

HARRISBURG SCHOOL DISTRICT 7

# STAFF HANDBOOK

---

2024-2025



Go Eagles!

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*District Policies can be found  
on the district's website at  
[www.Harrisburg.k12.or.us](http://www.Harrisburg.k12.or.us)*

## **WE NEED APPENDICES**

### **APPENDIX**

SUPERVISION CHART	Appendix A
DISTRICT CALENDAR	Appendix B
801 FORM/INCIDENT FORM	Appendix C
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Is this page needed?

## PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

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

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

## EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity and treatment will be provided in recruiting, hiring, retaining, transferring, promoting and training of all employees regardless of race, national origin, religion, sex, sexual orientation<sup>1</sup>, age, marital status and disability that does not preclude performance of bona fide requirements of the position

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

*Steve Woods*, Superintendent

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

# ACADEMIC EQUITY & ACCESS

We believe that every student, staff member and community stakeholder should be treated equitably. Our focus is to eliminate disparities among all groups. Our initial focus is a toolkit for staff providing resources and professional development to understand and address issues of equity and academic excellence across the district.

## Equity Lens

### Mission

Harrisburg School District strives for academic excellence, outstanding character, and strong relationships between staff, students, families, and community while supporting students in pursuit of success and fulfillment.

### Vision

Harrisburg School District is committed to excellence for all students with the paradigm that “Together, we empower all students to succeed.”

### Purpose

The Equity Lens is a tool to (a) provide a common vocabulary and protocol for evaluating policies, programs, practices and decisions for equity and (b) produce policies, programs, practices and decisions which result in more equitable outcomes.

### Procedure

For any policy, program, practice or decision, consider the following five questions:

1. Who are the groups affected by this policy, program, practice or decision? And what are the potential impacts on these groups?
2. Does this policy, program, practice or decision ignore or worsen existing disparities or produce other unintended consequences?
3. How have you intentionally involved stakeholders who are also members of the communities affected by this policy, program, practice or decision? Can you validate your assessments in (1) and (2)?
4. What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)
5. How will you (a) mitigate the negative impacts and (b) address the barriers identified above?

*eq·ui·ty ek-wi-tee*, noun.

Just and fair inclusion. An equitable society is one in which all can participate and prosper. The goals of equity must be to create conditions that allow all to reach their full potential. In short, equity creates a path from hope to change.

## **DISTRICT GOALS**

The district shall maintain a coordinated valid and reliable data-driven K-12 program designed to improve student achievement, support students' academic growth beyond proficiency in academic content standards, encourage their attainment of individual goals and to successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

The district will work with staff, parents and community members to develop district goals that support the physical and cognitive growth and development of students. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education. Goals will be reviewed periodically and revised as needed. Goals will utilize valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

## **EDUCATIONAL PHILOSOPHY**

The mission of the Harrisburg School District is to support student learning and social development by promoting strong academic, athletic, and applied technology programs, while maintaining an atmosphere of emotional stability and growth.

The vision of the Harrisburg School district is to implement a paradigm that "Together, we empower all students to succeed."

## BOARD OF DIRECTORS

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

Lonnie Hutcheson

Wayne Swango

Brett Cain

Stephanie Deckard

Eric Hill

PO Box 228 Harrisburg, OR 97446

21944 Stroda Lane Harrisburg, OR 97446

33775 Wildwood Estates Loop Harrisburg, OR 97446

## BOARD MEETINGS / COMMUNICATIONS

Regular School Board Meetings are held at the Harrisburg High School Student Resource Center at 400 S. 9th Street, Harrisburg, OR, on the second Wednesday of each month. All regular meetings are scheduled for 6:30 p.m. All regular and special meetings of the Board are open to the public unless as otherwise provided by law. Notices for meetings are posted in each school office, the District's website, and on the bulletin board outside of the Harrisburg Post Office.

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.

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

## ADMINISTRATION

Darcey Edwards, ES Principal

Graham Hughes, MS Principal

Richard Fielder, HS Principal

Steve Woods, Superintendent

541-995-6544 ext. 161

541-995-6551 ext. 261

541-995-6632 ext. 361

541-995-6626 ext. 461

## LICENSED AND CLASSIFIED STAFF

Refer to the confidential Staff List which is updated and distributed annually to staff only. See Appendix A for Supervision Chart.

# GENERAL INFORMATION

## BUILDING HOURS

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

## DISTRICT OFFICE HOURS

The District office is open Mondays-Thursdays between 8:00 a.m. and 4:30 p.m. during the school year and during the summer months. During the summer and holiday breaks, the hours may fluctuate due to vacations.

## COMMUNITY USE OF BUILDING

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district/schools programs. Facilities Use Applications are available on the district website under policy [KG-AR\(1\)](#) and [KG-AR\(2\)](#). There may be charges involved [see District policy [KG-AR](#)].

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

## CONFERENCE AFFILIATION

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the [Mountain Valley Conference](#) with schools of comparable enrollments and activity programs.

The High School participates in the following OSAA recognized activities: football, volleyball, cross country, wrestling, boys and girls basketball, track, baseball, softball, band, and student council.

The Middle School participates in a range of activities, including: volleyball, girls and boys basketball, baseball, softball, and track.

## DISTRICT CALENDAR

See [Appendix B](#).

# STAFF OPERATIONS

## ABSENCES

Teachers, Custodians and Education Assistants, unable to report to work for any reason, must notify the AESOP system as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members, unable to return to their duties the following day, should contact the AESOP system as soon as possible. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may, at the time of the reported absence, request a particular substitute. Teacher preference for substitutes should be specified in the AESOP system. Requests that a particular substitute not be called may be made in advance through the AESOP system. Final decisions regarding substitute use or non-use 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 building secretary.

Transportation and Food Service Staff unable to report to work for any reason must notify their supervisor as soon as possible.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law. [See also LEAVE OF ABSENCE.]

If a staff member has earned Comp Time and then takes leave, the earned Comp Time must be used before any other leave.

Classified staff members' absences must be taken in one hour increments. Certified staff members' pre-arranged and/or non-emergency absences must be either ½ day or 1 full day.

## ADMISSION PRICES AND RECEIPTS

The Board will determine the price of admissions for activities based on recommendations of the superintendent, building administrators and league agreements for athletic events as applicable. Admission to those school events for which an admission is charged may be by serially numbered tickets only.

District residents 62 years of age and older may be given senior citizen guest passes for all school activities, including athletic events. These passes must be picked up in the school office prior to attending any event.

