

# Yoncalla School District



## Staff Handbook

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## **PREFACE**

Please read this handbook carefully and keep it for future reference. It is your responsibility as an employee to become familiar with its contents. Any questions you may have should be directed to your immediate supervisor.

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulation 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.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 and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation\*, age, marital status or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions 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, Health Insurance Portability and Accountability Act (HIPPA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues:

- Superintendent or their designee

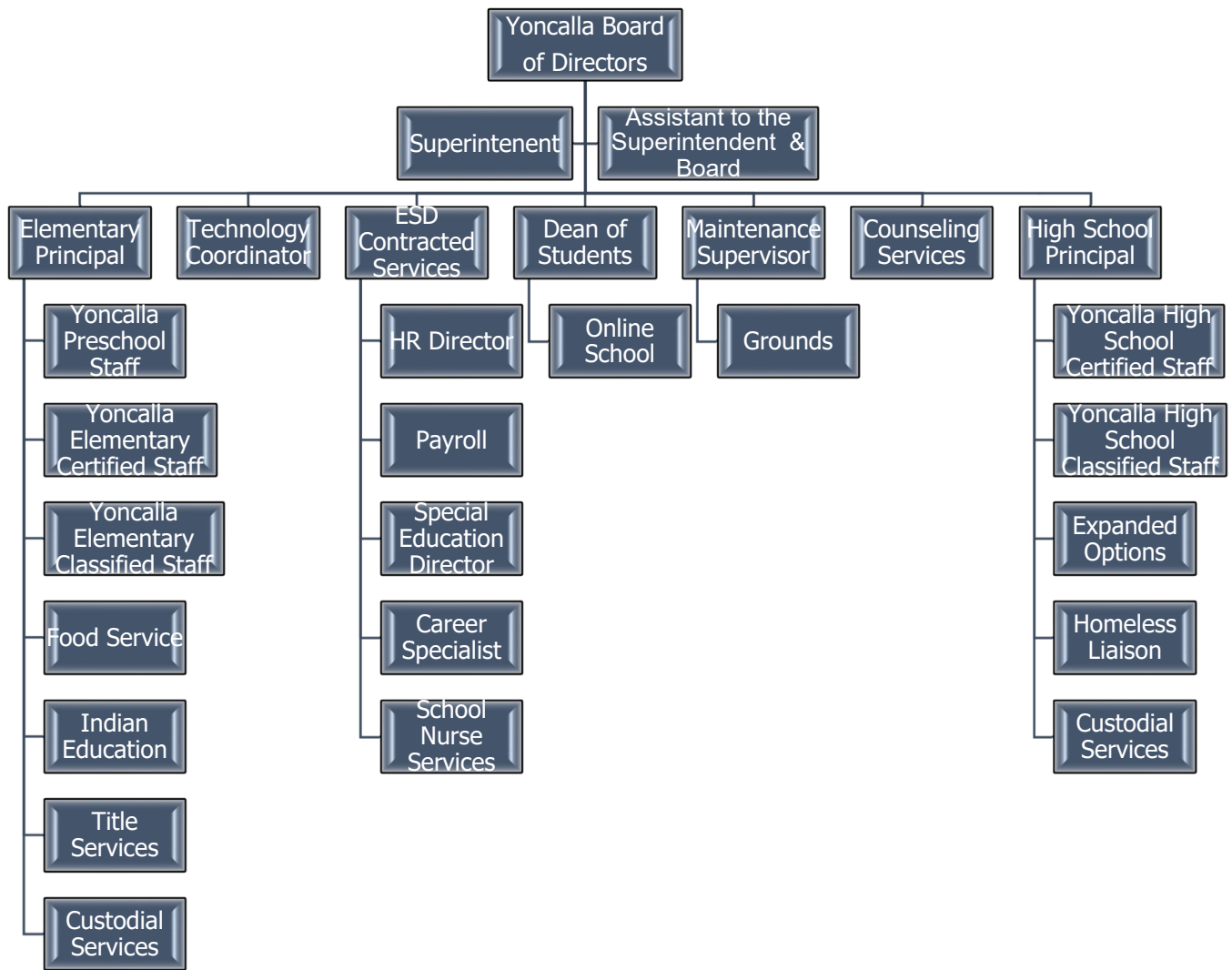
### **Yoncalla School District PRIORITIES**

🚩 Yoncalla School District operates with a set of priorities which provide for the alignment of goals, action plans and decision making. These are the district's priorities:

- 🚩 Each student will enjoy positive, engaging learning environments.
- 🚩 Each child will possess the knowledge and skills necessary to be successful in post-secondary education and careers, and the self-reliance to be a productive citizen.
- 🚩 A strong sense of community is recognized and nurtured among all stakeholders.
- 🚩 Facilities and Finances will be managed effectively and efficiently for the benefit of each child.

