payroll by a district during 180 consecutive calendar days, are thereafter deemed to have been employed by that district for an average of at least 25 hours per week during the 180 days immediately preceding the date any OFLA leave begins.

## **Calculating the 12-Month Period for Leave**

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

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

## **Paid/Unpaid Leave**

Family leave under federal and state law is generally unpaid. An employee may elect to use accrued paid leave including personal and sick leave, or accrued vacation leave for the leave period.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. In the event the district is aware of an OFLA or FMLA qualifying exigency, the district shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

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

## **Continuation of Health Insurance Benefits**

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

In the event the district is required to pay or elects to pay any part of the costs of providing health, disability, life or other insurance coverage for an employee during the period of FMLA or OFLA leave that should have been paid by the employee, the district may deduct, on the employee's return to work, such amounts from the employee's pay as have been advanced.

In no event may the total deducted exceed 10 percent of the employee's gross pay each pay period.

## **Return to Work**

After leave granted under federal and state law, an employee is generally entitled to be returned to the same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment unless otherwise excepted by law.

## **Fitness-for-Duty Certification**

If the leave was required for the employee's own serious health condition, including intermittent leave, the district may require the employee to obtain and present a fitness-for-duty certification from the health-care provider that the employee is able to resume work. The certification will specifically address the employee's ability to perform the essential functions of the employee's job as they relate to the health condition that was the reason for the leave. If the district is going to require a fitness-for-duty certification upon return to work, the district must notify the employee of such requirement when the leave is designated as FMLA leave. The district is responsible for any co-pay or other out-of-pocket costs incurred by the employee in providing certification. Failure to provide the fitness-for-duty certification may result in a delay or denial of reinstatement.

## **Application**

Under federal and state law, an employee requesting FMLA and/or OFLA leave shall provide at least 30 days notice prior to the leave date if the leave is foreseeable. The notice shall be written and include the anticipated start, duration and reasons for the requested leave. The employee must make a reasonable effort to schedule treatment, including intermittent leave and reduced leave, so as not to unduly disrupt the operation of the district.

When an employee is able to give advance notice and requests leave, an employer may request additional information to determine that the leave qualifies for designation as FMLA/OFLA leave. The employer may designate the employee as provisionally on FMLA/OFLA leave until sufficient information is received to make a determination. An employee able to give advance notice of the need to take FMLA/OFLA leave must follow the employer's known, reasonable and customary procedures for requesting any kind of leave.

If advance notice is not possible, for example due to a change in circumstances or a medical emergency, an employee eligible for FMLA leave must provide notice as soon as practicable. "As soon as practicable," under federal law, means the employee generally must comply with the employer's normal call-in procedures.

An employee eligible for OFLA leave is required, under state law, to provide oral or written notice within 24 hours of commencement of the leave in unanticipated or emergency leave situations. The employee may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted no later than three working days following the employee's return to work.

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

Failure of an employee to provide the required notice for leave covered by OFLA may result in the district deducting up to three weeks from the employee's unused OFLA leave in that one-year leave period. The employee may be subject to disciplinary action for not following the district's notice procedures.

## **Medical Certification**

When an employee provides 30 or more days notice when applying for FMLA and/or OFLA leave, other than for parental leave, the employer may require the employee to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within five working days of employee's request for leave. If the employee provides less than 30 days notice, the employee is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

The district may request re-certification of a condition when the minimum duration of a certification expires if the employee still needs leave. If the certification does not indicate a duration or indicates that it is ongoing, the district may request re-certification at least every six months in connection with an absence.

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

Under state law, if an employee requests OFLA leave because of a serious health condition, the district may require a second opinion and designate the health-care provider. The provider may not be employed by the district. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for the employee to obtain such opinions will be paid for by the district.

An employer may not delay the taking of an OFLA leave in the event that medical certification is not received prior to the commencement of a leave taken subject to the timelines set forth in this regulation. The employer may designate the leave as provisionally approved subject to medical certification. The employer shall provide the employee with written notice of any requirement to provide medical certification of the need for leave and the consequences for failure to do so. The employee must be allowed a minimum of 15 days to provide medical certification.

If the employee elects or the district requires substitution of accrued sick leave, vacation or other paid leave for unpaid leave pursuant to a collective bargaining agreement or other Board policy, the district will follow the medical documentation requirements of the applicable leave policy or contract provision whenever such requirements are more beneficial to the employee.

If an employee has taken sick child leave on all or any part of three separate days during a leave year, the employer may require medical certification on the fourth day or subsequent occurrence of sick child leave within that leave year. The employer must pay the cost of the medical certification not covered by insurance or other benefit plan. The opinion of the health care provider shall be binding. The employer may not require the employee to obtain a second opinion. The employer is not required to request medical certification for sick child leave exceeding three days and may make such requests at the employer's discretion.

## **Notification**

Any notice required by federal and state laws explaining employee rights and responsibilities will be posted in all staff rooms and the district office. Additional information may be obtained by contacting the district office.

## **Record Keeping/Posted Notice**

The district will maintain all records as required by federal and state laws including dates leave is taken by employees, identified separately from other leave; hours/days of leave; copies of general and specific notices to employees, including Board policy(ies) and regulations; premium payments of employee health benefits while on leave and records of any disputes with employees regarding granting of leave.

Medical documentation will be maintained separately from personnel files as confidential medical records.

The district will post notice of Federal Family and Medical Leave Act and Oregon Family Leave Act requirements.

## **Federal vs. State Law**

Both federal and state law contain provisions regarding leave for family illness. Federal regulations state an employer must comply with both laws; that the federal law does not supersede any provision of state law that provides greater family leave rights than those established pursuant to federal law and that state and federal leave entitlements run concurrently. State law requires that federal and state leave run concurrently when possible. For example, due to differences in regulations, an employee who takes leave after 180 days of employment but before one year, is still eligible to take a full 12 workweeks of federal leave after meeting the one-year work requirement. After the first work year, leave will run concurrently.

## EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness\*.

**\*The FMLA definition of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the

definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

### For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division

# Ashland School District 5

Code: **GCBDA/GDBDA-AR(2)**

Revised/Reviewed: 4/11/16; 5/08/17

## Request for Family and Medical Leave

Employee Request for Family and Medical Leave (FMLA)  
and/or Oregon Family Leave (OFLA)

PLEASE PRINT

Where the need for the leave may be anticipated, written request for family and medical leave must be made, if practical, at least 30 days prior to the date the requested leave is to begin. Failure to request leave in a timely manner could result in either the leave being postponed or the amount of leave available reduced up to three weeks.

Name \_\_\_\_\_ Effective Date of the Leave \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Status: ☐ Full-time ☐ Part-time ☐ Temporary

Hire Date \_\_\_\_\_ Length of Service \_\_\_\_\_

Have you taken a family leave in the past 12 months? ☐ Yes ☐ No

If yes, how many work days? \_\_\_\_\_ Reason for leave \_\_\_\_\_

I request family or medical leave for one or more of the following reasons:<sup>1</sup>

1. ☐ Because of the birth of my child and in order to care for him or her. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)  
Expected date of birth \_\_\_\_\_ Actual date of birth \_\_\_\_\_  
Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_
2. ☐ Because of the placement of a child with me for adoption or foster care. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)  
Age of child \_\_\_\_\_ Date of placement \_\_\_\_\_  
Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_
3. ☐ In order to care for a family member<sup>2</sup> with a serious health condition. (District: Use GCBDA/GDBDA-AR(3)(B) Certification Form)  
Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_

<sup>1</sup>A physician's certification may be required to support a request for family and medical leave. In addition, a fitness-for-duty certification may be required before reinstatement following the leave.

<sup>2</sup>"Family member," for purposes of FMLA and OFLA leave, means the spouse, custodial parent, noncustodial parent, adoptive parent, stepparent or foster parent, biological parent, child of the employee (biological, adopted, foster or step child, a legal ward or child of the employee standing in loco parentis) or a person with whom the employee is or was in a relationship of "in loco parentis." Additionally, when defining "family member" under OFLA (but not FMLA leave), the definition includes a grandparent, grandchild, parents-in-law or the parents of the employee's registered domestic partner.



Please check one: ☐ Spouse<sup>3</sup> ☐ Child<sup>4</sup> ☐ Parent ☐ Individual who was in *loco parentis* when the employee was a child ☐ Parent-in-law or the parent of the employee's registered domestic partner (OFLA leave only) ☐ Custodial parent ☐ Noncustodial parent ☐ Adoptive parent ☐ Stepparent ☐ Foster parent ☐ Grandparent (OFLA leave only) ☐ Grandchild (OFLA leave only).

Please state name and address of relation:

Name \_\_\_\_\_ Address \_\_\_\_\_

Does the condition render the family member unable to perform daily activities?

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

4. ☐ For a serious health condition which prevents me from performing my job functions. (District: Use GCBDA/GDBDA-AR(3)(A) Certification Form)  
Describe \_\_\_\_\_  
\_\_\_\_\_

Leave to start \_\_\_\_\_ Expected return date \_\_\_\_\_

Regarding 3 or 4 above, request intermittent (reduced workday hours) or reduced leave (fewer workdays each workweek) schedule or alternate duty (if applicable, subject to employer's approval). Please describe schedule of when you anticipate you will be unavailable to work:  
\_\_\_\_\_  
\_\_\_\_\_

5. ☐ In order to care for a child with a condition requiring home care which does not meet the definition of serious health condition and is not life threatening or terminal (OFLA leave only).
6. ☐ A qualifying exigency arising from an employee's spouse, son, daughter, or parent who is a covered servicemember as defined in GCBDA/GDBDA-AR(1), or leave for the spouse per each deployment of the spouse when the spouse has either been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment. (District: Use GCBDA/GDBDA-AR(3)(C) Certification Form)
7. ☐ To care for a spouse, son, daughter, parent, or next of kin<sup>5</sup> who is a covered servicemember with a serious illness or injury incurred in the line of duty or active duty in the armed forces. Has leave been taken for the same servicemember and the same injury? ☐ Yes ☐ No (District: Use GCBDA/GDBDA-AR(3)(D) Certification Form) If yes, when was the leave taken and for how many work days? \_\_\_\_\_
8. ☐ For the death of a family member (OFLA only).