Admission receipts from school activities will be adequately controlled. The principal is responsible for the proper collection, supervision, disbursement and/or remittance of these receipts. Adequate records will be maintained for accounting purposes.

The principal and athletic director or event advisors are in charge of tickets and admission to all contests. No tickets, either general or complimentary will be distributed except by the principal, athletic director or event advisor. The district will not exceed the league admission maximum.

Board members and staff are encouraged to attend district events. The district will establish accounting procedures, including any possible income tax liability, consistent with this policy.

## **ANIMALS IN DISTRICT FACILITIES**

Permission is to be obtained from the building 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. Animals serving the disabled would be an exception to this policy. Before a service animal is brought to school, form [ING-AR](#) must be completed and turned into the building principal.

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

Animals may not be transported on a school bus.

## **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. See District policy [GCBDA/GDBDA](#) or contact the district office for additional details.

### 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 any of the following reasons:

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. Qualifying Exigency Leave: Allowing family members time to deal with any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is a covered military member on covered active duty, or has been notified of an impending call to covered active duty status in support of a contingency operation (FMLA);
6. Injured Service Member Leave: Allowing an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent, or next of kin, who has been injured in the line of duty as a member of the Armed Forces;
7. Additionally, state law also 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. Military Family Leave: Allowing leave for a spouse or domestic partner of a military personnel per each deployment of the spouse or domestic partner when the spouse or domestic partner

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).

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 her work duties. A serious health condition is defined differently under federal and state law. Contact the Business Manager for details.

Contact the district office personnel for additional information regarding length of leave entitlement under state and federal law and provisions governing two family members eligible for FMLA and OFLA leave. See Policy [GCBDA/GDBDA](#).

## **ACCIDENT/INCIDENT REPORTS**

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or their designee immediately. Accident Report forms are posted on the district website under Staff Resources and packets are available in each main office. See Appendix C.

A completed Incident Form (see Appendix C) must be submitted to the building principal, their designee, or the district office within 24 hours or the next scheduled district work day, as appropriate.

In the event of a work related accident or injury resulting in medical care (other than first aid), time loss or fatality, Form 801 (see Appendix C) is to be filled out by the employee and returned to the District Safety Officer, Steve Woods, or to the District Office, within 24 hours as required by law.

All work-related accidents/incidents will be promptly investigated and corrective measures implemented as appropriate.

Each employee is expected to cooperate with all aspects of the District's safety and health program. Consequently, they are to:

- Report accidents and incidents immediately to their supervisors.
- Wear personal protective equipment. There are no exceptions.
- Not use machines or equipment without adequate guarding or in questionable condition. Problems with these items must be reported to supervisors.
- Report for work alert, rested and in good physical condition.
- Immediately report all hazardous conditions or other safety concerns to supervisors.

Each employee has personal responsibility for their own safety as well as the safety of co-workers. Safety is part of the district's culture, and each employee's performance and pay will be reviewed with this fact in mind. If everyone does his/her part by doing what is necessary to ensure workplace safety, we all benefit. No job is so important that we cannot take time to do it in a safe manner.

## **EMPLOYEE SAFETY**

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. 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/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.
2. 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;
3. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
4. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
5. 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 district;
6. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
7. 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;
8. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
9. Working and storage areas and passageways shall be kept free of unnecessary obstructions.
10. 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;
11. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

### **Workplace Safety Evaluation**

In an effort to reduce employee injuries that cost recuperation time away from the job (loss of man hours), each employee should be aware of potential safety hazards in their workplace. Employees should evaluate their work area and their daily activities to assess the probability of injury and the severity of injury based on various activities or conditions in the workplace.

Employees should immediately notify their supervisor regarding any potential hazards they have identified in their work space.

## **BREAKS**

See Classified Collective Bargaining Agreement.

## **CARE/USE OF DISTRICT PROPERTY**

Employees will exercise continuous and vigilant care of all district-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary procedures.

Vehicles, musical instruments, computer equipment, video equipment and typewriters are priority items for theft and damage. These items may require specific loan procedures. Such equipment will have a serial number which is properly recorded on the district inventory.

The superintendent is authorized to develop appropriate regulations regarding the care and use of all district owned material and equipment, including portions of a facility such as art rooms, shops and athletic facilities. See District Policy [KG](#).

## **CASH IN DISTRICT BUILDINGS**

Money collected by staff as a result of fundraisers or other school-related purposes is to be given to the school secretary in the building immediately. The staff member shall maintain a list that includes student name and amount collected when monies are given to the school secretary. 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. See also policies [KHA/DEDA](#), [IGDF](#), [DJB](#) and [DJB-AR Petty Cash](#).

## **CELL PHONES**

Cell phone use (including texting, social media, personal email, personal phone calls, etc.) is not allowed unless it is during break time or lunch time. During the school day, cell phones should not be used unless it is an emergency or related to your particular job duty. Please see policy [GCAB](#): Personal Electronic Devices and Social Media - Staff

## **CHECKOUT**

### **Work Day Checkout**

Staff may leave the building and district grounds during lunch if their collective bargaining agreement allows. Departures during preparation periods must be approved by the building principal.

All staff are required to check out/in with the office. This will enable office staff to respond appropriately whenever a need arises.

### **Year End Checkout**

The building principal will collect all staff keys unless assigned duties require continued access. All staff will complete year end checkout procedures as assigned by the building principal.

## **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Oregon Department of Human Services, community Human Services, or local law enforcement agency. The building principal is also to be immediately informed.

Oregon law recognizes these types of abuse:

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

Failure to report a suspected 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.

## **CHILDREN TO WORK**

Employees shall not bring their children to school unless they receive permission to do so from the building principal.

## **CLASSROOM SECURITY**

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

All staff are asked to refrain from keeping personal items of value in or 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 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. The district offers the opportunity for staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district, to participate in Hepatitis B vaccination series each year at the district's expense. 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. See District Policy [EBBAB/GBEBAA/JHCCBA](#) and the Emergency Procedures Manual.

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.

## **COMPLAINTS**

### **Student/Parent and Staff Complaints**

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

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

All staff members should familiarize themselves with Board district policy [KL](#), applicable provisions of administrative regulations, and collective bargaining agreements regarding the handling of complaints.