# Yoncalla School District #32

## Organizational Chart



## **GENERAL INFORMATION**

### ***ASSOCIATIONS***

The Yoncalla Education Association represents the bargaining unit for all licensed staff.

The Yoncalla Association of classified Employees represents the bargaining unit for all classified staff.

### ***BOARD MEETINGS/COMMUNICATIONS***

Regular Board meetings are held on the third Thursday of each month. Meetings usually begin at 6:00 p.m. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

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

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

For more information, refer to Yoncalla School District Board of Education (hereto forth known as 'Board') Policies BD/BDA and BG.

### ***COMMUNITY USE OF BUILDINGS***

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs.

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

For more information, refer to Board Policy KG.

### ***CONFERENCE AFFILIATION***

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

For more information, refer to Board Policy IGD.

### ***DISTRICT OFFICE HOURS***

The district office is open between the hours of 7:30 a.m. to 4:00 p.m.



## **STAFF OPERATIONS**

### ***ABSENCES***

Staff members unable to report to work for any reason must report their absence in Absence Management as soon as possible to ensure that appropriate substitute arrangements (if applicable) may be made and supervisors are notified.

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

For more information, refer to Board Policy GCBD/GDBD and applicable provisions of collective bargaining agreements.

For information on the Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) or Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA), please refer to Board Policy GCBDA/GDBDA.

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

Pursuant to Board Policy DFEA, District staff and their immediate family (when accompanied) will be admitted at no charge, with district identification badge, in order to promote employee participation and assist in supervision at district extracurricular events, unless otherwise stipulated by OSAA.

For more information, refer to Board Policy DFEA and applicable collective bargaining agreements.

### ***ANIMALS IN DISTRICT FACILITIES***

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

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

8. Animals serving persons with a disability must be certified by licensed animal training programs.

The principal/supervisor shall be advised of any animals to be housed in the classroom. At the principal's/supervisor's discretion, permission to keep the animal may be denied.

### ***BREAKS***

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 10-minute break. Those who work more than six hours in a day are entitled to two 10 minute breaks.

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

### ***MOTHER FRIENDLY WORKPLACE***

An adequate location for the expression of milk or breastfeeding will be provided to an employee, including a 30 minute, unpaid rest period to express milk or breastfeed during each four-hour work period.

For more information, refer to Board Policy GBDA.

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

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

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

Certain district-owned equipment including computers may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss.

In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

### ***CASH IN DISTRICT BUILDINGS***

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office at the end of each work day. 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.

## ***CHECKOUT***

### **Workday Checkout**

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

### **Year-end Checkout**

Procedures established by local building.

## ***CHILD ABUSE REPORTING***

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

Any district employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Oregon Department of Human Services, Community Human Services, or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal or superintendent.

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

Oregon law recognizes these types of abuse:

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

For more information, refer to Board Policy JHFE and administrative regulation.

## ***CLASSROOM SECURITY***

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

It is the responsibility of district employees to manage and maintain district materials (e.g. technology, books, and supplies).

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

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

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

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

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

Refer to Board Policies GBEBBAA/JHCCBA/EBBAB and GBEBB/JHCCC/EBBAA for further information on HBV/Bloodborne Pathogens and Infection Control Procedures.

### **HBV\*/Bloodborne Pathogens Training and Immunization**

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

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

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the district safety officer. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post exposure evaluation and follow-up.

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

as sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

### **Infection Control Procedures**

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;
2. Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;

10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\* HIV – Human Immunodeficiency Virus \* HBV – Hepatitis B Virus

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

## **COMPLAINTS**

### **Student/Parent Complaints**

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents/guardians 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/guardians and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

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

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

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

For more information, refer to Board Policy KL and administrative regulations.

### **Staff Complaints**

A complaint procedure is available for all employees who contend they have been subject to a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations. The complaint procedure provides an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure is not to be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor is it used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract non-extension will not be processed under this procedure. Grievance procedures are outlined by working agreements with the Yoncalla Certified and Classified Employees Association.

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

For more information, refer to Board Policy GBM.

### **COMPUTER USE**

Staff may be permitted to use the district's electronic communications system for personal use, in addition to official district business, consistent with Board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of district-owned computers including internet and email access by employees is prohibited during the employees on duty work hours. Additionally, employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials. Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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



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

For more information, refer to Board Policy IIBGA.

### **CONFERENCES**

Planned conferences between teachers and parents/guardians are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring.

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

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

### **CONTRACTS AND COMPENSATION**

Contracts will be issued for all licensed and exempt district employees. All classified and confidential staff will be issued notifications of employment.

Contracts and compensation are dictated by state statute and collective bargaining agreements. Please refer to agreement pertinent to your employee group.

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

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

If the teacher's contract has not been extended for a new two-year term, the Board upon recommendation of the superintendent, may elect by written notice to the teacher prior to March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance



with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board, which are consistent with salary schedules and salary placement provisions of collective bargaining agreements.