I understand that the district requires me to use any accrued sick leave, vacation, personal leave days or other paid time established by Board policy(ies) and/or collective bargaining agreement in the order specified by the district, and before taking leave without pay, for the family and medical leave period.

If my request for a leave is approved, it is my understanding that without an authorized extension when the need for an extension could be anticipated, I must report to duty on the first workday following the date my leave is scheduled to end. I understand that failure to do so will constitute unequivocal notice of my intent not to return to work and the district may terminate my employment. (A fitness-for-duty statement may be required.)

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<sup>3</sup>"Spouse" means individuals in a marriage including "common law" marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

<sup>4</sup>For FMLA, the age of the son or daughter at the onset of disability is not relevant in determining a parent's entitlement to FMLA leave.

<sup>5</sup>"Next of kin" means the nearest blood relative of the eligible employee.

I authorize the district to deduct from my paychecks any employee contributions for health insurance premiums, life insurance or long-term disability insurance which remain unpaid after my leave, consistent with state and/or federal law.

I have been provided a copy of the district's family and medical leave policy and a copy of my rights and responsibilities under the Family Medical Leave Act leave request form.

Signature of Employee: _____ Date: _____
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# Ashland School District 5

Code: **GCBDA/GDBDA-AR(3)(A)**  
Revised/Reviewed: 4/11/16; 5/08/17

## Certification of Health Care Provider

Employee's Serious Health Condition

### To be completed by the district:

The Family Medical Leave Act (FMLA) provides that a district may require an employee seeking FMLA leave protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Employees may not be asked to provide more information than allowed under the FMLA regulations. The district will maintain records and documents relating to medical certification, recertifications, or medical histories of employee's family members, created for FMLA purposes, as confidential medical records in separate files from personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

District contact person: \_\_\_\_\_

Employee's job title: \_\_\_\_\_ Regular work schedule: \_\_\_\_\_

Employee's essential job functions \_\_\_\_\_

Check if job description is attached: ☐

### To be completed by the employee:

Complete the information below before giving this form to your family member or his/her medical provider. The return of this form is required to obtain or retain the benefit for FMLA protections. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request.

Return this completed form on \_\_\_\_\_ (must be at least 15 days after employee is notified of this requirement).

Employee's name: \_\_\_\_\_  
First Middle Last

### To be completed by health care provider:

Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be the best estimate based upon your medical knowledge, experience and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown" or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Extra space is provided, should you need it. Please be sure to sign the form on the last page.

Providers's name and business address: \_\_\_\_\_

\_\_\_\_\_  
Type of practice/Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Medical Facts**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?

☐ Yes ☐ No If yes, dates of admission: \_\_\_\_\_

Dates(s) you treated the patient for condition \_\_\_\_\_

Was medication, other than over-the-counter medication, prescribed? ☐ Yes ☐ No

Will the patient need to have treatment visits at least twice per year due to the condition?

☐ Yes ☐ No

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g. physical therapist)?

☐ Yes ☐ No

If yes, state the nature of such treatments and expected duration of treatment:

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

2. Is the medical condition pregnancy? ☐ Yes ☐ No

If yes, expected delivery date: \_\_\_\_\_

3. Use the information provided by the district in the "To be completed by the district" section to answer this question. If the district fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition?

☐ Yes ☐ No If yes, identify the job functions the employee is unable to perform:

\_\_\_\_\_

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis or any regimen of continuing treatment such as the use of specialized equipment):

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**Amount of leave needed**

1. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

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2. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ☐ Yes ☐ No

If yes, are the treatments or the reduced number of hours of work medically necessary?

☐ Yes ☐ No

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

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Estimate the part-time or reduced work schedule the employee needs, if any:

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

3. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ☐ Yes ☐ No

Is it medically necessary for the employee to be absent from work during the flare-ups?

☐ Yes ☐ No If yes, explain: \_\_\_\_\_

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Based upon the employee's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the employee may have over the next six months (e.g. one episode every three months lasting one to two days):

Frequency: \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours or \_\_\_\_\_ day(s) per episode

**Additional Information – Identify the question number with your additional answer:**

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Signature of health care provider

Date

# Ashland School District 5

Code: GCBDA/GDBDA-AR(3)(B)

Revised/Reviewed: 4/11/16; 5/08/17

## Certification of Health Care Provider

Family Member's Serious Health Condition

### To be completed by the district:

The Family Medical Leave Act (FMLA) provides that a district may require an employee seeking FMLA leave protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Employees may not be asked to provide more information than allowed under the FMLA regulations. The district will maintain records and documents relating to medical certification, recertifications or medical histories of employee's family members, created for FMLA purposes, as confidential medical records in separate files from personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Contact person: \_\_\_\_\_

### To be completed by the employee:

Complete the information below before giving this form to your family member or his/her medical provider. The return of this form is required to obtain or retain the benefit for FMLA protections. Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request.

Return this completed form on \_\_\_\_\_ (must be at least 15 days after employee is notified of this requirement).

Employees name: \_\_\_\_\_  
First Middle Last

Relationship and name of family member for whom employee will provide care: \_\_\_\_\_  
Relationship  
First Middle Last

If family member is your son or daughter, date of birth \_\_\_\_\_

Describe the care you will provide to your family member and estimate leave needed to provide care:

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

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**To be completed by health care provider:**

The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be the best estimate based upon your medical knowledge, experience and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Extra space is provided, should you need it. Please be sure to sign the form on the last page.

Providers's name and business address: \_\_\_\_\_  
\_\_\_\_\_

Type of practice/medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Medical Facts**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

Was the patient admitted for an overnight stay in a hospital, hospice or residential medical care facility?

☐ Yes ☐ No If yes, dates of admission: \_\_\_\_\_

Dates(s) you treated the patient for condition \_\_\_\_\_

Was medication, other than over-the-counter medication, prescribed? ☐ Yes ☐ No

Will the patient need to have treatment visits at least twice per year due to the condition?

☐ Yes ☐ No

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

☐ Yes ☐ No

If yes, state the nature of such treatments and expected duration of treatment:

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

2. Is the medical condition pregnancy? ☐ Yes ☐ No

If yes, expected delivery date: \_\_\_\_\_



3. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis or any regimen of continuing treatment such as the use of specialized equipment):

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**Amount of leave needed**

When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs or the provision of physical or psychological care:

1. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ☐ Yes ☐ No

If yes, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

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During this time, will the patient need care? ☐ Yes ☐ No

Explain the care needed by the patient and why such care is medically necessary:

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2. Will the patient require follow-up treatments, including any time for recovery? ☐ Yes ☐ No

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period: \_\_\_\_\_

---

Explain the care needed by the patient, and why such care is medically necessary: \_\_\_\_\_

---

3. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery?  
☐ Yes ☐ No

Estimate the hours the patient needs care on an intermittent basis, if any:

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

Explain the care needed by the patient, and why such care is medically necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ☐ Yes ☐ No

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next six months (e.g. one episode every three months lasting one to two days):

Frequency: \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours or \_\_\_\_\_ day(s) per episode

Does the patient need care during these flare-ups? ☐ Yes ☐ No

Explain the care needed by the patient, and why such care is medically necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information – Identify the question number with your additional answer:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of health care provider

\_\_\_\_\_  
Date

# Ashland School District 5

Code: **GCBDA/GDBDA-AR(4)**

Revised/Reviewed: 4/11/16; 5/08/17

## FMLA/OFLA Eligibility Notice to Employee

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
(Employee's name)

FROM: \_\_\_\_\_  
(Name of appropriate employer representative)

SUBJECT: Request for FMLA and/or OFLA Leave

On \_\_\_\_\_ (date) you notified us of your need to take family/medical leave due to:

1. \_\_\_\_\_ The birth of your child, or the placement of a child with you for adoption or foster care;
2. \_\_\_\_\_ A serious health condition that makes you unable to perform the essential functions of your job;
3. \_\_\_\_\_ A serious health condition of your ☐ spouse<sup>1</sup>, ☐ child<sup>2</sup> (including the biological, grandchild, adopted or foster child or stepchild of an employee or a child with whom the employee is or was in a relationship of "in loco parentis"), ☐ parent (biological parent of an employee or an individual who stood "in loco parentis" to an employee when the employee was a child), ☐ grandparent (OFLA leave only), ☐ parent-in-law or the parent of an employee's registered domestic partner (OFLA leave only), ☐ custodial parent, ☐ noncustodial parent, ☐ adoptive parent, ☐ foster parent for which you are needed to provide care;
4. \_\_\_\_\_ An illness or injury to your child which requires home care but is not a serious health condition (OFLA leave only);
5. \_\_\_\_\_ A qualifying exigency arising from a spouse, son, daughter or parent in the Armed Forces on covered active duty, or in the National Guard or Reserves on covered active duty;

<sup>1</sup>"Spouse" means individuals in a marriage including "common law" marriage and same-sex marriage. For OFLA, spouse also includes same-sex individuals with a Certificate of Registered Domestic Partnership.

<sup>2</sup>For FMLA, the age of the son or daughter at the onset of the disability is not relevant in determining a parent's entitlement to FMLA leave.

6. \_\_\_\_\_ Your spouse has been notified of an impending call to active duty, has been ordered to active duty, or has been deployed or on leave from deployment;
7. \_\_\_\_\_ A serious illness or injury, incurred in the line of duty, of a covered service member who is your spouse, son, daughter, parent or next of kin;
8. \_\_\_\_\_ For the death of a family member (OFLA only).

You notified us that you need this leave beginning on \_\_\_\_\_ (date) and that you expect leave to continue until on or about \_\_\_\_\_ (date). The FMLA requires that you notify the district as soon as possible if dates of scheduled leave changes or are extended, or were initially unknown.

Except as explained below, you have a right under the FMLA and/or OFLA for up to 12 workweeks of unpaid leave in a 12-month period for the reasons listed above.<sup>3</sup> The district will use the 12-month period measured forward from the date the employee's leave begins. FMLA leave and OFLA leave generally run concurrently. In order to care for an injured service member, you are entitled to up to 26 weeks of leave in a single 12-month period to care for a qualifying service member.