### **Staff Complaints**

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

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy [GBM](#) and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

## **COMPUTER/WEBSITE/EMAIL USE**

The following restrictions of district computer use apply for all staff and students at all times:

- Computers cannot be used for any type of pornographic purpose;
- Computers cannot be used to buy or sell anything on the web, except under the leadership of a specific class or classroom project supervised by the teacher;
- Computers cannot be used to lobby for or against any political or union candidate;
- Computers cannot be used for any purpose that could be considered harassment;
- Do not bring unauthorized media from home for use in-district computers.

The district reserves the right to monitor computer use at any time. Misuse of the computer access may result in the district denying a student or staff member access to the web, computers or both.

See District policies [IIBGA](#) and [IIBGA-AR](#).

## **Students**

Personal use of district computers, including email access, is strictly prohibited. Before a student can use any school computer, the student's parent/guardian must read and understand the school district's policy regarding student use of electronic equipment and sign the electronic communication agreement. Students who violate the electronic agreement policy will forfeit their right to use the system.

## **Staff**

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 use of email: The email system is for business purposes. Personal email should be kept to a minimum. Examples: short email letter to a relative is okay, email in which you conduct business like banking, purchasing for personal reasons is okay, conducting personal business for financial gain is not appropriate. Staff should check their email on a daily basis.

Staff will not use the district's email system to lobby, solicit, recruit, persuade for or against any political candidate, ballot measure, legislative bill or law, or to initiate or coordinate strikes, walkout, work stoppages or activities. Staff shall not use the district's email system to criticize or undermine District policies, practices or employees.

Staff Use of Website: Everyone is expected to utilize the district's email, website, or authorized predetermined means when communicating school business.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

Harrisburg does not have a District CPD plan. Continuing professional development plan 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.

Materials that evidence completion of necessary Professional Development Units (PDUs) are the responsibility of the individual teacher. When PDUs are offered through Harrisburg School District, attendance sheets will be available to sign for proof of attendance and then filed in the District Office for reference. Not all activities or workshops include PDUs, but when they are offered, the attendance form must be signed to verify the Units for PEER forms and in case the PDUs are questioned by TSPC.

Whenever a certified staff member mentors a student teacher, 60 PDUs per quarter under the standard of Leadership will be awarded from the Harrisburg School District. If the college or university offers PDUs units, those will be deducted from the 60 units awarded by the Harrisburg School District. A quarter is considered to be 9 weeks. Mentoring services for less than a full 9-week quarter will result in a prorated number of PDUs awarded. To receive credit for these units, the mentor teacher needs to notify the District Office and a certificate will be awarded as verification. Teachers should get student teachers from a variety of universities and colleges.

## **CONTRACTS AND COMPENSATION**

Contracts will be issued for all licensed and classified 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 subsequent school year.

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

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

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second 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.

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 office in accordance with time lines established by the district and collective bargaining agreements.

Staff members are hired based upon the information supplied in the applications, transcripts and other information supplied at the time of the hiring process. There may be continued background and employment checks regarding the status of an employee over the first 12 months of employment. Course work and years of experience are subject to review and/or alteration during the first 12 months of employment. Should there be any changes in placement on the salary schedule, based on when the information is received, the changes may take place within the same year of hire or the subsequent year.

All regularly employed classified employees shall serve for twelve (12) months under probationary status, during which time their employment with the District may be terminated at any time.

The regular payday is the 25<sup>th</sup> of each month. If the 25<sup>th</sup> falls on a weekend or holiday, the payday shall be the last prior weekday.

Employees hired after the first quarter of the school year will not receive an advancement step on the salary schedule in the next year of employment.

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## **CONFERENCES WITH PARENT/GUARDIANS OR STUDENTS**

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 and to further understanding and close cooperation between the home and school. Teachers should be prepared to provide after-school or pre-school time to meet with students or parents as necessary.

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

All newly licensed educators, and those applying for renewal of a license, 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 are required to submit to a nationwide criminal records check and fingerprinting as required by board policy and law.

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

Substitutes for any of the above positions will also need to submit to the same criminal records check and fingerprinting.

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

## **Volunteers**

All volunteers, who are not students, for a position that could have direct, unsupervised contact with students are required to complete a Criminal History Verification Form which will be submitted for a background check to the state police and FBI.

Students do not need a criminal background check or fingerprinting to volunteer or when hired by the district. During the school year, students 14-15 years old are not allowed to work after 7 p.m., before 7 a.m., or while school is in session, nor more than 3 hours in one day. Students under 14 can only be used as volunteers.

## **DRESS AND GROOMING FOR STAFF**

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.

Educational staff as professionals should set a good example for students in every possible way. As adults and professionals, the staff is expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world. Examples of appropriate and not appropriate are:

Appropriate

Casual business attire

Not appropriate

Flip flops

Bare midriff and tank tops

Tight-fitting clothing

T-shirts

Athletic shorts in the classroom  
(Except for PE teachers)

No jeans of any color are appropriate unless the specific job requires less formal attire except on special days approved by building admin.

## **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 or 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 events, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a direct federal grant or contract of \$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 or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

Staff will be notified through an on-line calling system in the event of delayed openings or school closures. It is very important that staff members keep their contact telephone numbers up to date through the web portal. The district office should be notified if another number besides the primary home number is to be used. Closure and delay information will also be posted on the district's website and some local radio and television stations will be notified.

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

## **EMERGENCY PROCEDURES AND DISASTER PLANS**

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

The Emergency Procedures Manual will be provided to each classroom or teacher, as well as placed in other strategic locations throughout the building.

## **EVALUATION OF STAFF**

The purpose of the district's evaluation program is to aid the teacher in continuing professional growth and to determine the teacher's performance of teaching responsibilities. The district's program also provides for the assessment of classified employees and current performance of their job assignments. Classified staff will be evaluated two times during their first year of employment.

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 timeliness.

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

Licensed probationary staff will be formally evaluated at least annually. Evaluations will be based on at least two (formal) observations, and a minimum of six mini-observations, and other relevant

information developed by the district. All other licensed staff will be formally evaluated at least biennially.

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

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

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

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

## **FUNDRAISING**

Fundraising 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 fundraising activities must be conducted under the direct supervision of staff or other authorized individuals, and approved by the building principal prior to the activity being initiated. Fundraising dates must be coordinated through the District Fundraising Coordinator. See District policy [IGDF](#).

## **GIFTS AND SOLICITATIONS**

See District policy [GBI](#).

## **GRIEVANCES**

Grievance procedures are contained in the Collective Bargaining Agreements.

## **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 and counsel with the building principal regarding the date, time and nature of the presentation *prior* to planning such use. See [policy INB](#) Controversial Issues.