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

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

### ***COPYRIGHT***

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

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

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

For more information, refer to Board Policy EGAAA.

"Fair use" guidelines are as follows:

### **Fair Use**

#### **Printed Materials**

1. Permissible uses – district employees may:
  - a. Make a single copy of the following for use in teaching or in preparation to teach a class:
    - i. A chapter from a book;
    - ii. An article from a periodical or newspaper;
    - iii. A short story, short essay or short poem, whether or not from a collective work; iv. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
  - b. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
    - i. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
    - ii. A complete article, story or essay of less than 2,500 words;
    - iii. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;

- iv. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
  - v. An excerpt from a children's book containing up to 10 percent of the words found in the text.
- 2. All permitted copying must bear an appropriate reference. References should include the author, title, date and other pertinent information.
- 3. All sound recordings, including phonograph records, audiotapes, compact disks and laser disks, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

#### Sheet and Recorded Music

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

#### Television Off-the-Air Taping

1. Permissible uses – district employees may:
  - a. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission, and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

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

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

- b. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
- c. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;
- d. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- e. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
- f. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- g. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
- h. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

#### Rental, Purchase and Use of Videotapes

##### 1. Permissible uses – district employees may:

- a. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
- b. Use only rented lawfully-made videotapes;
- c. Arrange for the local school to transmit videotapes over their closes circuit television for direct instruction;
- d. Use off-air videotapes made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.

#### Computer Software

##### 1. Permissible uses – district employees may:

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

- c. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
  - d. Use a purchased program sent from a manufacturer labeled "archival" simultaneously with the original copy of the program provides its use is permitted (not excluded) by the terms of the sales agreement;
  - e. Make an archival copy of a rightfully-owned disk that is labeled "archival" by the software manufacturer;
  - f. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
  - g. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
2. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

#### Reproduction of Works for Libraries/Media Centers

1. Permissible uses – district employees may:
  - a. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
  - b. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical with the last five years prior to the date of the request for the material;
  - c. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
  - d. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
  - e. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
  - f. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

#### Performances

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

#### Violations

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

### ***CRIMINAL RECORDS CHECKS/FINGERPRINTING***

All newly licensed or registered educators are required to submit to a nationwide criminal records check including 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 with 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 including 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. Fees for individuals subject to the checks including fingerprinting, including non-licensed applicants, shall be paid by the individual.

A staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

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

For more information, refer to Board Policy GCDA/GDDA and administrative regulation.

### **Termination of Employment**

Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status by the superintendent immediately upon the following:

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

### **Appeals**

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

## ***CURRICULUM***

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

Deviations from established curriculum, textbooks and instructional materials are permitted with building principal approval. Teachers with questions should contact the building principal.

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

## ***DISCIPLINE AND DISCHARGE***

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

## ***DRUG-FREE WORKPLACE***

The district is committed to do all that it can to foster and maintain a drug-free workplace and all district employees are expected to recognize that, as adults with extensive contact with students as part of their jobs, they must conduct themselves as appropriate role models for students at all times. To that end, the unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or use of a controlled or illegal substance(s) (drugs) as defined by Schedules I through V of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 - 1308.15; and ORS 475.005 through 475.285 and prohibited drug paraphernalia as defined in ORS 475.525, regardless of quantity, is prohibited in our workplace except as prescribed by a physician and used as directed.

Violations of this work rule may subject an employee to disciplinary action up to and including dismissal, immediate suspension without pay, referral to appropriate authorities for prosecution or a requirement that the employee participate, satisfactorily, in a drug assistance or rehabilitation program as the district shall determine at its discretion and shall not be at the district's expense. Failure to satisfactorily complete a treatment program may result in the employee's suspension or termination of employment. Where there is reasonable cause to believe employees are using or are under the influence of alcohol or controlled or illegal substance(s) (drugs), employees may be required to take a drug test, at district expense, to prove or disprove use. Refusal to submit to the drug test may subject the employee to disciplinary action.

"Workplace" is defined to mean the site for the performance of work done in connection with assigned or authorized responsibilities and/or work done in connection with federal grants or contracts on or off school property.

As a mandatory condition of continuing employment, all district employees must abide by this work rule and also notify the district office administration of any criminal drug/alcohol statute conviction based on any violation in the workplace no later than five days after such conviction. Failure to report such conviction shall result in disciplinary action.

The district shall inform all district employees of this policy and the drug-free workplace awareness program annually at a staff meeting and/or by publishing this policy and related material in a staff handbook or communication to all staff members or when newly hired during the school year.

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

For more information, refer to Board Policy GBEC.

### ***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.

An Alert Now message will be sent out to all staff in the event of delayed openings or school closures.

For more information, refer to Board Policy EBCD.

### ***EVALUATION/OBSERVATION OF STAFF***

Evaluation of teachers will be in accordance with Oregon Revised Statutes, any applicable collective bargaining provisions and the district's teacher evaluation handbook. For the purpose of identifying standards and responsibilities for educators in the district, Standards for Competent and Ethical Performance of Oregon Educators from OAR 584-020-0000 to -0035 will be used.