Also, your health benefits under FMLA must be maintained during any period of unpaid leave under the same conditions as if you continued to work. You must be reinstated to the same or in some cases, under state or federal law, to an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. The district is not required to maintain benefits during OFLA unless provided otherwise by Board policy or collective bargaining agreement; however, all such benefits will be restored in full upon your return to the district.

If you do not return to work following FMLA and/or OFLA leave for a reason other than: (1) the continuation, recurrence or onset of a serious health condition which would entitle you to FMLA and/or OFLA; or (2) other circumstances beyond your control, you may be required to reimburse the district for health insurance premiums paid on your behalf during your FMLA/OFLA leave.

This is to inform you that *(check appropriate boxes, explain where indicated)*:

1. You are ☐ eligible ☐ not eligible for leave under the ☐ FMLA, ☐ OFLA or ☐ both.
2. The requested leave may be counted against your annual ☐ FMLA leave entitlement, ☐ OFLA ☐ both.
3. You ☐ will ☐ will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (date) (must be at least 15 days after you are notified of this requirement).
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We ☐ will ☐ will not require that you substitute accrued paid leave for unpaid FMLA and/or OFLA leave. If paid leave will be used the following conditions will apply: *(Explain)*

---

<sup>3</sup>Oregon Military Family Leave Act allows for 14 days of leave per deployment.

- 5a. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA/OFLA leave. Arrangements for payment can be made through Employee Services at the District Office.
- 5b. If the district pays any part of your share of disability, life or other insurance benefits while on OFLA or FMLA leave the district may deduct up to 10 percent of your gross pay each pay period after your return to work until the amount is repaid (OFLA leave only).
- 5c. You have a minimum 30-day (*or, indicate longer period, if applicable*) grace period in which to make premium payments. If payment is not timely made, your group health insurance may be cancelled. We will notify you in writing at least 15 days before the date that your health coverage will lapse. At our option, we may also pay your share of the premiums during FMLA/OFLA leave as provided by Board policy and/or collective bargaining agreement, and recover these payments from you upon your return to work. We ☐ will ☐ will not pay your share of health insurance premiums while you are on FMLA and/or OFLA leave.
- 5d. We ☐ will ☐ will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA and/or OFLA leave. If we do pay your premiums for other benefits, when you return from leave you ☐ will ☐ will not be expected to reimburse us for the payments made on your behalf.
- 5e. Except as noted above, in the event you do not return to work for the district after your FMLA and/or, OFLA leave and the district has paid your share of benefit premiums, you ☐ will ☐ will not be responsible for reimbursing the district the amount paid on your behalf, with the exceptions noted in Section 104 (c)(2)(B) of the FMLA.
6. ☐ You will be required to present a fitness-for-duty certificate prior to being restored to employment following leave for your own serious health condition. If such certification is required but not received, your return to work may be delayed until the certification is provided. A list of essential functions for your position is attached. The fitness-for-duty certification must address your ability to perform these functions.
- ☐ You will not be required to present a fitness-for-duty certificate prior to being restored to employment following leave for your own serious health condition. If such certification is required but not received, your return to work may be delayed until the certification is provided.
- 7a. You ☐ are ☐ are not a “key employee” as described in Section 825.218 of the FMLA regulations. If you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. (FMLA leave only.)
- 7b. We ☐ have ☐ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (FMLA leave only.) (*Explain (a) and/or (b) below.*)

8. While on FMLA and/or OFLA leave, you ☐ will ☐ will not be required to furnish us with periodic reports every *(indicate interval of periodic reports, as appropriate for the particular leave situation)* of your status and intent to return to work. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on this form, you ☐ will ☐ will not be required to notify us at least two workdays prior to the date you intend to report for work.
9. You ☐ will ☐ will not be required to furnish recertification relating to a serious health condition. (FMLA leave only.) *(Explain below, if necessary, including the interval between certifications as prescribed in Section 825.308 of the FMLA regulations.)*
10. You are notified that all leave taken for the purposes of the death of a family member, counts toward the total period of authorized family leave.

# Ashland School District 5

Code: **GCBDA/GDBDA-AR(7)**  
Revised/Reviewed: 4/11/16; 5/08/17

## Fitness-for-Duty Certification

**Date:** \_\_\_\_\_  
**To:** \_\_\_\_\_  
**From:** Payroll and Employee Services  
**Subject:** Fitness-for-Duty Certification

Family and medical leave for your own serious health condition ends on (date) \_\_\_\_\_.  
Prior to returning to work you must provide a Fitness-for-Duty Certification verifying whether you are able to return to work, if you have any job-related restrictions and the duration of any restrictions. Please take this Fitness-for-Duty Certification to your health-care provider for completion. The district will use this Fitness-for-Duty Certification to determine if you are able to return to work after your leave. Return the completed Fitness-for-Duty Certification to the district prior to the end of your Family and Medical Leave or by (date) \_\_\_\_\_.  
.....

## Fitness-for-Duty Certification

### Health Care Provider Completes this Section

Instructions: Please complete all sections in order for the district to determine if the employee is able to return to duty. The employee's position description or a list of essential duties (district specifies which) is attached to this form.

1. The employee is able to return to work full-time without restrictions: ☐ Yes ☐ No
  - a. If yes, list the effective date \_\_\_\_\_.
  - b. If no, complete the following:
    - (1) The employee will be able to return to work with no limitation on (date) \_\_\_\_\_.
    - (2) I certify that from (date) \_\_\_\_\_ to (date) \_\_\_\_\_ the above named employee will be:
      - (a) ☐ Unable to perform the physical requirements of their work; or
      - (b) ☐ Is medically incapacitated: ☐ Totally ☐ Partially\*\*

\*\*If partially medically incapacitated, complete the following:

    - (c) Number of hours per day employee is able to work \_\_\_\_\_.
    - (d) Number of days per week employee is able to work \_\_\_\_\_.
  - (3) List any restrictions on the employee's work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed - Name of Health-Care Provider \_\_\_\_\_ Type of Practice \_\_\_\_\_

Signature - Health-Care Provider \_\_\_\_\_ Date \_\_\_\_\_

**Health care provider: Please return the completed form to the employee/patient.**

**Administration Building, 885 Siskiyou Blvd., Ashland OR 97520 | Phone 541-482-2811 | Fax 541-482-2185**

**CONFIDENTIAL**  
**ASHLAND PUBLIC SCHOOLS**  
**CHILD ABUSE / NEGLECT REFERRAL**

ORS 418.750 requires that "any public or private official having reasonable cause to believe that any child with whom the official comes in contact in an official capacity has suffered abuse, or that any person with whom the official comes in contact in an official capacity has abused a child shall report or cause a report to be made..." Public officials include all school employees.

Person initiating this referral must report incident IMMEDIATELY by telephone to law enforcement agency (LEA) or State Office for Services to Children and Families (SCF).

<b>ALLEGED VICTIM:</b>			Interpreter Needed <input type="checkbox"/> Yes <input type="checkbox"/> No		Disability _____	
					<input type="checkbox"/> M <input type="checkbox"/> F	
LAST NAME		FIRST	M.I.	AGE	DATE OF BIRTH	
SCHOOL			GRADE			
<b>PARENT/GUARDIAN:</b>						
LAST NAME		FIRST NAME			M.I.	
ADDRESS / CITY / ZIP CODE					PHONE	
<b>INFORMATION GATHERED:</b> Be as detailed and factual as possible without soliciting further information. Include what was said regarding where, when, people involved, people reporting and relationship to victim. Note type of abuse (physical, sexual, emotional neglect) and indicators (use reverse side if necessary):						
<b>INFORMATION GATHERED BY:</b> Name _____ Position _____						
(Signature)						
Date _____				Time _____		
[Notification of parent is responsibility of SCF or LEA.]						

**REPORTED TO:** (Indicate which agency)

**State Office for Services to Children and Families (SCF) Involvement:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of Contact at SCF \_\_\_\_\_

**Law Enforcement Agency Involvement:**

Date \_\_\_\_\_ Time \_\_\_\_\_

Officer's Name \_\_\_\_\_

Child taken into protective custody: ☐ Yes ☐ No

\_\_\_\_\_  
 Signature of Law Enforcement Agency/CPS Agent Taking Child

Person Who Made Call \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

Principal \_\_\_\_\_ Date \_\_\_\_\_

(Signature)

\*\*\*\*\*

**DO NOT FILE IN CHILD'S SCHOOL RECORD**

\*\*\*\*\*

**Copies to:** Superintendent and Director of Student Services, Ashland School District





ASHLAND SCHOOL DISTRICT  
885 Siskiyou Blvd.  
Ashland, OR 97520

# COMPLAINT FORM

*For Office Use Only*  
Date Received

**PLEASE PRINT** •

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
NUMBER STREET APT. # CITY STATE ZIP CODE

HOME PHONE: ( ) \_\_\_\_\_ OTHER PHONE: ( ) \_\_\_\_\_

I AM A (Please check one): ☐ STUDENT ☐ EMPLOYEE ☐ PARENT ☐ \_\_\_\_\_  
OTHER

## I WISH TO COMPLAIN AGAINST:

Name of person, program or activity \_\_\_\_\_

Address: \_\_\_\_\_

## I WISH TO COMPLAIN ABOUT THE FOLLOWING

(Please specify what happened, when, where, and how it happened, and who was there: \_\_\_\_\_

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

Attach additional pages if necessary.

Date of conduct which gave rise to this complaint: \_\_\_\_\_

If there are any witnesses to the alleged conduct or if there is anyone else who could provide more information regarding this, please list names, addresses, telephone numbers:

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

What do you think would be an appropriate remedy or resolution for this complaint?

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

*I certify under penalty of perjury that the foregoing and any attachments are true and correct.*

Executed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, at \_\_\_\_\_, Oregon.