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

1. Profanity, vulgarity and lewd comments are prohibited;

2. Tobacco use is prohibited on district property or during a district function of any kind;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.

## **HARASSMENT**

Harassment will not be tolerated in the district. District includes district facilities, district premises and non-district property if the employee and/or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Harassment includes, but is not limited to, racial, religious, national origin, age, parental or marital status, disability and sexual harassment.

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:

- Submission to the conduct or communication is made either explicitly or implicitly a term or condition of a student's education or participation in district programs or activities or as a condition of employment for staff;
- Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff;
- The conduct or communication 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;
- The conduct or communication has the effect of creating an intimidating, offensive or hostile educational or working environment.

Upon receipt of a harassment complaint by a staff member, administrator or the Superintendent, the complaint shall be forwarded to the Title IX Coordinator. [See SEXUAL DISCRIMINATION/HARASSMENT (Title IX) below]. The Coordinator shall conduct an investigation and make a determination in writing. The Coordinator shall follow the outline for resolution of the complaint as set forth below in the "steps."

- Step 1: (*Informal Process*) The Title IX Coordinator will investigate the complaint and respond to the complainant upon completion of the investigation, which shall be within five school days if reasonably possible. Said response will be written. It will include the investigator's findings and determination. If this reply is not acceptable to the complainant, then he/she may file a formal complaint according to the steps herein listed below.
- Step 2: (*Formal Process*) Upon the filing of a formal complaint, a conference will be held with the complainant within five school days. The initial investigation will be reviewed. If necessary, further investigation will be completed. A written response addressing the concerns of the complainant will be given to him or her within ten school days following the conference.
- Step 3: If the complainant is not satisfied with the decision of the Title IX Coordinator, he/she may submit a written appeal to the Superintendent. The Superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complainant within ten school days.
- Step 4: If the complainant is not satisfied with the decision of the Superintendent, he/she may submit a written appeal to the Board. This appeal should be filed within five school days of receipt of the Superintendent's decision. The Board shall consider the appeal at its next regularly scheduled board meeting. The Board will reply to the complainant, in writing,

within ten school days.

Step 5: If the complaint is not satisfactorily settled, a complaint may be filed with the Director, Seattle Office, Western Division, U.S. Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, Washington 98174-1099. If the complaint is substantiated, there will be a remedy to address the effects of the discrimination or harassment on the individual.

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.

Any student or employee who believes he/she has been discriminated against on the basis of sex, including being subjected to sexual harassment, or has otherwise been harassed, should immediately report the incident to the building principal, who in turn will file the student's or employee's complaint with the Coordinator, with a copy to the Superintendent. If the complaint the student or employee is filing involves the building principal, the complaint will be filed with the Superintendent or the Title IX Coordinator.

As an alternative to the above, nothing in this policy is intended to limit or otherwise keep the student or employee who believes he/she has been discriminated against, or harassed, from filing the complaint directly with the Title IX Coordinator, or from pursuing other legal action.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. See Appendix J for policies [GBN/JBA](#) and [GBN/JBA-AR\(1\)](#) and [\(2\)](#) for more information and the reporting form.

## **SEXUAL DISCRIMINATION/HARASSMENT (Title IX)**

Harrisburg School District does not discriminate on the basis of sex in admission to its education programs or activities it operates. District policy [AC](#) refers to non-discrimination relating to race, color, religion, sex, age, national origin, disability and marital status. Inquiries or grievances concerning the application of Title IX and its implementation regulation may be referred to the District Superintendent, who has been designated as the Title IX coordinator and contact person. The Superintendent can be located at the District Office at 865 LaSalle Street, Harrisburg, 995-6626 ext. 1. A procedure for filing a grievance can be found in the District policy [GBN/JBA-AR \(1\)](#) and [\(2\)](#). Policy books are located on the district website. Complaints can also be registered through the Oregon School Hotline by either calling toll-free 1-866-305-7745 or through the website at [www.oregonschoolsafety.com](http://www.oregonschoolsafety.com). Inquiries may also be made through the Office for Civil Rights, Seattle Office; U.S. Department of Education; 915 Second Avenue, Room 3310; Seattle, WA 98174-1099; (206) 220-7900; Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov). See Appendix H for a copy of the Sexual Harassment Complaint Form.

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

See District policy [JFCF](#).

## **IDENTIFICATION BADGES**

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and

loss of district property, all district employees shall be issued and wear identification badges when on district property.

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends 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. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee;
5. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:
  - a. The badge or card contains the photograph of the employee;
  - b. The badge or card was prepared solely for internal use by the district to identify employees.

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

## KEYS AND SECURITY

The superintendent is ultimately responsible for access to district buildings as appropriate and necessary to protect property, students and personnel.

However, principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Keys are issued to staff by the building office secretary. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key control procedures:

1. The duplication of keys is prohibited;
2. Keys 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 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 building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key statement, 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 assessed to the staff member to whom the key(s) have been issued, in the following amounts:
  - a. Room or other keys---\$10;
  - b. Master key---\$50;
  - 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.

Those who have authorization to enter buildings after the security alarm has been set will be issued a pass card with the number to call to cancel police or fire department dispatch in case the alarm is set off accidentally. The employee's security code number and name must correspond to the Security Alarm Corporation records. For details on the operation of the security system, consult your building

supervisor.

## **LEAVE OF ABSENCE**

See Bargaining Agreement for Sabbatical and policies [GCBDA/GDBDA](#) regarding Family Medical Leave (FMLA).

## **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. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building 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 building 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.

A general outline which covers the length of the course of study should also be prepared. This outline should contain enough and be readily available for building principal and/or student and parent review. See Appendix G for a sample daily Lesson Plan Outline. Specificity to include, but not be limited to, the following: units, goals and specific teaching strategies.

## **LICENSE REQUIREMENTS - CERTIFIED POSITIONS**

Teachers offered employment in the district must present their original teacher license to the district office before the Board will consider approving their employment.

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

Licensed staff are required to submit copies of all license endorsements to the district office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

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

## **MAIL AND DELIVERY SERVICES**

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

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

See COMPUTER/WEBSITE/EMAIL USE for use of the service by recognized collective bargaining units.

All staff are to check their mailboxes before school, at noon and after 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.

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use, or to take home, are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEETINGS**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to avoid conflict with these meetings.

## **MOTHER FRIENDLY WORKPLACE**

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for expressing milk in the workplace. The Board directs the superintendent/designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk.

The superintendent/designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to the employee's work areas, other than a restroom, where an employee can express milk in privacy. This policy directs the superintendent/designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy.