For more information, refer to Board Policy GCN and applicable provisions of collective bargaining agreements.

### ***FAIR LABOR STANDARDS ACT***

Regular working hours for all classified staff will be set by the building principal. Nonexempt staff members 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. Exceptions to the regular work week must be approved by the building principal.

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

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



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

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

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

Compensatory time is not allowable in the Yoncalla School District.

### ***FUND-RAISING***

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

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

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

For more information, refer to Board Policy IGDF.

### ***GIFTS AND SOLICITATIONS***

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

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

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



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

For more information, refer to Board Policies KI/KJ and KJ, as well as Oregon Government Ethics Commission (OGEC) ORS Chapter 244.

### ***GUEST SPEAKERS/CONTROVERSIAL SPEAKERS***

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

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

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

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

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

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

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

Hazing, harassment, intimidation, cyberbullying or menacing by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff members who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

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

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

For more information, refer to Board Policy GBNA and administrative regulation.

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

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

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

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

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

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

For more information, refer to Board Policy EHA.

## ***INJURY/ILLNESS REPORTS***

All injuries/illnesses 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 immediately.

Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate.

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

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

Automated External Defibrillators (AED). The district has made these devices available for use during medical emergencies by properly trained district staff.

## **KEYS**

Keys are issued to select staff by the district. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all keyed-staff members 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 report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. A charge of \$25 per key will be made to the staff member to whom the key(s) has been issued for lost or stolen keys.

All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access and approved by the principal, may make arrangement with the facilities manager to have their keys reissued.

## **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.

General plans, which cover the length of the course of study, should also be prepared and readily available for building principal and/or student and parent/guardian review.

## ***LICENSE REQUIREMENTS***

Teachers offered employment in the district must either demonstrate they hold a valid Oregon teaching license or demonstrate the ability to obtain a valid Oregon license before the Board will consider approving their employment.

New teachers not presenting their valid Oregon teaching 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 or verified by TSPC.

Licensed staff members 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 Oregon license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

## ***MATERIALS DISTRIBUTION***

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the district. 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 members are expected to attend staff meeting unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

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

## ***PARENTAL RIGHTS/SURVEYS***

Staff are advised that parents/guardians of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents/guardians 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/guardian;
- Mental or psychological problems of the student or the student's parent/guardian;
- 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/guardians;
- 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)/guardian(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)/guardian(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.

For more information, refer to Board Policy KAB.

### ***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.

### ***PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA***

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

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

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

Staff members will utilize social network sites (e.g., Facebook, Twitter, Snapchat, and Instagram) judiciously and will not post confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff will use district e-mail using mailing lists to a group of students (when appropriate) rather than individual students. Texting students is discouraged.

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

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

Staff are prohibited from using cell phone jammers or any other similar device that may be in violation of law.

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

As outlined in Board Policy GCAB.

### ***PERSONAL PROPERTY***

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

## ***PERSONNEL RECORDS***

An official personnel file will be established for each person employed by the district. Personnel files will be maintained in a central location.

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The superintendent will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Each employee shall have the right to review the contents of his/her own personnel file in the presence of a witness from the human resources office except that all confidential material supplied by outside agencies concerning an original employment may be removed from the file and shall not be subject to review by the employee. The employee may request a third party to accompany him/her in such review.

Access to personnel files shall be as follows:

1. The immediate supervisor of the employee as designated by the superintendent;
2. The superintendent;
3. Members of the superintendent's staff so designated;
4. As designated in any duly authorized collective bargaining agreement and under conditions stipulated in the agreement;
5. Any other access required by laws of the state of Oregon or the United States.

As stated in Board Policy GBL. For more information, refer to collective bargaining agreements as applicable.

## ***PROGRESS UPDATES***

Teachers are expected to report their students' progress to the students and their parents/guardians. Progress is formally reported regularly during all grading periods (timing varies by level) indicating citizenship and academic performance to date. Teachers are expected to make a personal parent/guardian contact on any student who is failing a class prior to issuing a failing grade.

Gradebooks and online grading systems are to be updated on a consistent basis (weekly in most cases) to reflect an accurate account of the student's performance.

## ***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 will be authorized unless covered by an approved purchase order. Forms are available in the office.

All building purchase orders will be processed according to individual building procedures.

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

For more information, refer to Board Policies DJ, DJC, IGDG, and administrative regulations.

## ***RELEASE OF GENERAL STAFF INFORMATION***

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

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

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

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

For more information, refer to Board Policies GBLA, KBA, and administrative regulations.

## ***RESIGNATION***

A resigning staff member is required to deliver a written and signed notice of resignation to the superintendent. If the superintendent decides to accept the resignation, the resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified by the superintendent.

