



Southern Oregon Education Service District

SOESD

EMPLOYEE HANDBOOK

2026-27

Table of Contents

PREFACE	6
Equal Employment Opportunity Statement	6
Americans with Disabilities Act and Section 504	6
Nondiscrimination and Civil Rights	7
Title IX of the Education Amendments	7
Mission Statement	7
Calendar	8
Use of the term “Parent”	8
SOESD Overview	8
STAFF ORGANIZATION	9
Administration	9
Licensed Staff	9
GENERAL INFORMATION	9
Associations	9
Board Meetings & Communications	9
Board Members	9
Community Use of Building	10
STAFF OPERATIONS.....	10
Absences	10
Absence Without Pay	11
Abuse of a Child Reporting	11
Animals in District Facilities	12
Asbestos Law	12
Asset Inventory	12
Assignment Changes	14
Benefits	14
Health Insurance	14
Public Employees Retirement Systems (PERS)	14
Breaks.....	15
Building Maintenance	15
Building Security	16
Care and Use of District Property	16
Cash in District Buildings.....	16
Children in the Workplace	16
Communicable Disease, Bloodborne Pathogens, Infection Control Procedures.....	16

Complaints	17
Staff Complaints	17
Bias Incident Complaints	17
Student/Parent Complaints	18
Computer Use	18
Computer Information Services (CIS)	19
Conference Room Use	20
Contracts, Compensation and Employment Notices	21
Copy & Fax Machine Usage	21
Copyright	21
Criminal Records Checks and Fingerprinting	22
Curriculum	23
Cybersecurity	24
Discipline and Discharge	24
Drug Free Workplace	24
Emergency Closures	25
Emergency Plan	26
Employee Assistance Program (EAP)	27
Employee Definitions	27
Equipment Usage	28
Ethics: Oregon Government Ethics Commission	28
ESD Sponsored Activities	28
Evaluation of Staff	28
Expression of Milk in the Workplace	29
Fair Labor Standards Act	29
Family and Medical Leave (Sick Time, Sick Leave, FMLA, OFLA and PFMLI) and Safe Leave	30
Flex Time (Non-Exempt)	30
Gifts And Solicitations	30
Grants	30
Harassment, Workplace	31
Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying	32
Health Insurance Portability And Accountability Act (HIPPA)	32
Independent Contractors	32
Information Requests	33
Injury Or Illness Reports	33
Inventory	34

Keys or Access Cards	34
License Requirements	34
Materials Distribution	35
Materials Selection and Availability, Media Requests and Booking	35
Meetings	35
Name Changes	35
Participation in Political Activities	35
Payroll	36
Personal Electronic Devices and Social Media	36
Personal Property	38
Personal References for Employment	38
Personnel Records	38
Policies and Rules	39
Prep Periods and Instructional Staff Planning Time	39
Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems	39
Providing In-Service Within ESD Programs	39
Purchasing	40
Relationships: Employee/Student/Family	43
Release of General Staff Information	43
Research, Copyrights and Patents	44
Resignation of Staff	44
Retirement	44
Safety Committee	44
Services to “Outside Agencies”	45
Sexual Harassment	45
General Procedures	45
Sexual Harassment Complaint Procedures	46
Sick Leave Bank	50
Sick Time	53
Staff Conduct	53
Standards For Competent and Ethical Performance of Oregon Educators	56
Staff Dress and Grooming	60
Staff Ethics	60
Staff Health and Safety	61
Staff Room	62
Subpoenas to Staff	62

Suspected Sexual Conduct (Reporting Requirements)	62
Telephone Usage	64
Timesheets	65
Training	65
Transporting Students.....	65
Travel	66
Use of Private Vehicles for District Business.....	71
Visitors to Instructional Sites	71
Volunteers.....	72
Weapons	72
Weingarten Rights	73
Whistleblower	73
Work Hours	74
STUDENT OPERATIONAL PROCEDURES	75
Corporal Punishment	75
Drug, Alcohol and Tobacco Prevention.....	75
Emergency Procedure Drills and Instruction	75
Field Trips and Special Events	76
Media Access to Students.....	77
Medications	79
Moving Class and Holding Classes Outdoors	79
Program Exemptions.....	79
Restraint or Seclusion	79
Resuscitation Decisions, Life-Sustaining Emergency Care	80
Student Conduct	80
Student Discipline	81
Student Transportation in Private Vehicles	82
Visitors	82
SPECIAL PROGRAMS	83
Library and Media Support Services	83
Pregnant or Parenting Student Programs.....	83
Special Education Services	83

PREFACE

The material covered within this employee 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. Board policies are available on the district website.