**SIGNATURE OF COMPLAINANT** \_\_\_\_\_

## Electronic Communications System

### Definitions

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

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<sup>1</sup>As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

## **General District Responsibilities**

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district's system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. Provide a system for authorizing staff use of personal electronic devices to download or access district proprietary information, that insures the protections of said information and insures its removal from the device when its use is no longer authorized;
4. Provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use on the personal electronic device is no longer authorized, to insure verification that information downloaded has been properly removed from the personal electronic device;
5. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's system;
6. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
7. Install and use desktop and/or server virus detection and removal software;
8. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the superintendent may disable technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate, by completing the Form to Unblock Access to an Instructional Website;
9. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
10. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media, chat rooms and other forms of direct electronic communication;
11. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites and in chat rooms;

12. Determine which users and sites accessible as part of the district's system are most applicable to the curricular needs of the district and may restrict user access, accordingly;
13. Notify appropriate system users that:
  - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications;
  - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
  - c. The district may establish a retention schedule for the removal of e-mail;
  - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
  - e. Information and data entered or stored on the district's computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
  - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
  - g. Passwords used on the district's system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;
  - h. Transmission of any materials regarding political campaigns is prohibited.
14. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the school office ;
15. Notify users of known copyright infringing activities and deny access to or remove the material.

### **System Access**

1. Access to the district's system is authorized to:

Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff and others with administrative approval.

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

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

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

#### **1. Prohibitions**

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:
  - (1) Unauthorized solicitation of funds;
  - (2) Distribution of chain letters;
  - (3) Unauthorized sale or purchase of merchandise and services;
  - (4) Collection of signatures;
  - (5) Membership drives;
  - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
- e. Attempts to send, intentionally access or download any test file or picture or engage in any communication that includes material which may be interpreted as:
  - (1) Harmful to minors.
  - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - (3) A product or service not permitted to minors by law;
  - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
  - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;

- (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
- i. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
- j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

## 2. Guidelines/Etiquette

Appropriate system use etiquette is expected of all users and is explained in district training sessions.

## Complaints

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

## Violations/Consequences

### 1. Students

- a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
- b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
- c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

### 2. Staff

- a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.

- b. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
  - c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
  - d. Violations of ORS 244.040 will be reported to Oregon Government Ethics Commission (OGEC).
3. Others
- a. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
  - b. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

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

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

**Ashland Public Schools**  
**Form to Unblock Access to an Instructional Web-Site**

Name of teacher making request: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Subject Area: \_\_\_\_\_

Web-Site Address: \_\_\_\_\_

Rationale for allowing access to this site:

Explain why this information cannot be located at an alternate site:

Administrative Response:

- ☐ I do not authorize access to this site
- ☐ I authorize access to this site and am forwarding this form to the systems administrator to unblock access to this site.

\_\_\_\_\_  
Authorizing Administrator Signature

\_\_\_\_\_  
Date



**Ashland School District**  
**User Agreement and Parent Permission Form**

As a user of the Ashland School District's computer network, I hereby agree to comply with the above stated rules – communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

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

\_\_\_\_\_  
Date

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Soc Sec #

\_\_\_\_\_  
Street Address

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

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

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

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

Signature \_\_\_\_\_

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

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

\_\_\_\_\_

This space reserved for System Coordinator

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

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

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

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

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

Signature \_\_\_\_\_

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

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

---

---

This space reserved for System Coordinator

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



This page is your Teacher Assigned Technology Guide about technology in our district.

1. The technology in your classroom is assigned to the position you have accepted with ASD. Any requests for changes to the technology assigned need to go to your site administrator not the technology department. Note: sites may not have budgets to change your technology, if a change is requested. There is a technology replacement plan already in place.
2. Your district email account is created as part of a routine we follow with all new hires. HR activates your email account as part of the routine set-up for each new employee. Do not request an email account from the technology department.
3. When your email account is set-up, your log in and password is given to your school's office manager who will, in turn, give it to you. User names are set to legal (not preferred) names and cannot be changed.
4. Lock up all mobile technology. It is easily stolen. Work with your school's administration if you do not have a place to lock it away.
5. The role of the technology department is to support the hardware and programs owned by the district and assigned to you. Do not ask the tech department to set-up any personal devices on the district network. District tech staff cannot work on your personal devices.
6. Do not purchase personal technology with the expectation of using it on the district's network.
7. Check with your school administrator and the technology director before purchasing or accepting any technology (even with school funds or grants/donations). It is important that all technology is supported by the district.
8. Do not use your district email account (@ashland.k12.or.us) as a personal account. All district email falls under the freedom of information act and can be seen when investigating situations.
9. At the end of the school year, you will be asked to turn in your technology. The tech department uses the summer to update technology.

**ASHLAND SCHOOL DISTRICT FUNDRAISING APPROVAL FORM****District Statement Regarding Fundraising Projects:**

Please fill out the questionnaire below for each fundraising activity your group has planned for the year. This form is to be filled out *at least one month prior* to the beginning of any fundraising activity. Submit this form to your building administrator and allow at least one week for approval. If the fundraiser extends beyond a single school or solicits funds from the community, then it requires additional district approval. Fundraisers that go door-to-door asking for donations will not be approved.

=====

Individual Submitting Request \_\_\_\_\_ Telephone \_\_\_\_\_  
*Requestor's Printed Name*

Organization \_\_\_\_\_ Date(s) of Fundraiser \_\_\_\_\_

Purpose \_\_\_\_\_

Focus of Campaign: Community-wide \_\_\_\_\_ School-wide \_\_\_\_\_

Friends & Family \_\_\_\_\_ Business Community \_\_\_\_\_

Type of Activity (describe) \_\_\_\_\_

\_\_\_\_\_

If applicable, fill out:

Location \_\_\_\_\_ How many solicited \_\_\_\_\_

Cost of item/ticket, service, etc. \_\_\_\_\_ Anticipated number of contacts \_\_\_\_\_

Other group(s) involved \_\_\_\_\_

Future fundraisers this year \_\_\_\_\_

Fundraisers done last year \_\_\_\_\_

Adult Advisor \_\_\_\_\_ Date \_\_\_\_\_  
*Advisor's Signature*

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
*Administrator's Signature*

=====

If fundraising extends beyond a single school site, forward to the Superintendent's Office for approval.

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
*Superintendent or Superintendent's Designee*

*Copy all forms to the Superintendent's Office.*

## **Grant Instructions**

**\*\*These instructions do not apply to donations, existing funds, or ASF Grants)**

1. If you are applying for grant fill out **grant application form** first (see below).
2. Have your site administrator approve it with their signature
3. Submit to the Superintendent's secretary.
  - a. Grant applications go first to the accountant who checks for stipulations
  - b. The Superintendent signs off after all stipulations are addressed
  - c. Accountant emails the grant applicant with rules and stipulations once approved
4. Submit your grant
5. Once you get the grant or donation: Submit all paperwork to the DO accountant
6. The grant income may need to put on the next School Board agenda for approval (for amounts that change the estimated revenue amounts in budget).
7. If paying people, follow the **paying for services procedure** (see below) to determine if the person is an independent contractor or a temporary service employee.
8. If an independent contractor, submit **request for services** to the business office who will write a contract, have the person sign it, and then notify you when they are ready to work.
9. If a temporary service employee, administrator submits **Temporary Service PAF** to HR. HR will contact the individual with an offer letter. Once the offer is accepted, HR will arrange for them to be fingerprinted (if needed). When they are clear to work, HR will notify the office manager.

# Approval to Apply for Grant Application Form

Any staff **planning to apply** for a grant must receive prior approval through the Superintendent’s Office. The grant application should be submitted along with this form to the Superintendent’s Office.

Grant Information

Grantor/Sponsor  
Name: \_\_\_\_\_

Name of Grant: \_\_\_\_\_

Award Amount: \_\_\_\_\_

Application Due Date: \_\_\_\_\_

Grant Duration:  
(pending timeline) \_\_\_\_\_

Approval Process and Notification

Grant Applicant:  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School Site:

- ☐ Helman
- ☐ Bellview
- ☐ Walker
- ☐ John Muir
- ☐ Willow Wind Community Learning Center
- ☐ Ashland Middle School
- ☐ Ashland High School
- ☐ Ashland School District

School Principal:

- ☐ Approved
- ☐ Declined

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

Superintendent:

## Paying for services instructions

If you have a service you want to pay for, follow these steps –

1. Check if the person is an independent contractor by using the [Independent Contractor Determination Worksheet](#). If you check boxes in #3 on the worksheet, submit the worksheet to the district's business manager who will make a determination.
2. **If they qualify**, the steps for independent contractor through the district's business office are:
  1. Submit a [Request for Services](#) (RFS) to your site administrator who will submit it to the Business Services department. The following must be included on the RFS:
    - a. Start date
    - b. End date
    - c. Total contract amount
    - d. Budget paying for the service
    - e. Administrator approval
  2. Business Services will give the person a [contract](#) that states start date, end date, total hours allowed to work and rate of pay. The person agrees to a background check and signs the contract.
  3. Once the background check is complete and the contract is signed by both parties, the Business Services Director will contact the administrator to let them know when the employee is cleared to begin work. **Work cannot commence prior to this approval.**
3. If a service **does not** qualify as an independent contractor, they can be paid on a temporary services basis (casual labor). Please note:
  - a. These services do not qualify under either of the district's collective bargaining agreements and must never resemble the job descriptions the district has under our CBAs.
  - b. The service is paid from the [Rates of Pay](#) schedule published each school year by the district office and kept in HR.
  - c. The employee cannot exceed 120 days of work within a 12-month period commencing with the first day of service (OSEA CBA).
  - d. There are associated cost added (PERs, workers comp, etc) on top of the rate of pay that will be paid for by the budget paying for the service.

The steps for temporary service payroll (casual labor) through HR are:

1. Submit a [Personnel Action Form](#) (PAF) to your site administrator who will submit it to the HR department. The following must be included on the PAF:
  - a. Start date
  - b. End date
  - c. Total hours they will work
  - d. Budget paying for the service
  - e. Administrator approval
2. HR will give the person an [offer letter](#) that states start date, end date, total hours allowed to work and rate of pay. The person signs the offer letter.
3. Once the offer letter is signed the person fills out new employee paperwork and is fingerprinted.
4. HR will contact the administrator to let them know when the employee is cleared to begin work. **Work cannot commence prior to this approval.**





## INDEPENDENT CONTRACTOR DETERMINATION WORKSHEET

Provider: Please complete this form along with a W9 if Self-Employed, Partnership, or Professional Corporation to determine whether or not the District can consider contracting with the Provider as an Independent Contractor or if the Provider should be hired as casual labor. Contact Business Services Director at [BusMgr@ashland.k12.or.us](mailto:BusMgr@ashland.k12.or.us).