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



Where less than a 60-day notice is given, the Superintendent may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee.

All other staff members are expected to submit a written and signed notice of resignation at least two weeks prior to the date he/she wishes to leave district employment.

For more information, refer to Board Policy GCPB/GDPB and applicable provisions of collective bargaining agreements.

## **RETIREMENT**

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

## **SAFETY COMMITTEE**

Safety committees exist to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. Site safety committees, through the district safety committee, make recommendations that assist the employer in making positive changes in the working and learning environment of the district.

The building principal will coordinate the district's safety committee efforts and maintain all necessary records.

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

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

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

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

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses and the district employee who is the subject of the report. The investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process.

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

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the superintendent, or designee, will follow up on receipt of a report. When the superintendent, or designee, takes action on the report, the person who initiated the report must be notified.

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

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

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all district employees. For more information, refer to Board Policy JHFF.

## ***SEXUAL HARASSMENT***

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff or other persons by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises and non-district property if the student or employee is at any district- sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

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

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;

2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

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

Refer to Board policy GBN/JBA for more information.

### ***SITE COUNCIL***

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

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

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

Meeting times and locations will be announced through the office. All staff members are invited to attend 21<sup>st</sup> Century Schools Council meetings.

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

For more information, refer to Board Policy IFCA.

## ***SPECIAL INTEREST MATERIALS***

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

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

## ***STAFF CONDUCT***

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

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

## **Application of Rules**

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

## **Definitions**

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

1. Administrator – Any supervisory educator who holds a valid Oregon administrative license or registration.
2. Competent – Discharging required duties as set forth in these rules.

3. Educator – Any licensed or registered person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. Ethical – Conforming to the professional standards of conduct set forth in these rules.
5. Sexual contact – Includes:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;
  - c. Sexual advances or requests for sexual favors directed toward a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
  - e. Verbal or physical conduct, which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. Sexual harassment – Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
7. Teacher – Any person who holds a teacher's license as provided in ORS 342.125.

## **The Competent Educator**

The teacher demonstrates a commitment to:

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

### Curriculum and Instruction

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

The competent teacher demonstrates:

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

### Supervision and Evaluation

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

The competent teacher demonstrates:

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

### Management Skills

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

The competent teacher demonstrates skills in:

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

### Human Relations and Communication

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

The competent teacher demonstrates:

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

## **The Ethical Educator**

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

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;

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

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

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
5. Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

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

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

## ***STAFF DEVELOPMENT***

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

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

All requests for district payment of college course work tuition require prior administrative approval.

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.

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.

### ***STAFF DRESS AND GROOMING***

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

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

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

### ***STAFF ETHICS***

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

This means that:

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

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work or be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

Refer to Oregon Government Ethics Commission (OGE) ORS Chapter 244 for more information.

### ***STAFF HEALTH AND SAFETY***

The Board authorizes the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

The superintendent, in consultation with district and building safety committees, will develop training and written procedures necessary to accomplish this goal and to meet the requirements of the law.



All employees will be trained to recognize and respond appropriately to the presence of hazardous materials. All employees shall conduct their work in compliance with the safety rules of the district.

As outlined in Board Policies GBE. For more information, refer to Board Policies GBEBAA/JHCCBA/EBBAB and GBEBBC/JHCCC/EBBAA.

## ***STAFF/PARENT RELATIONS***

### **Communications to Parents/Guardians**

All written communications sent home to parents/guardians must be sent in English and Spanish when this is the primary language spoken in the home.

### **Custodial Relations**

The Board encourages parents to be involved in their student's school affairs and, unless otherwise ordered by the courts, an order of sole custody to one parent shall not deprive the other parent access to the student's education records.

The parent having sole custody will be contacted before such records are released to a noncustodial parent. Only if the parent having sole custody presents a court document to the contrary will the noncustodial parent be denied access to the records.

Otherwise, the noncustodial parent may receive and inspect the student's education records and consult with school staff concerning the student's welfare and education to the same extent as provided the parent having sole custody.

Noncustodial parents will not be granted visitation or telephone access to the student during the school day nor will a student be released to the noncustodial parent without written permission of the parent having sole custody.

The district will use reasonable methods to identify and authenticate the identity of both parents.

As stated in Board Policy GBH/JECAC.

### **Timely Contact**

Teachers are expected to return contact to a parent/guardian within 24 hours of receipt of contact from the parent/guardian.

## ***SUPERVISION OF STUDENTS***

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

All teachers are expected to be in their classrooms prior to the arrival of students. During transition times, teachers may be expected to supervise student movement within the classroom vicinity.

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

Building administration may assign staff to specific areas for student supervision during a teacher's work day.

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

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

### ***TEACHING ABOUT RELIGION***

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

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

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

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

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

## ***TOBACCO-FREE ENVIRONMENT***

In order to comply with state law and to protect public, tobacco use is prohibited on all district property and in district-owned buildings and vehicles and at district sponsored events.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, snuff in any form nicotine or nicotine delivering devices, chemicals or devices that product the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

For more information, refer to Board Policy GBK/JFCG/KGC.