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation.
2. The plan shall include an accessible, private room with a lock that would allow a mother to pump breast milk to be stored for later use.
3. The room shall include:

- a. Electrical outlets for electric pumps;
- b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
- c. A sign-up sheet and a sign posting the room as “private during use.”

Designated rooms are: HES: Room across from the main office. HMS: Room across from the main office. HHS: Room inside main office.

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member’s responsibility.

The district shall provide the employee a reasonable rest period to express milk each time the employee has a need to express milk. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

### **PARAPROFESSIONAL HIGHLY QUALIFIED REQUIREMENTS - CLASSIFIED STAFF**

Paraprofessional is defined as classified staff who give instructional support to students. All district paraprofessionals are required to be highly qualified. The highly qualified requirement for a paraprofessional is defined by the No Child Left Behind Act 2001 (NCLB) as follows:

1. Completed at least two years of study at an institution of higher education OR
2. Obtained an associate’s (or higher) degree, OR
3. Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment
  - a. knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; OR
  - b. knowledge of, and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Exceptions are paraprofessionals:

- a. who are proficient in English and a language other than English, and primarily provide translation services to enhance the participation of children in school instructional programs, or
- b. whose duties consist solely of conducting parental involvement activities.

When a paraprofessional meets the highly qualified status because of education, official transcripts or copies of official transcripts must be submitted to the district office verifying an associate’s degree or two years of higher education equaling 72 quarter credit hours or 48 semester units.

The district will provide a ParaPro Assessment test for the any applicant who does not meet the aforementioned standards. If there are extenuating circumstances, the superintendent may grant additional time to pass the ParaPro assessment.

### **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, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

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

Requests to review materials or to excuse students from participation in these activities, including any 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.

## **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.

## **PERSONNEL RECORDS**

See district policy [GBL](#).

## **PROFESSIONAL LEAVE REQUESTS**

All requests for release time from regular work duties for attendance at meetings or conferences will

be decided based on such factors as availability of funds, consistency with district and building goals, and job assignment. Requests require prior building principal approval. Leave requests should be made through the AESOP system.

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.

## **PROGRESS REPORTS**

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the mid-way point of the first, second, third and fourth quarter grading periods indicating academic and citizenship progress to date.

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

## **PUBLIC TESTIMONY**

All information disclosed by students to staff members in the course of their duties should be considered confidential unless it threatens the student's well-being or is required to be reported as in the case of child abuse. When in doubt, classified personnel should consult with the administration.

Certified staff should read the information in Appendix J concerning public testimony.

## **PURCHASE ORDERS**

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

No purchase, including purchases from student body funds, will be authorized unless covered by an approved purchase order.

All building purchase orders will be processed in the order received by the business office and must be completed on the web portal.

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained for all goods, materials, supplies and services costing over \$5000. A copy of the district's Quote Record Sheet form is in Appendix D.

All other purchases are subject to the Board's policy governing Bidding Requirements, and administrative regulations 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.

## **RESEARCH/COPYRIGHTS AND PATENTS**

Staff members engaged in a research project during the work day, or who use district resources or

students, either for study toward advanced work, or for use in classroom instruction, may do so only with the prior approval of the building principal.

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.

## **RELIGION - TEACHING ABOUT**

Please refer to district policy [IGAC](#).

## **RESIGNATION OF STAFF**

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 is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations 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 to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

The superintendent is authorized to accept resignations of classified employees effective the day they are received. A classified employee is expected to submit a written and signed notice of resignation at least 15 days prior to the date he/she wishes to leave district employment. See policy [GCPB/GDPB](#).

## **RESUSCITATION**

The District will call 911 whenever resuscitation is needed. If a staff member does not want to be resuscitated, resuscitation techniques shall not be used when the District has on file a physician-signed "DNR" (Do Not Resuscitate) order accompanied by a signed request by the staff member for the DNR order.

## **SAFETY COMMITTEE**

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

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

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

## **SECURITY SYSTEM**

Not all staff are authorized to arm or disarm buildings. Staff who are authorized to arm/disarm buildings are issued a key to the building, informed what code to use and what buildings they are authorized to arm/disarm, as well as which door(s) they are authorized to use. Initially, authorization is for the building where the staff member's office, classroom or activity is located. If access to other areas of the campus is necessary other than during normal school hours, staff members should check with the building office to make arrangements for authorization to be extended.

Only the staff member authorized to arm/disarm a building should be using the arm/disarm code. Staff members should never reveal their code to anyone for any reason. Code cards are issued that have the phone number for the security monitoring company. Anytime an employee suspects they have set off an alarm, the security monitoring company should be called immediately to prevent police and/or responsible district responder(s) from being dispatched.

There are specific doors that must be entered to disarm the building. These doors have a delay allowing one minute or less to get to the keypad to disarm the building. All staff members who are authorized to arm/disarm buildings must know the location of the proper entry/exit doors and keypad.

Staff members should not place any moving items within 20 feet of motion sensors over nights or weekends.

Doors or windows should not be covered.

## **SICK LEAVE DONATIONS**

Review the requirements outlined in the Classified and Certified Bargaining Agreement, or any MOU that supercedes the CBA pertaining to the guidelines on Sick Leave Donations.

## **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 in each building.

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 and the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century at the school site and for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules.

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 school Site Council meetings. Membership selection information may be obtained by contacting an association representative or the building principal. See policies [IFCA](#) and [IFCA-AR](#).

## **SOCIAL MEDIA**

As a public school employee representing Harrisburg School District, it is important to use social media responsibly and professionally. Any confirmed use of social media by a staff member that is unprofessional or considered in poor taste may result in discipline ranging from a letter of reprimand up to, and including dismissal. Please see policy [GCAB](#): Personal Electronic Devices and Social Media - Staff.

## **STAFF CONDUCT**

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

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

## **STAFF DEVELOPMENT**

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

Prior to the beginning of classes in the fall and at specified times during the school year, planned days or parts of days of staff in-service training will be scheduled. These are contract days and teachers and/or other employees are expected to be in attendance. Failure to report, except in the case of illness, will result in deduction of pay for the time of absence and will be a consideration in evaluation. In-service activities shall take precedence over any extra or co-curricular activity.

The superintendent is authorized to direct personnel to attend professional meetings and conferences, or to go on school district business trips, when such activities are in the best interest of the district and are within budgetary allowances approved by the Board.