BUSINESS NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPT PROVIDER IS WORKING WITH: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

INDICATORS OF INDEPENDENT CONTRACTOR STATUS	YES	NO
1. Is the Provider employed by another PERS employer OR has been an employee of Ashland School District within the last 18 months (i.e. paid any money by our payroll department)?	Go to # 2	Go to # 3
2. Is the Provider doing the same work for this project that the Provider did when employed by Ashland School District?	Go to # 4	Go to # 3
3. Does the Provider meet the legal definition of an Independent Contractor (ORS 670.600) as evidenced by the ability to certify to a majority of the statements below? <b>Read the statements below:</b> Check Yes or No as each applies to the Provider. There is no established point as to what answers constitutes an Independent Contractor or Casual Labor -the District will make the final decision.	Go to # 5	Go to # 4
<b>3a. Provider, in the provision of the services:</b>		
Is free from direction and control over the means and manner of providing the services?		
Is customarily engaged in an independently established business?		
Pays his/her own business travel expenses?		
Is licensed under ORS Chapter 671 (Architects; Landscape Professions) or 701 (Construction Contractors) as required, and/or is responsible for obtaining other licenses or certificates?		
<b>3b. Provider, in the independence of the service work shall:</b>		
Maintain a separate business location from the District (a home office is acceptable)?		
Determine how the desired results will be achieved?		
Retain significant control over the means and methods of performing work, including hiring and firing its employees?		
Bear the risk of business loss in providing the services, as shown by factors such as: a) enters into fixed-price contract; b) required to correct defective work; c) provides warranty and/or insurances such as indemnification, liability, performance bonds, or errors and omissions insurance?		
Provide services or do similar work for other agencies with a 12-month period, or routinely engages in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services?		
<b>3c. Provider has a substantial investment in his/her chosen trade or business such as:</b>		
Furnish her/his own tools?		
Independently maintain business registrations, professional or occupational licenses (or both)?		
File Federal and State income tax returns in the name of his/her business?		
<b>4. The Provider must be hired as Casual Labor. Submit PAF to site administrator.</b>		
<b>5. The Provider may be hired as an Independent Contractor. Email or interoffice mail this form to Business Services Director for final determination.</b>		

ASHLAND SCHOOL DISTRICT  
**REQUEST FOR SERVICES**

**Please print; fill in all blanks.**

Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Will the individual be working unsupervised with students? \_\_\_\_ Yes \_\_\_\_ No  
(If yes, contractor must pay fingerprinting fee of \$87)

Services will be provided at (name of site) \_\_\_\_\_

Description of Service (responsibilities; days and hours, if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Services Begin \_\_\_\_\_ Date Services End \_\_\_\_\_ Contract Amount \$ \_\_\_\_\_

Name of District Employee who Hired Individual \_\_\_\_\_

Check funding source: \_\_\_\_ Student body \_\_\_\_ General Fund \_\_\_\_ Title 1 \_\_\_\_ Title 2 \_\_\_\_ SpEd

Account Code \_\_\_\_\_

Signature of Administrator \_\_\_\_\_

Print Name and Title \_\_\_\_\_

\_\_\_\_\_

District Office Use:

Date Received \_\_\_\_\_ Approved By \_\_\_\_\_

**Ashland School District**  
**PAF for Temporary Service**



*Inspiring Learning for Life*

<b>Service Provider Information</b>	Name _____ Address: _____  Phone number: _____  Email: _____
<b>Position</b>	School site/Department Name: _____  Position title: _____ Duties: _____  Start date: _____ End Date: _____  Hours per day _____ Days per week: _____  Total hours to work (not to exceed): _____
<b>Budget</b>	Check all that apply: <input type="checkbox"/> General Fund <input type="checkbox"/> Grant * <input type="checkbox"/> Federal Funds  Budget code: _____  *Name of Grant: _____

Administrator: please do not approve unless all information is included.

Principal, Director, Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

Rate of Pay \_\_\_\_\_

HR Director Approval \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved

☐ Declined

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

# Ashland School District 5

Code: **EHA**  
Adopted: 10/11/04  
Readopted: 5/08/17  
Orig. Code(s): EHA

## **Health Insurance Portability and Accountability Act**

The Board has determined that it meets the definition of a hybrid of covered entities<sup>1</sup> under the Health Insurance Portability and Accountability Act (HIPAA). As the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Oregon Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA).

Additionally, because the district self-insures a health plan, it also meets the health plan definition under HIPAA. Accordingly, the district will safeguard the protected health information<sup>2</sup> of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of protected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures as set forth in Board Policies JO/IGBAB - Education Records/Records of Students with Disabilities, JOA - Directory Information, JOB -Personally Identifiable Information and related administrative regulations.

The superintendent will designate an individual responsible for responding to HIPAA inquiries, complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

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<sup>1</sup>A “covered entity” is an entity subject to HIPAA. These include those entities defined under the Act as a health plan, health-care clearinghouse, health-care provider or a hybrid entity. A hybrid of covered entities is a single legal entity that is a covered entity and whose covered functions are not its primary function. Self-insured health plans and Internal Revenue Service Section 125 plans with 50 or more participants operated or maintained by public schools entities are covered health plans for HIPAA privacy rule purposes. Similarly, any provider of services, a provider of medical or health services as defined in section 1861 of the Act, 42 U.S.C. § 1395X(s)(5) and any person or organization who furnishes, bills or is paid for health care in the normal course as defined by 45 C.F.R. § 160.103 is also subject to HIPAA requirements as a health-care provider. District’s should review their programs and services with their legal counsel in determining HIPAA applicability.

<sup>2</sup>“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. Protected health information excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g, and employment records held by a covered entity in its role as employer.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual's hiring, and to those employees when their duties may be impacted by a change in the district's policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual's protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.

The superintendent will ensure that satisfactory assurance has been obtained from any business associate<sup>3</sup> performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district's contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the protected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district's responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of law. The procedures shall include provisions for record keeping, documentation of the district's compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

END OF POLICY

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<sup>3</sup>A "business associate" means a person who on behalf of such covered entity or of an organized health-care arrangement in which the covered entity participates, but other than in the capacity of a member of the workforce of such covered entity or arrangement, performs or assists in the performance of: (1) a function or activity involving the use or disclosure of individually identifiable health information, including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, billing, benefit management, practice management and repricing; or (2) any other function or activity regulated by HIPAA.

**Legal Reference(s):**

[ORS 332.107](#)

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d-d-8 (2006); 45 C.F.R. Parts 160, 164 (2006).  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34  
C.F.R. Part 99 (2011).

# Staff/Volunteer Injury Report

Ashland School District 885 Siskiyou Blvd., Ashland, OR 97520  
541-482-2811

(Fact-finding Not Fault-finding)

EMPLOYEE

DEPARTMENT

ACCIDENT LOCATION

DATE OF INJURY

ACCIDENT REPORTED TO

DATE ACCIDENT REPORTED

JOB TITLE

DATE OF HIRE

SUPERVISOR

TIME OF INJURY

HOW REPORTED

TIME REPORTED 801 FILED? Y ( ) N ( )

## PART(S) OF BODY AFFECTED

### Head/Neck

### Left Side

### Right Side

( ) Scalp ( ) ( )  
( ) Neck ( ) ( )  
( ) Ears ( ) ( )  
( ) Eyes ( ) ( )  
( ) Mouth ( ) ( )  
( ) Teeth ( ) ( )  
( ) Face ( ) ( )

### Upper Extremities

### Left Side

### Right Side

( ) Shoulder ( ) ( )  
( ) Upper Arm ( ) ( )  
( ) Elbow ( ) ( )  
( ) Forearm ( ) ( )  
( ) Wrist ( ) ( )  
( ) Hand ( ) ( )  
( ) Fingers ( ) ( )

### Lower Extremities

### Left Side

### Right Side

( ) Thigh ( ) ( )  
( ) Lower Leg ( ) ( )  
( ) Knee ( ) ( )  
( ) Ankle ( ) ( )  
( ) Foot/Toes ( ) ( )

### Trunk

### Left Side

### Right Side

( ) Lower Back ( ) ( )  
( ) Upper Back ( ) ( )  
( ) Chest ( ) ( )  
( ) Abdomen ( ) ( )  
( ) Hip ( ) ( )  
( ) Groin ( ) ( )

## NATURE OF INJURY

( ) Cut ( ) Foreign Body in Eye or Sliver  
( ) Scrape ( ) Burn  
( ) Bruise ( ) Electric Shock  
( ) Skin Rash ( ) Pain in Body Part Identified at Left  
( ) Difficulty Breathing ( ) Jammed Finger or Toe  
( ) Numbness ( ) Inflammation

Has individual injured this part(s) of the body previously or is there any pre-existing condition that could affect injury? Y ( ) N ( )  
Identify:

## CONTRIBUTING FACTORS

( ) Machinery Defect (Save defective parts & pieces)  
( ) Tool or Equipment Broke (Save broken parts & pieces)  
( ) Equipment Guarding  
( ) Proper Tools/Equipment Not Available  
( ) Floor, Work Surface, or Walking Surface  
( ) Housekeeping  
( ) Lighting  
( ) Clothing or Jewelry

## WORK BEHAVIOR AT TIME OF INJURY

*(Please check all items that pertain)*

( ) Lifting  
( ) Carrying  
( ) Reaching  
( ) Pushing  
( ) Pulling  
( ) Bending or Twisting (circle correct item)  
( ) Running  
( ) Stepping (walking or moving from one level to another)  
( ) Typing  
( ) Other Repetitive Motion Tasks  
( ) Jumping  
( ) Driving (If so, what vehicle?)  
( ) Operating Equipment  
( ) Innocent Bystander  
( ) Other \_\_\_\_\_

**Employee may have a copy of the signed form.**

### **SAFETY EQUIPMENT IN USE**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Gloves      | <input type="checkbox"/> Respirator             |
| <input type="checkbox"/> Face Shield | <input type="checkbox"/> Seat Belt              |
| <input type="checkbox"/> Apron       | <input type="checkbox"/> Safety Glasses/Goggles |

EXPLAIN WHAT EMPLOYEE WAS DOING JUST PRIOR TO & AT THE TIME OF THE ACCIDENT  
(USE SEQUENCE OF EVENTS. PLEASE BE SPECIFIC)

HOW LONG HAS EMPLOYEE WORKED AT THIS SPECIFIC JOB?