## ***TUTORING***

Except as may be expressly authorized by the superintendent or his/her designee, no teacher shall:

1. Arrange to tutor any child enrolled in his/her class for compensation;
2. Provide tutoring in a school building for which the teacher receives compensation.

As stated in Board Policy GCQAB.

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

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

## ***VACANCIES/TRANSFERS***

Announced vacancies for licensed and classified positions are posted in the staff room at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives.

During summer break, such notices are emailed to the association presidents.

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

## ***VOLUNTEERS***

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

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

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office. The use of volunteers requires prior district approval.

For more information, refer to Board Policy IICC, its administrative regulation, and Board Policy GCDA/GDDA.

## ***WEAPONS***

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

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

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

For more information, refer to Board Policy JFCJ.

## ***STUDENT OPERATIONAL PROCEDURES***

### ***ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS***

The district recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school, on a temporary or regular basis.

All requests for the district to administer medication to a student shall be made by the parent in writing. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

The district shall designate school staff authorized to administer medication to students. Training shall be provided as required by law.

The district reserves the rights to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

This policy and administrative regulation shall not prohibit, in any way, the administration of first aid to students by district employees in accordance with established state law, Board policy and procedures.

As outlined in Board Policy JHCD. For more information, refer to Administrative Regulation JHCD and Board Policy JHCDA.

## ***ASSEMBLIES***

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

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

## ***ASSIGNMENT OF STUDENTS TO CLASSES/TEACHERS***

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

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

High school students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the building principal or designee or when otherwise notified by the office.

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

For more information, refer to Board Policy JECC.

## ***ATTENDANCE***

It is the expectation that teachers will take attendance regularly as per building protocol.

## ***CLASSROOM MANAGEMENT***

The conduct, control and management of the classroom is the responsibility of the individual classroom teacher. Creation of classroom rules, application, exceptions and additions to a teacher's rules shall be the prerogative of the classroom teacher, so long as the rules do not

violate applicable school, state or national rules, regulations and laws. All staff members are expected to follow and enforce district policy and building rules.

### ***CONTESTS FOR STUDENTS***

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

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

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

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

For more information, refer to Board Policies IGDH, KI/KJ and KJ, as well as Oregon Government Ethics Commission (OGE) ORS Chapter 244.

### ***CORPORAL PUNISHMENT***

The use of corporal punishment in any form is strictly prohibited. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator or other school personnel.

As used in this policy, corporal punishment does not mean physical pain or discomfort resulting from or caused by participation in athletic competition, or other such recreational activity, voluntarily engaged in by a student.

No teacher, administrator, student or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others, to himself/herself, or to district property. When so employed, physical restraint shall not be used to discipline or punish a student.

All staff members and volunteers shall be notified of this policy.

As stated in Board Policy JGA.

## ***USE OF RESTRAINT AND SECLUSION***

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

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as necessary to prevent a student from harming his/herself, students, staff or others or from causing damage to district property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves, others or district property. Any student being restrained or secluded within the district whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

Teachers required to use restraint/seclusion should act in accordance with Policy JGAB and JGAB-AR, including the Physical Restraint and/or Seclusion Incident Report Form.

Annual restraint reporting will be presented on the district's special programs webpage.

For more information, refer to Board Policy JGAB and administrative regulation.

## ***DISMISSAL OF CLASSES/STUDENTS***

Teachers should not dismiss a student or class before the established dismissal time, without prior approval from building administration. 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.

Students should not be in rooms without supervision.

Teachers should never retain a student or class after school dismissal without at least one-day prior parental notification.

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

Students have a right to attend school in an environment conducive to learning. Since student drug, alcohol and tobacco use is illegal, harmful and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prevent unlawful drug, alcohol and tobacco use and to maintain a drug-free educational environment.

Any staff member who has reason to suspect a student is in possession of, or under the influence of unlawful drugs, alcohol, other intoxicants or tobacco on district property, on a school bus or while participating in any district-sponsored activity, whether on district property or at sites off district property, will report the information to an administrator or his/her designated representative.

For more information, refer to Board Policy IGAEB and administrative regulation.

### ***EMERGENCY DRILLS***

Each building administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes including drills for fire, earthquake or other emergencies.

As outlined in Board Policy EBCB.

### ***FEATURE FILMS/VIDEOS***

The Board recognizes that the showing of commercially-produced and rated feature films and videos 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 that 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/videos with administrative approval may be shown as part of the school program.

Teachers should not assign the viewing of a film as a part of course work unless the film/video meets the requirements outlined in Board policy IIABB.

### ***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 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.

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

For more information, refer to Board Policy IICA.