Any information contained in this employee handbook is subject to revision or elimination. Appropriate notice will be provided.

This handbook is not intended as a contract and does not modify any terms of the employment arrangement.

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

This staff handbook is effective on August 24, 2026. This handbook supersedes all previous statements, memos, and practices that are in conflict with its provisions.

Equal Employment Opportunity Statement

The district is an equal employment opportunity employer and does not discriminate on the basis of an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, parental status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in a uniformed service, familial status, genetic information, political affiliation, an individual's juvenile record that has been expunged, economic status, citizenship or immigration status, or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

Americans with Disabilities Act and Section 504

The following staff have been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Ryan Swearingen, Chief Human Resources Officer
5465 S. Pacific Highway, Phoenix, OR 97535
ryan_swearingen@soesd.k12.or.us
541-776-8590 x1104

The procedure for filing a complaint can be found on the district's home page at soesd.k12.or.us and in Board policy ACA - Americans with Disabilities Act.

Nondiscrimination and Civil Rights

The following staff have been designated as the Civil Rights Coordinator:

Stephanie Cossey, Human Resources Manager
5465 S. Pacific Highway, Phoenix, OR 97535
stephanie_cossey@soesd.k12.or.us
541-776-8590 x1183

The procedure for filing a complaint can be found on the district's home page at soesd.k12.or.us and in Board policy AC – Nondiscrimination and Civil Rights.

Title IX of the Education Amendments

The following staff have been designated as the coordinator of Title IX of the Education Amendments:

Ryan Swearingen, Chief Human Resources Officer
5465 S. Pacific Highway, Phoenix, OR 97535
ryan_swearingen@soesd.k12.or.us
541-776-8590 x1104

The procedure for filing a complaint can be found on the district's home page at soesd.k12.or.us or in the district's Board policy GBN/JBA – Sexual Harassment.

Mission Statement

Serving Children, Schools and Our Communities

Our MISSION for today

We partner with districts to expand opportunity and access, deliver specialized services, and bring people together to support strong schools and communities.

Our VISION for the future

A thriving Southern Oregon where every child, family, and community is connected, supported, and prepared for the future.

Our CORE VALUES along the way

Integrity in action

We act with honesty, transparency, and accountability — aligning our decisions and resources with our commitments to students, districts, and communities.

Excellence in service

We deliver responsive, reliable, and high-quality services, continuously improving to meet the evolving needs of our region.

Connection in community

We cultivate belonging, collaboration, and shared responsibility — strengthening relationships across districts, staff, families, and community partners.

Equity in all we do

We center fairness and opportunity by examining barriers, elevating diverse voices, and ensuring each student and community has access to the support they need to thrive.

Calendar

Master School Calendar

The superintendent's office develops a master school calendar after input from the 13 school districts in the ESD's three-county service area.

Employee Work Calendars

Employee calendar templates are available to supervisors and office professionals to create individual staff calendars each year in the Agency-wide G drive. 258 and 260-day calendars are standard and need not have employee initials and submit each year. 190 and 220-day calendars can be edited for slight variations. All 190-day and 220-day calendars should be published in the fall (with employee initials showing the employee received a copy) and sent to HR.

Use of the term “Parent”

**The term “parent,” as used in this handbook, generally includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in Oregon Revised Statute (ORS) 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, may depend on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes may depend on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For students with disabilities, parent also includes a surrogate parent, an adult student to whom rights have transferred, and foster parent as defined in Oregon Administrative Rule (OAR) 581-015-2000.

SOESD Overview

Southern Oregon ESD is one of 19 ESDs in the state. It serves 13 school districts, over 100 buildings, 3,500 teachers, and 49,000 students in Jackson, Josephine, and Klamath counties. Southern Oregon ESD's 10,600 square-mile geographic area represents the largest ESD service area in the state and ranks fifth highest in the state for the student population.