HAVE THERE BEEN NEAR-MISSES OR MINOR ACCIDENTS IN THIS SAME ACTIVITY? HAS ANY ACTION  
BEEN TAKEN?

WHAT DOES EMPLOYEE THINK CAN BE DONE TO PREVENT RECURRENCE?

SUPERVISOR'S COMMENTS ON CORRECTIVE ACTION:

PROVIDE WITNESS INFORMATION ON SEPARATE PAPER

Injured Employee's Signature	_____	DATE
Supervisor's Signature	_____	DATE
Manager's Signature	_____	DATE

### **SAFETY COMMITTEE EVALUATION**

#### **CORRECTIVE ACTION NEEDED**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Improve Design           | <input type="checkbox"/> Improve Housekeeping      | <input type="checkbox"/> Safety Devices                | <input type="checkbox"/> Pers. Prot. Equipment    |
| <input type="checkbox"/> Repair or Replace Equip. | <input type="checkbox"/> More Direct Supervision   | <input type="checkbox"/> Job Safety Analysis           | <input type="checkbox"/> Maintain Clean Work Area |
| <input type="checkbox"/> Training                 | <input type="checkbox"/> Establish Rule/Procedures | <input type="checkbox"/> Discipline (Rule Enforcement) |   |

#### **SAFETY EQUIPMENT**

- ☐ Availability of Equipment
- ☐ Proper Equipment
- ☐ Not in Use
- ☐ Training Required

#### **SAFETY RULES**

- ☐ Adequate
- ☐ Inadequate
- ☐ Not Understood
- ☐ Enforcement Issue

**RECOMMENDATION(S):**





## For SAIF Customer Use

Area \_\_\_\_\_

Dept. \_\_\_\_\_

Shift \_\_\_\_\_ CC \_\_\_\_\_

 CLAIM NO. \_\_\_\_\_  
 SUBJECT DATE \_\_\_\_\_  
 CLASS \_\_\_\_\_  
 DEFAULT DATE \_\_\_\_\_  
 EMPLOYER'S  
 ACCOUNT NO. \_\_\_\_\_

Email: saif801@saif.com

Toll-free phone: 1.800.285.8525

Toll-free FAX: 1.800.475.7785

# Report of Job Injury or Illness

Workers' compensation claim

## Worker

To make a claim for a work-related injury or illness, fill out the worker portion of this form and give to your employer. **If you do not intend to file a workers' compensation claim with SAIF Corporation, do not sign the signature line.** Your employer will give you a copy.

1. Date of injury or illness:	2. Date you left work:	3. Time you began work on day of injury:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	4. Regularly scheduled days off:	<b>DEPT USE:</b> Emp Ins Occ Nat Part Ev Src 2src
5. Time of injury or illness:	6. Time you left work:	7. Shift on day of injury:	(from) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. (to) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	
8. What is your illness or injury? What part of the body? Which side? (Example: sprained right foot) <input type="checkbox"/> Left <input type="checkbox"/> Right				9. Check here if you have more than one job: <input type="checkbox"/>	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: Fell 10 feet when climbing an extension ladder carrying a 40-pound box of roofing materials)					
<b>Information ABOVE this line: date of death, if death occurred; and Oregon OSHA case log number must be released to an authorized worker representative upon request.</b>					
11. Your legal name:		12. Worker's language preference other than English: <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify):		13. Birthdate:	14. Gender: <input type="checkbox"/> M <input type="checkbox"/> F
15. Your mailing address, city, state and zip:				16. Home phone:	
17. Social Security no. (see back*):		18. Occupation:		19. Work phone:	
20. Names of witnesses:					
21. Name and phone number of health insurance company:			22. Name and address of health care provider who treated you for the injury or illness you are now reporting:		
23. Have you previously injured this body part? <input type="checkbox"/> Yes <input type="checkbox"/> No					
24. Were you hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No					
25. Were you treated in the emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>26. By my signature,</b> I am making a claim for worker's compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers and other custodians of claim records to release relevant medical records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. <b>Notice:</b> Relevant medical records include records of prior treatment for the same conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law requires separate authorization.					
27. Worker signature:		28. Completed by (please print):		29. Date:	

## Employer

Complete the rest of this form and give a copy of the form to the worker. Notify SAIF Corporation within five days of knowledge of the claim. Even if the worker does not wish to file a claim, maintain a copy of this form.

30. Employer legal business name: JACKSON COUNTY SCHOOL DISTRICT #5		31. Phone: 541-201-3246		32. FEIN: 93-6000507	
33. If worker leasing company, list client business name:				34. Client FEIN:	
35. Address of principal place of business (not P.O. Box): 885 SISKIYOU BLVD, ASHLAND OR 97520				36. Insurance policy no.: 852671	
37. Street address from which worker is/was supervised: ZIP:				38. Nature of business in which worker is/was supervised: PUBLIC SCHOOL DIST	
39. Address where event occurred:					
40. Was injury caused by failure of a machine or product, or by a person other than the injured worker? <input type="checkbox"/> Yes <input type="checkbox"/> No				41. Class code:	
42. Were other workers injured? <input type="checkbox"/> Yes <input type="checkbox"/> No		43. Did injury occur during course and scope of job? <input type="checkbox"/> Unknown <input type="checkbox"/> Yes <input type="checkbox"/> No		44. OSHA 300 log case no:	
45. Date employer knew of claim:		46. Worker's weekly wage: \$		47. Date worker hired:	
48. If fatal, date of death					
49. Return-to-work status: Not returned <input type="checkbox"/> Regular Date: <input type="checkbox"/> Modified Date: <input type="checkbox"/>				50. If returned to modified work, is it at regular hours and wages? <input type="checkbox"/> Yes <input type="checkbox"/> No	
51. Employer signature:		52. Name and title (please print):		53. Date:	

# A guide for workers recently hurt on the job

The following information is provided by SAIF Corporation at the request of the Workers' Compensation Division

**saif**corporation

400 High St. SE, Salem, OR 97312

## How do I file a claim?

- Notify your employer and a health care provider of your choice about your job-related injury or illness as soon as possible. Your employer cannot choose your health care provider for you.
- Ask your employer the name of its workers' compensation insurer.
- Complete **Form 801, "Report of Job Injury or Illness,"** available from your employer and **Form 827, "Worker's and Physician's Report for Workers' Compensation Claims,"** available from your health care provider.

## How do I get medical treatment?

- You may receive medical treatment from the health care provider **of your choice**, including:
  - Authorized nurse practitioners
  - Chiropractors
  - Medical doctors
  - Naturopaths
  - Oral surgeons
  - Osteopathic doctors
  - Physician assistants
  - Podiatrists
  - Other health care providers
- The insurance company may enroll you in a managed care organization at any time. If it does, you will receive more information about your medical treatment options.

## Are there limitations to my medical treatment?

- **Health care providers may be limited in how long they may treat you and whether they may authorize payments for time off work.** Check with your health care provider about any limitations that may apply.
- **If your claim is denied, you may have to pay for your medical treatment.**

## If I can't work, will I receive payments for lost wages?

- You may be unable to work due to your job-related injury or illness. In order for you to receive payments for time off work, your health care provider must send written authorization to the insurer.
- Generally, you will not be paid for the first three calendar days for time off work.
- You may be paid for lost wages for the first three calendar days if you are off work for 14 consecutive days or hospitalized overnight.
- If your claim is denied within the first 14 days, you will not be paid for any lost wages.
- Keep your employer informed about what is going on and cooperate with efforts to return you to a modified- or light-duty job.

## What if I have questions about my claim?

- SAIF Corporation or your employer should be able to answer your questions. Call SAIF Corporation at 800.285.8525.
- If you have questions, concerns, or complaints, you may also call any of the numbers below:

### **Ombudsman for Injured Workers:**

#### **An advocate for injured workers**

Toll-free: 800.927.1271

Email: [oiw.questions@oregon.gov](mailto:oiw.questions@oregon.gov)

#### **Workers' Compensation Compliance Section**

Toll-free: 800.452.0288

Email: [workcomp.questions@oregon.gov](mailto:workcomp.questions@oregon.gov)

### **\* Do I have to provide my Social Security number on Forms 801 and 827? What will it be used for?**

You do not need to have an SSN to get workers' compensation benefits. If you have an SSN, and don't provide it, the Workers' Compensation Division (WCD) of the Department of Consumer and Business Services will get it from your employer, the workers' compensation insurer, or other sources. WCD may use your SSN for: quality assessment, correct identification and processing of claims, compliance, research, injured worker program administration, matching data with other state agencies to measure WCD program effectiveness, injury prevention activities, and to provide to federal agencies in the Medicare program for their use as required by federal law. The following laws authorize WCD to get your SSN: the Privacy Act of 1974, 5 USC § 552a, Section (7)(a)(2)(B); Oregon Revised Statutes chapter 656; and Oregon Administrative Rules chapter 436 (Workers' Compensation Board Administrative Order No. 4-1967).



## Key Check Form

Name: \_\_\_\_\_ Cell: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Position: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Site: \_\_\_\_\_

Date Checked Out	Initials	Key #	Access to:	Date Returned/Checked	Initials

Staff handbook states:

1. The duplication of keys is prohibited.
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock or lock doors, etc.
4. Loss of stolen keys must be reported to the principals 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 before any charges are assessed.
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours.
6. Charges for lost or stolen keys will be made to the staff member to whom the key (s) has been issued, in the following amounts:
  - a. Room or other keys – (\$10)
  - b. Master key – (\$45)
  - c. Maximum charge – (\$60)
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys, as appropriate.