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

All requests for district payment of college coursework tuition reimbursement require prior superintendent approval (see Bargaining Agreement, TUITION REIMBURSEMENT). On occasion, vouchers may be issued to teachers to help offset the tuition reimbursement.

When vouchers are about to expire and not already dedicated to any teacher, the District may offer them to the teachers at-large on a first-come-first-serve basis; teachers need to request these in writing. The recipient will be responsible for paying any remaining tuition due and use of the voucher will not be counted as part of the credit limitation mentioned in the Bargaining Agreement under TUITION REIMBURSEMENT.

Any credits earned as a part of staff development that the teacher would like to use toward movement on the salary schedule must meet the criteria explained in the Bargaining Agreement under MOVEMENT ON THE SALARY SCHEDULE.

## **STAFF/PARENT RELATIONS**

Staff members with questions regarding custodial and/or noncustodial parental rights with respect to particular students should contact the building office. See also District policy [GBH/JECAC](#).

## **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.

## **SUPERVISION OF STUDENTS**

The Board expects all students to be under assigned adult supervision at all times when they are in school, traveling under school auspices or engaging in school sponsored activities. School personnel or volunteers assigned to this supervision duty are expected to act as prudent adults in providing for the safety of students in their charge.

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

In keeping with this expected prudence, no teacher, other staff member, or volunteer will leave unattended his/her assigned classroom, group or other areas where students are present and under the supervision of an assigned adult, except in an emergency situation or when other arrangements have been made.

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

## **TELEPHONES**

Telephones are available throughout the district for staff convenience. Long distance calls for district business purposes may be placed from these phones by staff.

Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students.

All personal student calls can be made in the building office only. Students calling for school business purposes can use other phones, but should be supervised by a staff member.

## **TOBACCO-FREE ENVIRONMENT**

Tobacco use is prohibited on all district property and in district-owned vehicles. Tobacco is defined to include 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. See District policy [JFCG/JFCH/JFCI](#).

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

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. No staff member may use a private vehicle for district business without permission from the superintendent. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a personal vehicle on district business will be reimbursed in an amount established by the Board.

At least two staff members must accompany a student being transported in a private vehicle. Parental permission must be obtained for students to ride in private vehicles.

No student will be allowed to perform school business with his or her own automobile, a staff member's automobile or a district-owned vehicle. Students are encouraged to ride the team bus both to and from games. However, the Athletic Director or coach can give authorization for parents to take their own students home after games.

## **VACANCIES/TRANSFERS**

Announced vacancies for licensed and classified positions are sent to all district staff via district email and posted in the district office. During summer break, such notices are mailed to the association presidents.

Requests to be considered for a vacancy must be submitted in writing within 10 days of the notice being posted. For more information on transfers see the Collective Bargaining Agreement.

## **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. All volunteers are required to read the volunteer packet and sign a Volunteer Agreement.

Volunteers must be approved and supervised by a certified staff member. Staff members interested in securing the services of a volunteer should contact the office. Volunteers have to complete a Criminal History Verification Form and be in compliance with OAR 581-021-0500 *before* they are eligible for volunteering. Forms are available in the building offices, the district office and on the district's website. Volunteers for athletics must have Board approval. See also under CRIMINAL RECORDS CHECK/FINGERPRINTING and SUPERVISION OF STUDENTS. [Policies [GCDA/GDDA](#), [GCDA/GDDA-AR](#) and [IICC Volunteers](#)]

**VOUCHERS - is this needed?**

See under "Staff Development".

# STUDENT OPERATIONAL PROCEDURES

## ACCIDENT REPORTS FOR STUDENTS

Student accidents/incidents will be reported immediately to a supervisor using the student Accident Report form (example found in Appendix E). Written reports will be submitted within 24 hours to the building principal office on all accidents/incidents occurring on district premises, in district vehicles, at a district-sponsored activity or involving students who may be elsewhere on district business. The form should be filled out with as much detail as possible.

## ASSEMBLIES

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

## ASSIGNMENT OF STUDENTS TO CLASSES

See District policy [JECD](#).

## CHAPERONES

See under VOLUNTEERS and CRIMINAL HISTORY CHECK/FINGERPRINTING.

## 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.

Visitors of any kind (parents, speakers, etc.) must check into the building office and receive a visitor badge before proceeding to a classroom.

## COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS

See District policies [JHCC](#) and [JHCCA](#).

## CORPORAL PUNISHMENT

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

A staff member is authorized to employ physical force when, in 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;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

## **DELAYED SCHOOL**

When the school day is delayed by the district administration due to an emergency or inclement weather, students who are unable to get to school as a result of the delay will not be penalized for being absent, for not submitting homework, missing a quiz or test, or in any other way that could alter their grade.

## **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time without prior administrative approval. 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**

See District policy [IGAEB](#).

## **EMERGENCY DRILLS**

All teachers are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with the requirements of law. A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students.

For specific procedures to follow in the case of emergencies, refer to the Emergency Procedures Manual. An Emergency Procedures Manual should be provided for every classroom in plain view at all times. If a classroom does not have a manual, contact the District office.

## **FEATURE FILMS/VIDEOS**

The Board recognizes the showing of commercially produced and rated films and videos, hereafter called feature films, may have a legitimate purpose in a school's educational program. However, since the content of these feature films customarily is designed for general audience viewing, the Board feels certain precautions should be taken to ensure the showing of a particular film is

consistent with the educational values espoused by the district. Only films rated G may be shown as part of the school program without parental notification or prior parent written consent.

Building principal approval is required prior to showing a feature film/video to students in district classrooms rated PG and PG-13 and must have parental notification and consent. Films rated R may not be shown in the entirety but may be shown as clips with administrative approval and parental notification and prior parental written consent. Students without parental permission to attend a “Hollywood” movie in other than instructional context during school time shall be provided with a suitable alternative activity. See Appendix F for procedures and form for approval with principal.

## **FIELD TRIPS AND SPECIAL EVENTS**

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

Requests should be submitted to the building 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. All out-of-state and/or overnight travel must have prior Board approval. All staff members who observe inappropriate behavior by students on or off campus bear supervisory responsibilities.

At least one licensed teacher chaperone will be assigned to each bus which transports students on field trips and to special events outside the regular school hours. Chaperones will seat themselves in positions on the bus designed to achieve the best supervision of the entire bus.

Requests for bus transportation should be made at least two weeks in advance. Trip forms are located in each building office.

## **FLAG SALUTE**

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*. Also refer to District policy [INDB](#) and ORS 339.875.