Governed by a nine-member Board of Directors and staffed by approximately 320 employees, our agency brings the cooperative benefits of “The Regional Advantage” to every student, teacher, administrator, and resident of our service area every day.

SOESD locations are open to the public Monday through Friday, 8:00 am – 4:30 pm.

STAFF ORGANIZATION

Administration

[Click here](#) to view the 2026-27 SOESD Organizational Chart.

Licensed Staff

The district publishes a [staff directory](#) on the district's website.

GENERAL INFORMATION

Associations

The Southern Oregon ESD Education Association represents the bargaining unit for all licensed staff. Association officers and building representatives are as follows: The Association President is Amy Szeliga.

The Oregon School Employees Association Chapter 104 represents the bargaining unit for all classified staff. Association officers and building representatives are as follows: The Association Co-Presidents are Isobel Evergreen and Ryan Madrone.

Board Meetings & Communications

Regular Board meetings are held on the third Wednesday at the Operation Center. Meetings begin at 6:00pm. All regular, special, and emergency meetings of the Board are open to the public unless otherwise provided by law. Additional board meeting procedures are published in Board policy BD – Board Meetings. Information on how to participate in or submit public comment is published in Board policy BDDH – Public Comment. Meeting notices and related Board information are published on the district's website, on dedicated board web pages.

All staff members are invited to attend Board meetings.

All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members. See Board policy BG – Board-Staff Communications.

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

Board Members

The Legislature of the state of Oregon delegates to the Board the responsibility for the conduct and governance of the district's schools. Board members, as elected by residents of this district, are published on soesd.k12.or.us/about/#board and are as follows:

- | | | |
|-------------------|--------|----------------------------|
| ● Brian Clark | Zone 1 | Grants Pass & Three Rivers |
| ● Rhonda Lawrence | Zone 2 | Three Rivers |

● Robert Moore	Zone 3	Klamath County
● Jessie Hecocta	Zone 4	Klamath Falls
● Ariel Bloomer	Zone 5	Ashland, Phoenix-Talent, Pinehurst
● Rebeca Mueller	Zone 6	Medford
● Richie Owens	Zone 7	Medford
● Mary Barton	Zone 8	Central Point, Rogue River
● Ana Mannenbach	Zone 9	Butte Falls, Eagle Point, Prospect

Community Use of Building

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

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

[Click Here to access the Facility Request Form](#)

STAFF OPERATIONS

Absences

All staff are to attend work regularly and report to work for all scheduled workdays at the assigned time, fit for duty and are required to report all absences to the immediate supervisor. All staff are to maintain satisfactory attendance, which shall mean reporting for duty and staying on duty during all assigned times, unless when on a form of leave protected by the collective bargaining agreement or under federal and/or state statutes, or on any other form of leave given by written consent of the District. In accordance with federal and state law, the District will not count protected leave under state and federal statutes (e.g., FMLA/OFLA, etc.) against satisfactory attendance.

Staff members unable to report to work for any reason must notify their immediate supervisor and enter their absence in Absence Management as soon as possible. Absence reporting into Absence Management must be done before the scheduled start time to ensure that the appropriate substitute arrangements may be made (if needed). Whenever possible, and as appropriate, substitutes will be retained during the course of the absence.

Refer to the association contracts for types of leaves available to specific positions and information required. Contact the Human Resources Office if you have any questions on the appropriateness of requests.

The program administrator will:

1. Approve absences in Frontline ***Absence Management***.
2. Track those employees who do not submit absence reports.
3. Review, on a case-by-case basis, absences that exceed available paid leave.
4. If a long-term pattern of absences, discuss with the employee:
 - a. that absences are disrupting completing work (document the disruption);
 - b. any ADA issues or possible FMLA/OFLA eligibility;
 - c. that if the pattern continues employee could be subject to discipline;

- d. scheduling an absence review in two months.
- e. Take disciplinary action if needed. If the continued pattern of absences, discipline up to and including termination.