I have read and understand the above district policy.

Signature: \_\_\_\_\_

*Check if appropriate:*

☐ Volunteer: My facilities use agreement ends on \_\_\_\_\_. I will return keys within three business days of this date.



## LOST KEY FORM

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

SITE: \_\_\_\_\_

DATE key lost: \_\_\_\_\_

CIRCUMSTANCES SURROUNDING LOSS (Include where you may have lost them):

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

Was anything attached to the keys that would link them to you or ASD?: YES\_\_\_\_NO\_\_\_\_

Physical description of key chain/ring: \_\_\_\_\_

	Building	Room #	Key #	Quantity
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:

- a. Room or other keys - (\$10)
- b. Master key - (\$45)
- c. Maximum charge (\$60)

Fee Charges: \_\_\_\_\_ Account Code: \_\_\_\_\_

I authorize the Ashland School District to deduct the fee from my paycheck to cover the cost of the lost/stolen key(s).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Ashland School District 5

Code: **KJA-AR**

Revised/Reviewed: 9/12/05; 7/10/16; 6/12/17

Orig. Code(s): KJA-AR

## Materials Distribution Guidelines

The district recognizes that the community provides many worthwhile programs and activities for youth. In order to provide families with access to information about these programs and activities, the district agrees to distribute materials from nonschool organizations under the following conditions:

1. The program or activity is designed to serve school aged children.
2. The sponsoring agency should be clearly identified. In general, it is preferred that agencies have nonprofit status and provide financial assistance and/or scholarships to qualifying students. Programs and activities sponsored by individuals or groups that are not nonprofit will be considered on a case-by-case basis, and may be asked to provide additional information and documentation about their offerings.
3. Each agency must submit the following information to the district on an annual basis prior to any materials being approved for distribution. These materials will be filed at the district office after they are reviewed and approved, and must be updated annually in July of each year.
  - a. Proof of nonprofit status;
  - b. Description of financial assistance program and criteria to be used to determine if students qualify for assistance;
  - c. Hiring and screening procedures for staff that will be working with students;
  - d. Contact information for the program administration including names, addresses, telephone numbers, and e-mail addresses.
4. Once all items outlined in 3. above have been submitted and approved, materials can be submitted to the district office for approval. Materials should be submitted at least two weeks prior to the planned distribution date.
5. All materials to be distributed must include the following disclaimer in 12-point, bold faced type:

*This flyer is distributed to Ashland School District students as a courtesy to parents per board policy. Ashland School District does not endorse or sponsor community activities including any described in this flyer. If you have questions regarding this policy, please contact your child's Principal.*
6. Once materials have been approved for distribution, it is the responsibility of the program sponsor to provide the appropriate number of copies for each classroom that will be distributing the materials. Information about each school, the number of classrooms and the number of students in each classroom is available at the reception desk in the district office, and can be obtained after the materials have been approved for distribution.

7. The director of student services will be responsible for the administration of the materials distribution policy. The director will seek a community volunteer to assist in the collection of information outlined in 3. above and in the approval of materials to be distributed. The director will have the responsibility for final approval and disapproval of all materials submitted for distribution.
8. The director of student services will prepare a report, to be submitted to the Board, outlining the administration of the policy, including any problems or concerns that have occurred during the year.

ASHLAND PUBLIC SCHOOLS



DIRECT DEPOSIT AUTHORIZATION FORM

<b>Name:</b>		<b>Social Security Number</b>	
<b>Email Address:</b>		<b>Phone Number:</b>	
<b>Street Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Please indicate the type of agreement being authorized by placing an "x" next to the appropriate field:</b> <input type="checkbox"/> New Authorization <input type="checkbox"/> Change of Account Information <input type="checkbox"/> Cancel Authorization			
<b>Bank Name</b>			
<b>Account Number</b>		<b>Nine Digit Routing Number</b>	
<b>Branch</b>		<b>Type of Account</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

By signing this form, I understand that I will not receive a paper copy of my direct deposit voucher. My voucher will be emailed to my district email address. If I do not have a district email address, my voucher will be emailed to the email address provided above. If my email address should change, I will notify the district in writing. The district is not responsible for any undeliverable email.

I wish to receive my net paycheck by Direct Deposit. I hereby authorize Ashland School District to originate electronic credit transactions to my bank (or credit union or savings & loan) account indicated below and to credit the same to such account. This authority is to remain in full force and effect until Ashland School District has received written notification from me of its termination in such time as to afford Ashland School District and my bank a reasonable opportunity to act. **I understand that claims submitted with change may be delayed one full pay period while Ashland School District completes a zero dollar transaction with my financial institution to confirm the validity of this account.**

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

**Please attach a copy of a voided check in the space below. Please do not send a deposit slip as sometimes the routing numbers are different from that of your checks.**

ADMINI

**JAMES C. MORRISON**  
1765 SHERIDAN DR.  
YOUR CITY, U.S.A. 04093

141  
80-1847/865

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_

MEMO \_\_\_\_\_

**0865184771** **0141** **1000000000**

Bank Routing or ABA number; will have symbols on each side and is always nine digits long with a 0, 1, 2, or 3.

Check number, usually 4-5 digits. Will also appear in upper right corner of the check.

Your account number. Will have symbol on at least one side. Can be up to 17 digits. NOTE: Check number may appear with the account number field or to the right of the account number.

**SAMPLE VOID**

## Paying for services instructions

If you have a service you want to pay for, follow these steps –

1. Check if the person is an independent contractor by using the [Independent Contractor Determination Worksheet](#). If you check boxes in #3 on the worksheet, submit the worksheet to the district's business manager who will make a determination.
2. **If they qualify**, the steps for independent contractor through the district's business office are:
  1. Submit a [Request for Services](#) (RFS) to your site administrator who will submit it to the Business Services department. The following must be included on the RFS:
    - a. Start date
    - b. End date
    - c. Total contract amount
    - d. Budget paying for the service
    - e. Administrator approval
  2. Business Services will give the person a [contract](#) that states start date, end date, total hours allowed to work and rate of pay. The person agrees to a background check and signs the contract.
  3. Once the background check is complete and the contract is signed by both parties, the Business Services Director will contact the administrator to let them know when the employee is cleared to begin work. **Work cannot commence prior to this approval.**
3. If a service **does not** qualify as an independent contractor, they can be paid on a temporary services basis (casual labor). Please note:
  - a. These services do not qualify under either of the district's collective bargaining agreements and must never resemble the job descriptions the district has under our CBAs.
  - b. The service is paid from the [Rates of Pay](#) schedule published each school year by the district office and kept in HR.
  - c. The employee cannot exceed 120 days of work within a 12-month period commencing with the first day of service (OSEA CBA).
  - d. There are associated cost added (PERs, workers comp, etc) on top of the rate of pay that will be paid for by the budget paying for the service.

The steps for temporary service payroll (casual labor) through HR are:

1. Submit a [Personnel Action Form](#) (PAF) to your site administrator who will submit it to the HR department. The following must be included on the PAF:
  - a. Start date
  - b. End date
  - c. Total hours they will work
  - d. Budget paying for the service
  - e. Administrator approval
2. HR will give the person an [offer letter](#) that states start date, end date, total hours allowed to work and rate of pay. The person signs the offer letter.
3. Once the offer letter is signed the person fills out new employee paperwork and is fingerprinted.
4. HR will contact the administrator to let them know when the employee is cleared to begin work. **Work cannot commence prior to this approval.**





## INDEPENDENT CONTRACTOR DETERMINATION WORKSHEET

Provider: Please complete this form along with a W9 if Self-Employed, Partnership, or Professional Corporation to determine whether or not the District can consider contracting with the Provider as an Independent Contractor or if the Provider should be hired as casual labor. Contact Business Services Director at [BusMgr@ashland.k12.or.us](mailto:BusMgr@ashland.k12.or.us).

BUSINESS NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPT PROVIDER IS WORKING WITH: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX: \_\_\_\_\_

INDICATORS OF INDEPENDENT CONTRACTOR STATUS	YES	NO
<b>1.</b> Is the Provider employed by another PERS employer OR has been an employee of Ashland School District within the last 18 months (i.e. paid any money by our payroll department)?	Go to # 2	Go to # 3
<b>2.</b> Is the Provider doing the same work for this project that the Provider did when employed by Ashland School District?	Go to # 4	Go to # 3
<b>3.</b> Does the Provider meet the legal definition of an Independent Contractor (ORS 670.600) as evidenced by the ability to certify to a majority of the statements below? <b>Read the statements below:</b> Check Yes or No as each applies to the Provider. There is no established point as to what answers constitutes an Independent Contractor or Casual Labor -the District will make the final decision.	Go to # 5	Go to # 4
<b>3a. Provider, in the provision of the services:</b>		
Is free from direction and control over the means and manner of providing the services?		
Is customarily engaged in an independently established business?		
Pays his/her own business travel expenses?		
Is licensed under ORS Chapter 671 (Architects; Landscape Professions) or 701 (Construction Contractors) as required, and/or is responsible for obtaining other licenses or certificates?		
<b>3b. Provider, in the independence of the service work shall:</b>		
Maintain a separate business location from the District (a home office is acceptable)?		
Determine how the desired results will be achieved?		
Retain significant control over the means and methods of performing work, including hiring and firing its employees?		
Bear the risk of business loss in providing the services, as shown by factors such as: a) enters into fixed-price contract; b) required to correct defective work; c) provides warranty and/or insurances such as indemnification, liability, performance bonds, or errors and omissions insurance?		
Provide services or do similar work for other agencies with a 12-month period, or routinely engages in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services?		
<b>3c. Provider has a substantial investment in his/her chosen trade or business such as:</b>		
Furnish her/his own tools?		
Independently maintain business registrations, professional or occupational licenses (or both)?		
File Federal and State income tax returns in the name of his/her business?		
<b>4.</b> The Provider must be hired as Casual Labor. Submit PAF to site administrator.		
<b>5.</b> The Provider may be hired as an Independent Contractor. Email or interoffice mail this form to Business Services Director for final determination.		