## **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 the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences, as well as written grade reports and email to keep parents informed of student grades. Students and parents should be informed in the way grades are determined.

Letter grades will be used as follows:

A--Superior  
B--Above Average  
C--Average  
D--Below Average  
F--Failing

P--Pass-credit granted, non-graded course  
NP--No Pass-credit denied, non-graded course  
I--Incomplete  
W--Withdrawal

Grading will be on a nine-week basis.

Grade reduction or credit denial determinations may include student attendance. Student attendance may not be a sole criterion. However, if attendance is a factor, prior to a grade reduction or credit denial, the following shall occur:

1. The teacher will identify how the attendance and class participation is related to the instruction goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence, as determined by the district's policy.

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

## **HOMELESS STUDENTS**

Homeless youths are defined under the McKinney-Vento Act as minors who lack fixed, regular and adequate nighttime residence. A homeless family could live in an emergency shelter or share housing with others due to loss of housing or economic hardship, stay at motels, or live in cars, parks, public places, tents, trailers or other similar settings. The federal McKinney-Vento Act Homeless Education Program ensures that homeless children have equal access to the same education provided to other children. The Homeless Liaison for the Harrisburg School District is the Elementary School Principal.

## **HIV, AIDS, HBV AND HCV HEALTH EDUCATION**

HIV, AIDS, HBV and HCV\* curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others. Teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

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

Teachers are expected to notify parents of minor students in advance that the material regarding

HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from the class.

The superintendent or his designee has been designated to facilitate communications between the Oregon Department of Human Services, Health Services, Oregon Department of Education and teaching staff regarding the district's AIDS, HIV, HBV and HCV health education program.

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

## **HOMEWORK**

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

Homework may refer to an assignment prepared during a period of supervised study in class, or outside of class, or which requires individual work in the home. Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The directions for the completion of 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.

## **INTERPRETERS**

There are staff available for interpreting. If an interpreter is needed, contact the building principal or the superintendent's office to make arrangements.

## **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.

## **MEDICATION (NON-INJECTABLE) FOR STUDENTS**

All medications will be kept in the school office in a locked cupboard, drawer or safe unless a student must carry medication on his/her person during the school day. A written statement signed by the physician and parent must be provided that instructs the school to allow a student to carry medication. Training will be provided as needed for dispensing medication. See also District Policy [JHCD/JHCDA](#).

## **RESUSCITATION OF STUDENTS**

The district will call 911 whenever resuscitation is needed.

The district staff shall use resuscitation techniques with the objective of restoring life. Such efforts shall continue until trained medical assistance arrives.

The district defines resuscitation as an attempt to restore breathing and/or a pulse.

Resuscitation techniques shall **NOT** be used in cases where the district has on file a physician-signed “DNR” (Do Not Resuscitate) order accompanied by a signed parent/student of majority request for the DNR order.

## **RETENTION/PROMOTION OF STUDENTS**

Students shall be placed at the grade level to which they are best adjusted academically, socially, physically and emotionally. If retention is suggested, the following steps must be taken:

1. By April - Indications to parents of inadequate progress by the student;
2. By February to April - Administration of Light's Retention Scale or similar measurement tool (A 5 on the retention scale does not preclude retention, but should be discussed with the Retention Committee). Give parents a copy of the Parent Guide to Retention.
3. By February to April – A Retention Committee composed of the building STAT Team, which may include an IEP team member, and/or other specialist, will meet to consider Light's Retention Scale or similar measurement tool results, student work samples, test scores and behavior programs. A decision in promotion/retention will be made by the Retention Committee.
4. By the end of the third quarter - The building principal, or designee, and Retention Committee member(s) if requested, will confer with parents (and student, if appropriate) on results of the Retention Committee's decision.
5. If a student is being considered for promotion at any time during the school year in grades five through eight and has been previously retained, then the teacher involved with the original retention will be included in the discussion of this student (if possible).
6. Special promotions will be made by the Retention Committee as needed;
7. If a student is being considered for a special promotion at any grade level, then the Retention Committee will meet to make a decision.

Conferences, at the option of the teacher, parent or student, will be held whenever requested.

Records of the Retention Committee's findings will be kept in the student's behavioral file, and records of parental action will be kept in the cumulative file.

Parents/Guardians may request retention if they believe it to be in the best interest of their student. The school will act, starting on Step 5 of the policy, to determine appropriate action.

Any decision concerning promotion and retention not satisfactory to all concerned may be appealed to the Board under the terms of the complaint procedure. See policy [IKE](#) Promotion and Retention of Students. See also [IKE-AR](#).

## **STUDENT ACTIVITY FUNDS**

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

activity. See also CASH IN DISTRICT BUILDINGS.

Student activity funds shall be used for students. If funds are to be used for students and adults, the student officer must provide approval.

## **STUDENT CONDUCT**

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

In addition to adopted Board policies governing student conduct, administrative regulations specifying student conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location, or when traveling to or from school for district-sponsored activities. Violation of these rules may constitute grounds for suspension, expulsion or other reasonable disciplinary action. Refer to Student/Parent Handbooks and Standards for Student Conduct applicable to each grade.

All employees are expected to review the student conduct rules contained in the Student/Parent Handbook. Teachers will review student conduct rules with their students during the first week of the school year. A schedule developed by the building principal including particular areas to be emphasized will be provided to all staff during in-service.

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

## **STUDENT DETENTION**

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

Parents may be asked to arrange for the transportation of the detained student. However, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted. Students who are detained after school are not to be left unsupervised during their detention. Their supervision must be provided or arranged for by the teacher or administrator who detains them.

## **STUDENT DISCIPLINE**

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, major violations and minor violations. These are listed in the Student/Parent Handbooks.

The objectives of the school discipline program are to teach the following fundamental concepts for living:

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

The district believes all students can behave appropriately in the classroom and all other areas in and around school. There will be no tolerance for any student stopping us from teaching and/or their fellow students from learning.

In order to guarantee all students, the excellent learning climate they deserve, we are utilizing the following discipline plan:

1. Teachers shall attempt to settle minor infractions of the rules within their own room discipline structure;
2. Major infractions shall be handled through a phone call and/or parent-teacher conference.

Major infractions shall include:

1. Any willful disobedience or open defiance to an adult or staff member;
2. Use of profane or obscene language/gestures;
3. Willfully destroying school property;
4. Committing or threatening physical harm.

Assignments shall be provided for suspended or expelled students during their absence. It is the responsibility of the parent or legal guardian to obtain the student's assignment from the room teacher.