### ***FLAG SALUTE***

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



## ***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/guardians is essential.

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

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

Teachers may consider a student's attendance in determining the student's grade or in deciding whether the student should be granted or denied credit. However, the student's attendance shall not be the sole criterion for the reduction of a student's grade. Prior to reduction of grade or denial of credit:

1. The teacher shall identify how the student's attendance and participation in class is related to the instructional goals of the particular subject or course and how this information shall be given to the student and parents of the student;
2. How the student or parents may have due process when the grade is reduced or credit is denied for attendance rather than academic reasons;
3. The reasons for the nonattendance are considered and the grade is not reduced or credit is not denied based on absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence as determined by the policy of the district.

As stated in Board Policy IKAD.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy.

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

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

The district shall provide age-appropriate, comprehensive human sexuality instruction for all students.

The district shall coordinate the course with the local health department where applicable.

The district shall make known to parents and district residents that the human sexuality instructional materials used in class, in a course, assembly or school- sponsored activity are available for review.

Parents of minor students shall be notified in advance of any human sexuality instruction. The notice shall state an opportunity to review materials; no student shall be required to take or participate in the instruction; and a written objection submitted to the district will excuse a student with no disciplinary consequence.

For further information, refer to Board Policies IGAI and IGAEA.

## ***HOMework***

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

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

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

## ***MAKE-UP WORK***

A student who has an excused absence from class is permitted to make up those assignments that 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.

Any student truant from school may be permitted to make up missed work at the discretion of the teacher and building administrator.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. Students may, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension at the discretion of the building administrator.

## ***MEDIA ACCESS TO STUDENTS***

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

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

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

### ***MOVING CLASS/HOLDING CLASSES OUTDOORS***

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

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

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

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

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

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

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

### ***PROGRAM EXEMPTIONS***

The Board may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district.

An alternative program for credit may be provided.

Public request procedures for an alternative education program and alternative credit shall be developed by the superintendent. As stated in Board Policy IGBHD

### ***RELEASE TIME FOR RELIGIOUS INSTRUCTION***

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-6 and five hours for grades 7-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

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

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

### ***RESUSCITATION***

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

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

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

### ***RETENTION OF STUDENTS***

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

Exceptions will always be made after prior notification and explanation to the student's parents/guardians, but the final decision will rest with the building principal.

For more information, refer to Board Policy IKE.

### ***STUDENT BODY FUNDS***

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

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

All expenditures from a specific account of student body funds related to other school-recognized student groups must be approved by the members of that organization and their staff advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds. For more information, refer to Board Policy IGDG.

## ***STUDENT CONDUCT***

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

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions, which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook 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.

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

For more information, refer to Board Policy JFC.

## ***STUDENT DETENTION***

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

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

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

## ***STUDENT DISCIPLINE***

Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff.

For more information, refer to Board Policies JG, JGDA/JDEA and associated administrative regulations.

### ***STUDENT/PARENT HANDBOOK***

A student/parent handbook is made available (either digitally or in hardcopy) to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

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

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

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

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

Parents/guardians, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior building principal approval. The parent/guardian, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person who weighs over 40 pounds and who is under four feet nine inches and under the age of eight years of age must be properly secured with a child safety system that elevates the person so that a safety belt or harness properly fits the person. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

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

For more information, refer to Board Policy EEAE.

### ***STUDENT WITHDRAWAL FROM SCHOOL***

Upon notification by the office of a student withdrawal from school, teachers are expected to complete appropriate paperwork as designated by the building principal, including grade earned to date.

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

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

For more information, refer to Board Policies JN and JHFDA.

## ***VISITORS***

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

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

For more information, refer to Board Policy KK.

## ***Addendum Due to Covid-19*** ***Yoncalla School District***

### ***2022-2023***

**The information below is subject to change throughout the school year.**

## 10 THINGS YOU CAN DO TO MANAGE YOUR COVID-19 SYMPTOMS AT HOME | COVID-19 |

If you have possible or confirmed COVID-19

1. **Stay home** except to get medical care.



6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# COVID-19 Exclusion Summary Guidance for K-12

Version 3/9/2022

PRESENTATION

**Student or staff has illness with primary COVID-19 symptom(s).**

If at school, isolate, offer COVID-19 testing, and send home. Refer to health care provider. Follow local public health guidance.

If person **tests positive** for COVID-19, they must isolate at home. See "Student or staff has a positive COVID-19 viral test."

If person **tests negative** for COVID-19, they may return to school after symptoms improve and are fever free for 24 hours.

ACTION

**Student or staff has positive COVID-19 viral test.**

This person has COVID-19. Isolate at home for at least 5 days since test date, and 24 hours fever free, and other symptoms have improved. The person should wear a well-fitting mask around others at home and in public for 5 additional days (days 6-10) after the end of the 5-day isolation period.

**Student or staff has illness with symptoms that would exclude the student from attending school such as diarrhea, vomiting, headache, or rash.**

Exclude per usual school exclusion guidelines. Refer to health care provider if symptoms persist longer than one day.