ASHLAND SCHOOL DISTRICT  
**REQUEST FOR SERVICES**

**Please print; fill in all blanks.**

Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Will the individual be working unsupervised with students? \_\_\_\_ Yes \_\_\_\_ No  
(If yes, contractor must pay fingerprinting fee of \$87)

Services will be provided at (name of site) \_\_\_\_\_

Description of Service (responsibilities; days and hours, if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Services Begin \_\_\_\_\_ Date Services End \_\_\_\_\_ Contract Amount \$ \_\_\_\_\_

Name of District Employee who Hired Individual \_\_\_\_\_

Check funding source: \_\_\_\_ Student body \_\_\_\_ General Fund \_\_\_\_ Title 1 \_\_\_\_ Title 2 \_\_\_\_ SpEd

Account Code \_\_\_\_\_

Signature of Administrator \_\_\_\_\_

Print Name and Title \_\_\_\_\_

\_\_\_\_\_

District Office Use:

Date Received \_\_\_\_\_ Approved By \_\_\_\_\_

**Ashland School District**  
**PAF for Temporary Service**



*Inspiring Learning for Life*

<b>Service Provider Information</b>	Name _____ Address: _____  Phone number: _____  Email: _____
<b>Position</b>	School site/Department Name: _____  Position title: _____ Duties: _____  Start date: _____ End Date: _____  Hours per day _____ Days per week: _____  Total hours to work (not to exceed): _____
<b>Budget</b>	Check all that apply: <input type="checkbox"/> General Fund <input type="checkbox"/> Grant * <input type="checkbox"/> Federal Funds  Budget code: _____  *Name of Grant: _____

Administrator: please do not approve unless all information is included.

Principal, Director, Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

Rate of Pay \_\_\_\_\_

HR Director Approval \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved

☐ Declined

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

# Ashland School District 5

Code: **GBN/JBA-AR**  
Revised/Reviewed: 12/01/04; 5/08/17  
Orig. Code(s): GBN/JBA-AR

## Sexual Harassment Complaint Procedure

Principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.
- Step 2 The district official receiving the information or complaint shall promptly initiate an investigation. He/She 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 and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

- Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 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 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 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 within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

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

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or the Oregon Department of Human Services as possible child abuse. In the event the superintendent is the subject of the investigation, reports, when required, shall be made by the Board chair.

**Ashland School District**  
**885 Siskiyou Boulevard, Ashland, OR 97520-2197 | 541-482-2811**

**SEXUAL HARASSMENT COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

Description of misconduct: \_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

Any other information: \_\_\_\_\_

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

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

**Ashland School District**  
**885 Siskiyou Boulevard, Ashland, OR 97520-2197 | 541-482-2811**

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Ashland School District 5

Code: **DLC-AR**

Revised/Reviewed: 12/01/04; 5/08/17

Orig. Code(s): DLC-AR

## **Staff Expense Reimbursement**

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business.

### **In-District Travel - Use of Private Vehicles**

1. Staff will use district-owned vehicles, whenever possible, in conducting district business that requires travel within district boundaries.
2. Private vehicles may be used in conducting district business only with prior principal approval. In-district travel approval may be granted by the principal for individual trips or by blanket approval, as deemed appropriate.
3. Travel in a private vehicle for the purpose of conducting district business may be approved when:
  - a. A district vehicle is not available;
  - b. The destination is not conveniently accessible by commercial carrier;
  - c. Various points must be visited and commercial carrier schedules are such that the use of commercial carrier transportation is not practical;
  - d. Carrying articles by commercial carrier would not be feasible;
  - e. Commercial travel is deemed to be less economical.

### **Out-of-District Travel (In-state) – Use of Private Vehicles**

1. Staff will use district-owned vehicles, whenever possible, in conducting approved district business that requires in-state travel outside district boundaries.
2. Private vehicles may be used only with prior site administrator approval. Out-of-district travel approval may be granted by the site administrator for individual trips or by blanket approval, as deemed appropriate.

### **Out-of-State Travel**

Out-of-state travel requires prior superintendent approval.



## **Insurance Coverage**

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct district business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of the district for damages resulting from vehicle accidents is not the same as set forth in the district's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.

## **Meals and Meetings**

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities not to exceed 15 percent. Alcoholic beverages will not be reimbursed by the district. See Expense Reimbursement Request and Accounting Procedures below and limitations per applicable employee collective bargaining agreements.
2. Expenses in excess of the district's established limit are ordinarily the responsibility of the employee and may be reimbursed only with superintendent approval. Original itemized receipts for all meal expenses must be secured and attached to the claim.

## **Reservations, Commercial Carrier and Lodging**

1. Travel and lodging must be conducted in the most expeditious and cost-effective manner, as determined by the district.
2. The district prohibits the accrual of travel credits for individuals traveling on approved district business.

## **Vehicle Rentals**

Rental vehicles may be used only when use will effect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible. All vehicle rentals must be arranged through the district business office. Any additional costs incurred for other usage will be the personal responsibility of the traveler.

## **Cancelled Trips**

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.

## **Personal Travel Combined with District Business Travel**

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is not traveling by the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by not traveling by the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other personal leave may be taken in conjunction with approved district travel subject to the following:
  - a. Time delays related to approved district business are charged as working time even if no work is performed;
  - b. If the employee does not travel by the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
  - c. All subsistence and local transportation (e.g., taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
  - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
  - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited or submit a request for other expense reimbursement.

## **Expense Reimbursement Request and Accounting Procedures**

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the principal/supervisor in writing. Original itemized receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 10 working days of the conclusion of the trip.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed only if they are incurred while conducting district business. A travel expense report must be submitted which includes:

- a. Names of guests;
  - b. Organizations involved;
  - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report.
4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than the employee's last working day of the school year. Reimbursement claims later than that will be denied.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable.

### **Reimbursable Expense Limitations**

1. Meal and lodging expenses may be reimbursed subject to the limitations in current collective bargaining agreements.
2. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by the district.
3. Other expenses, such as toll charges or parking fees, may be reimbursed if length of trip or circumstances demand.
4. Lodging will be reimbursed at rates per applicable employee collective bargaining agreements. Reimbursements will not include charges for personal telephone calls, in-room movie rentals or other personal expenses not related to district business.

## Employee Leave Request

Name \_\_\_\_\_

Position \_\_\_\_\_

Building \_\_\_\_\_

Date Submitted \_\_\_\_\_

### Type of Request

- ☐ Personal Leave
- ☐ Vacation/Non-Duty
- ☐ Leave W/O Pay
- ☐ Association/Union
- ☐ Military Duty (attach verification)
- ☐ Bereavement (relationship) \_\_\_\_\_
- ☐ Classroom Extension (field trip or other activity that extends the classroom)
- ☐ Staff Development – select type:
  - ☐ Conference
  - ☐ Workshop
  - ☐ School visitation
  - ☐ Class observation
- ☐ Program Development – select type:
  - ☐ curriculum work
  - ☐ committee work
- ☐ Athletic Leave – select type:
  - ☐ clinic
  - ☐ coaching
  - ☐ other \_\_\_\_\_
- ☐ Other (Specify) \_\_\_\_\_

Justification for Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complete Applicable Sections**

Dates Absent From Duty \_\_\_\_\_

Conference \_\_\_\_\_

Location \_\_\_\_\_

Substitute Required ☐ Yes ☐ No

Days Absent - Year to Date \_\_\_\_\_

Future Absences Anticipated \_\_\_\_\_

**Funding Requested**

Transportation \$ \_\_\_\_\_

☐ District Car☐ Private Car*(attach a copy of personal insurance information)*

Lodging and Meals \$ \_\_\_\_\_

*(Submit receipts attached to CO-40 upon return.**Refer to applicable employee bargained agreement for limits.)*

Registration \$ \_\_\_\_\_

*(Please attach registration form to CO-40 and send it to district office in advance.)*

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

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**Disposition of Request**☐ Approved ☐ Denied\_\_\_\_\_  
Principal/Supervisor's Signature\_\_\_\_\_  
Date

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**Instructions**

Submit form to Principal/Supervisor for signature.

Send one copy to: District Office, Principal, Employee



# Ashland School District

*inspiring learning for life...*

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## PRE-APPROVAL OF PERSONAL REIMBURSEMENT FOR SPECIAL EVENTS

*Only the Business Manager can approve personal reimbursements of District funds.*

*If purchases are not pre-approved, no reimbursement will be issued.*

**ORIGINAL RECEIPTS MUST BE ATTACHED – COPIES WILL NOT BE ACCEPTED**

Name of Event:	
Date of Event:	
Request From: (Print)	
Date:	
Signature: (Required)	

Vendor, if known:	
List of Purchases:	
Account Number:	
Amount Requested:	
Amount Approved:	
Business Manager Approval:	

# Ashland School District 5

Code: **JFCJ**  
Adopted: 6/09/14  
Readopted: 6/12/17  
Orig. Code(s): JFCJ

## **Weapons in the Schools\*\***

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

For purposes of this policy, and as defined by state and federal law, weapon includes:

1. A “dangerous weapon” means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;
2. A “deadly weapon” means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;
3. A “firearm” means any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device.
4. A “destructive device” means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district’s replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

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

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

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA/JGEA - Discipline of Disabled Students, and accompanying administrative regulation.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the Board and conducted on district property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports.

The district may post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.015](#)  
[ORS 166.210](#) to -166.370  
[ORS 166.382](#)  
[ORS 332.107](#)  
[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)

[ORS 339.315](#)  
[ORS 339.327](#)  
[ORS 809.135](#)  
[ORS 809.260](#)  
  
[OAR 581-021](#)-0050 to -0075

[OAR 581-053](#)-0010(5)  
[OAR 581-053](#)-0230(9)(k)  
[OAR 581-053](#)-0330(1)(r)  
[OAR 581-053](#)-0430(17)  
[OAR 581-053](#)-0531(16)  
[OAR 581-053](#)-0630

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).  
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).  
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2006).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

**Cross Reference(s):**

JFCM - Threats of Violence  
JGDA/JGEA - Discipline of Students with Disabilities