FAQs

- 1. Medical and dental office visits may be counted as personal or sick leave.
- 2. Sick leave may be used in connection with illness in the immediate family, or per collective bargaining agreement.
- 3. Military leave will be granted following state and federal law. If a request is received, the administrator will contact the Chief Human Resources Officer.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy, and federal and state law. See Board policies GCBD/GDBD – Personal Illness and Injury Leave, GCBDA/GDBDA – Family and Medical Leave, GCBDD/GDBDD – Sick Time and GCBDF/GDBDF – Paid Family and Medical Leave Insurance. Other provisions on absences are outlined in the applicable collective bargaining agreement.

Absence Without Pay

If an employee has not accrued appropriate leave and the employee does not report to work, the employee's pay will be docked. Example: An employee does not have vacation time but wishes to take a day off in the current month and requests to "trade" that time for a day of vacation that will be earned in the following month. This will be denied by the immediate supervisor. It is not the employee's automatic right to take voluntary leave without pay (dock) when no paid leave is available.

Abuse of a Child Reporting

Abuse of a child by district employees, contractors, agents, volunteers, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements, and the accompanying administrative regulation.

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

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

Any district employee who has reasonable cause to believe that **any person** with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

Any district employee who has reasonable cause to believe that **another district employee, contractor, agent, volunteer, or student** has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer, or student shall immediately report such DHS through its centralized child abuse reporting system or to local law enforcement agency, and to a designated licensed administrator.

If the superintendent is the alleged perpetrator, the report shall be submitted to the Assistant Superintendent, who shall also report to the Board chair.

Forms are available in the office.

Oregon law defines “abuse” in ORS 419B.005(1).

Failure to report suspected abuse of a child 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 cause, participates in good faith in making of an abuse of a child report shall have immunity from any liability, civil or criminal, which might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee’s personnel file. Intentionally making a false report of abuse of a child may be a Class A violation.

Animals in District Facilities

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent or superintendent’s designee that are part of an approved district curriculum or cocurricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals.

Animals, except those service animals serving persons with disabilities, may not be transported on a school bus.

Asbestos Law

Asbestos plans are available in the Medford offices. In addition, the Chief Financial Officer has copies of all asbestos plans. Building inspections made at both locations did not show any friable asbestos.

Asset Inventory

When ordering or paying for equipment and supplies on the same PO or ATP, break out the cost between the 410s and the 460s or 540s.

If the value is \$.01 to \$2,999.99 the object code is 410. If the value is \$3,000.00 to \$24,999.99 the object code is 460. If the value is \$25,000.00 or more the object code is 541 or 542.

If the program administrator wants to track items that are valued at less than \$500.00, they will track them within their department.

When deleting an item, be sure to put the reason for the deletion on the form, i.e. broken, beyond economical repair, can’t find, etc.

When transferring equipment from one area to another, an asset inventory form needs to be completed and forwarded to the Business Office.

Purpose

Federal, state, and local auditors require that a record be kept of all ESD assets. Above and beyond this requirement is the fact that knowing what is owned and where the items are located makes good common sense.

What is an Asset?

To be an asset, a purchase should meet all of the following criteria:

1. Will not be consumed in the year of purchase.
2. The expected usable life is greater than one year.
3. The item costs over \$3,000 per unit (purchase price should include shipping costs).

Use of the Information

In addition to the requirement that records of assets be kept for audit purposes, the information is used in other ways:

1. An important purpose of the information is to indicate the location of certain items. Furniture, equipment, etc., are often requested by ESD teachers for their classrooms. If the Business Office staff knows where all equipment is located, items that are considered "surplus" by one program can be used elsewhere.
2. ESD assets are insured against fire and other hazards. The insurance company must be furnished with a list of the assets and their location. However, the ESD does not carry insurance on district-owned laptop computers. When one is lost or stolen, the cost of replacement falls entirely on the ESD.

New Purchases

Capital purchases are tagged by the receiving department/program. Program staff must complete an inventory slip on all new equipment/assets and attach a copy of the invoice or purchase order for the equipment. If a piece of equipment is noticed that is not tagged, the Business Office in Medford should be informed.

There are two ways of tagging merchandise:

1. Tag merchandise and send in the completed inventory slip along with payment via a Purchase Order or ATP.
2. If an inventory slip is not submitted with payment, the Business Office will send a copy of the Purchase order/ATP with an inventory tag and slip to the program Administrative Assistant to complete and return.