## **STUDENT RELIGIOUS RIGHTS**

The District has two policies applicable to religion and school-related programs:

1. A student may be excused from a state-required program or learning activity for reasons of religion (or disability). An alternative program for credit may be provided. Requests must be in writing through the Superintendent or building principal. See District policy [IGBHD](#).
2. Any student who because of his or her religious beliefs is unable to attend classes on a particular school day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of such absence. The absence shall not be counted for the purpose of an attendance policy that may result in exclusion, failure, or reduction of grade based upon a certain number of days. [OAR 581-021-0046]

### **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. See District policy [JEFB](#).

## **STUDENT SAFETY**

Students are required to check in with the building office before leaving campus and when returning to campus. Students are allowed to leave campus only with those parents/guardians or emergency notification persons on record with the office. The Student/Parent Handbook for your building should

be consulted for further information.

[Elementary Student/Parent Handbook](#)

[Middle School Student/Parent Handbook](#)

[High School Student/Parent Handbook](#)

## **STUDENT SEARCHES**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All searches for evidence of a violation conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property, or when the student is under the jurisdiction of the district, upon the request of the law enforcement official. Law enforcement requests ordinarily shall be based on a warrant. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible. See Form in [JFG-AR](#), Appendix I.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

See heading USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS. Also see District policies [EEAE](#) and [EEBB](#).

## **SUPERVISION OF STUDENTS**

The Board expects all students to be under assigned adult supervision at all times when they are in school, traveling under school auspices or engaging in school sponsored activities. School personnel or volunteers assigned this supervision are expected to act as prudent adults in providing for the

safety of students in their charge.

In keeping with this expected prudence, no teacher, other staff member, or volunteer will leave his/her assigned group unsupervised except in an emergency situation and/or when other arrangements have been made.

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

## **VISITORS**

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

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

# **SPECIAL PROGRAMS**

## **ALTERNATIVE EDUCATION PROGRAMS**

The Harrisburg School District is dedicated to keeping all students enrolled in the regular educational program. It is recognized, however, that there will be students in the district who may benefit educationally in an alternative program. Alternative programs will consist of instruction or instruction combined with counseling, either public or private. Private programs must be registered with the Oregon State Department of Education. Home schooling shall not be used as an alternative education program placement.

The Harrisburg School District will not provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

The Harrisburg School District offers the following **In-district** alternative educational programs:

1. Online Learning Platform;
2. Tutorial instruction;
3. Work experience;
4. Independent study; and
5. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal. **Non-District** high school alternative education programs include High School Completion programs at Lane Community College, Linn-Benton Community College, and Southern Oregon University.

The district pays the alternative education program cost or an amount equal to 80% of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district. The district will not assume alternative education costs for any student not placed in an

alternative program according to procedures established by the district and Oregon law. If a student is not successful in the alternative education program, there is no obligation to propose or fund a second program.

Teachers with questions concerning available alternative programs should contact the building principal.

## **ASSESSMENT PROGRAMS**

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

Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities. Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes.

The district's assessment program consists of the following:

1. Performance-based assessments with results reported to the Board and parents;
2. Annual statewide benchmark testing in grades 3, 5, 8 and 10. Results are reported annually to the Board, parents and community;
3. Criterion referenced assessment in selected areas/programs;
4. Content-based assessments;
5. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
6. Assessments by individual teachers;
7. District approved optional assessments.

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

## **BREAKFAST/LUNCH PROGRAMS**

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

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

## **COUNSELING AND GUIDANCE PROGRAM**

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students.

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state-wide

resources for students with academic, personal/social or other needs.

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

Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to a counselor by contacting the counselor directly. Counselors and teachers with counseling responsibilities are expected to respect the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the telephone.

Confidentiality is not to be abridged except:

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

## **SPECIAL EDUCATION SERVICES**

Students ages kindergarten through 21 living in the district that have been evaluated and found eligible for services or programs for students with disabilities are served by the district's special education department.

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

Whenever appropriate, students with disabilities are educated inclusively 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.

Teachers with questions regarding the referral and placement process should contact a special education staff member. Teachers may be called upon to aid in the evaluation of student eligibility for special education services.

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.

## **TALENTED AND GIFTED PROGRAMS**

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

Identified students must score at or above the 97th percentile on selected district tests. Additionally, talented and gifted students from special populations such as cultural and ethnic minorities, disadvantaged, underachieving, gifted, and disabled learners 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.

## **TITLE I AND OTHER TITLE PROGRAMS**

Title I funds are used at Harrisburg Elementary School to provide additional academic support and learning opportunities to help low-achieving children master challenging curricula and meet state standards in core academic subjects. For example, funds support extra instruction in reading and mathematics, as well as special preschool, after-school, and summer programs to extend and reinforce the regular school curriculum.

Title I is designed to help students served by the program to achieve proficiency on challenging State academic achievement assessments. Title I schools, such as Harrisburg Elementary School, with percentages of low income students of at least 40 percent, may use Title I funds, along with other Federal, State, and local funds, to operate a “school-wide program” to upgrade the instructional program for the whole school. These programs must use instructional strategies based on scientifically based research and implement parental involvement activities.

## JOB DESCRIPTIONS

[A list of job descriptions](#) and duties related to additional extra duty stipends can be [found here](#)

### VOLUNTEERS

Job Descriptions and Guidelines for Volunteers can be accessed by contacting the District office or found [linked here](#).

# Appendix A - Serve and Supervision Chart

[SERVE and SUPERVISION CHART 2024-25](#)

## Appendix B - District School Calendar 2024-25

[District School Calendar](#)

## Appendix C - 801 Form/Incident Form

[801 FORM/INCIDENT FORM](#)

## Appendix D

QUOTE FORM

## Appendix E - Accident Report

### ACCIDENT REPORT

## Appendix F - Feature Film Approval

[USE OF FEATURE FILMS IIABB](#)

[USE OF FEATURE FILMS/VIDEOS in School \\*\\* IIABB-AR\(1\)](#)

[FEATURE FILM PROCEDURE IIABB E 2 D1 - Approval Form](#)

# Appendix G - Lesson Plan Outline

## LESSON PLAN OUTLINE

# Appendix H - Sexual Harassment Complaint Form

[SEXUAL HARASSMENT COMPLAINT FORM](#)

# Appendix I - Student Searches

## STUDENT SEARCHES

## Appendix J - Public Complaints

### PUBLIC COMPLAINTS

# Appendix K

## WORK ENVIRONMENT CONCERN FORM