If health care provider advises person they can return to school, person may return per documented advice of the provider.

If not seen by a health care provider, may return per usual school exclusion guidelines.

See [Communicable Disease guidance for Schools](#) for recommendations on disease-specific guidelines.

See "[Planning for COVID-19 Scenarios in Schools](#)" for additional scenario guidance.

CONDITIONS FOR RETURN

**Exclude any individual with Excluded from school entrance**

- **Exclusionary Illnesses:**
  - **COVID-19**
  - **Measles**
  - **Scarlet fever**
  - **Strep throat**
  - **Strep pneumoniae**
  - **Strep pyogenes**
  - **Strep viridans**
  - **Strep sanguinis**
  - **Strep salivarius**
  - **Strep thermophilus**
  - **Strep faecalis**
  - **Strep lactis**
  - **Strep penicillatus**
  - **Strep pyogenes**
  - **Strep viridans**
  - **Strep sanguinis**
  - **Strep salivarius**
  - **Strep thermophilus**
  - **Strep faecalis**
  - **Strep lactis**
  - **Strep penicillatus**

## Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Inability to wake or stay awake
- Persistent pain or pressure in the chest
- Pale, gray, or blue-colored skin, lips, or nail
- New confusion or delirium, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

## Quarantine

### If you were exposed

[Quarantine](#) and stay away from others when you have been in [close contact](#) with someone who has COVID-19.

### Isolate

### If you are sick or test positive

[Isolate](#) when you are sick or when you have COVID-19, even if you don't have symptoms.

### When to Stay Home

### Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

## IF YOU

**Were exposed to COVID-19 and are NOT [up to date](#) on COVID-19 vaccinations**

**Quarantine for at least 5 days**

## **Stay home**

Stay home and [quarantine](#) for at least 5 full days.

Wear a [well-fitting mask](#) if you must be around others in your home.

## **[Do not travel.](#)**

## **Get tested**

Even if you don't develop symptoms, [get tested](#) at least 5 days after you last had [close contact](#) with someone with COVID-19.

## **After quarantine**

Watch for [symptoms](#)

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

## **Avoid travel**

It is best to [avoid travel](#) until a full 10 days after you last had close contact with someone with COVID-19.

## **If you develop symptoms**

[Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a [well-fitting mask](#) around others.

## **Take precautions until day 10**

### **Wear a well-fitting mask**

Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

**If you must travel during days 6-10, [take precautions](#).**

**Avoid being around people who are [more likely to get very sick](#) from COVID-19.**

## **IF YOU**

**Were exposed to COVID-19 and are [up to date](#) on COVID-19 vaccinations**

### **No quarantine**

You do not need to stay home **unless** you develop symptoms.

### **Get tested**

Even if you don't develop symptoms, [get tested](#) at least 5 days after you last had [close contact](#) with someone with COVID-19.

### **Watch for symptoms**

Watch for [symptoms](#) until 10 days after you last had close contact with someone with COVID-19.

### **If you develop symptoms**

[Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a [well-fitting mask](#) around others.

### **Take precautions until day 10**

#### **Wear a well-fitting mask**

Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

#### **[Take precautions if traveling](#)**

**Avoid being around people who are [more likely to get very sick](#) from COVID-19.**

### **IF YOU**

**were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)**

#### **No quarantine**

You do not need to stay home **unless** you develop symptoms.

#### **Watch for symptoms**

Watch for [symptoms](#) until 10 days after you last had [close contact](#) with someone with COVID-19.

#### **If you develop symptoms**

[Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a well-fitting mask around others.

### **Take precautions until day 10**

#### **Wear a well-fitting mask**

Wear a [well-fitting mask](#) for 10 full days any time you are around others inside

your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

### **Take precautions if traveling**

**Avoid being around people who are more likely to get very sick from COVID-19.**

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

#### **IF YOU**

**Tested positive for COVID-19 or have symptoms, regardless of vaccination status**

#### **Stay home for at least 5 days**

Stay home for 5 days and isolate from others in your home.

Wear a well-fitting mask if you must be around others in your home.

### **Do not travel.**

#### **Ending isolation if you had symptoms**

End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

#### **Ending isolation if you did NOT have symptoms**

End isolation after at least 5 full days after your positive test.

#### **If you got very sick from COVID-19 or have a weakened immune system**

You should isolate for at least 10 days. Consult your doctor before ending isolation.

### **Take precautions until day 10**

#### **Wear a well-fitting mask**

Wear a well-fitting mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Do not travel**

[Do not travel](#) until a full 10 days after your symptoms started or the date your positive test was taken if you had no symptoms.

**Avoid being around people who are [more likely to get very sick](#) from COVID-19.**

**DEFINITIONS**

Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

***Close Contact***

A close contact is someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. People who are exposed to someone with COVID-19 after they completed at least 5 days of isolation are not considered close contacts.