Taking Inventory

The inventory list will be provided by the Business Office in November. These lists will contain all items recorded for a particular location. The items should be checked against the listing and identified tag numbers. If an item cannot be located, it should be noted as "can't find" on the list. The Business Office will identify and review these "can't find" items and may contact the program supervisor for further investigation of these items. Departments/programs will be held accountable for any fixed assets marked as "can't find" on the asset inventory. Items that are in an office or classroom may not be on the list. If they have an approximate value of \$3,000 or more, they should be noted at the bottom of the list so information can be corrected by the Business Office. As part of this process, the Business Office will send an instruction sheet with inventory listings.

Disposal

Beyond Economic Repair (BER) When programs/departments are considering the disposal of electronic equipment assets, they will contact Electronic Services to determine if the equipment is beyond economical repair.

Assignment Changes

Many conditions may affect changes in personnel assignments:

- Vacancies and Transfers
- Location changes
- Reduction in Force
- Terminations
- Change of Hours
- Resignations
- Retirements
- FMLA/OFLA
- Unpaid Leaves
- Budget code changes

A Payroll Change Notice, available in Frontline Central, must be completed by the administrator for any change in personnel assignment.

Benefits

Health Insurance

Insurance benefits are stipulated in the Collective Bargaining Agreements for classified and licensed employees and in the Conditions of Employment for administrative and confidential employees. Benefits typically include:

- Full family medical, dental, and vision
- Term life insurance
- Long-term disability
- Retirement
- Section 125 cafeteria plan
- Accident insurance
- Tax-sheltered annuity

Information on the actual coverage of these plans is available by contacting Human Resources (541-776-8590 ext. 1183) or on the SOESD website under “For Staff” using the “Insurance” tab.

Employees have thirty days after marriage, birth, adoption, etc., to add dependents to the insurance coverage provided by the ESD. If changes are not made within the thirty days allowed by the insurance companies, the additions cannot be made until open enrollment.

Should an employee or a spouse of an employee lose coverage for any reason (termination for any reason, divorce, etc.), eligibility may continue under the ESD for some time. If changes should occur that might influence an employee's eligibility, that employee should contact Human Resources to see what eligibility remains, and for what period.

Public Employees Retirement Systems (PERS)

Because of changes in PERS, employees hired on or after August 29, 2003, will be covered under the Oregon Public Service Retirement Plan (OPSRP). For current employees hired before August 29, 2003, contributions are made to an individual account program (IAP).

PERS Break in Service for Tier 1 and Tier 2 Members

Employees hired before August 29, 2003, have established membership in PERS. To retain PERS status, employees must work a minimum of 600 hours per year and must not have a break-in-service of more than six months' duration unless exempted (i.e., family medical, professional development, active military duty).

Social Security

All ESD employees are covered under Social Security.

Tax Sheltered Annuities – 403(b)

SOESD makes available to all permanent staff and any substitute or temporary employee (who averages 20 hours or more per week for a calendar year) the ability to participate in a 403(b) Tax Sheltered Annuity program. This is a salary reduction program where the employee determines the amount that they will contribute and that amount is taken out of their monthly salary. Employees interested in participating must contact the SOESD Human Resources office for more information and to obtain a list of participating companies.

Worker's Compensation

All employees are covered under a Worker's Compensation plan. This plan covers employees who are injured in the course of their work. Should an injury occur, employees must notify HR's Employee Specialist office as soon as possible and complete the necessary incident report on the SOESD website. If medical attention is required, the appropriate worker's compensation claim forms (801 Form) must be completed by the employee and forwarded to the Human Resources office within 72 hours of seeking medical attention.

If an injury is serious enough to require hospital care, the administrator is responsible for notifying the ESD HR's Employee Specialist immediately. The Human Resources office then must notify the carrier immediately upon receipt of the information. Future claims may depend upon the timely filing of accident reports.

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 4 or more consecutive hours are entitled to one paid 15-minute break. Those working 8-hour days are entitled to two paid 15-minute breaks.

Employees who work six or more consecutive hours receive an unpaid 30-minute meal break, unless otherwise provided by law.

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

Licensed employees receive a 30-minute continuous duty-free lunch period.

Building Maintenance

If you have concerns, needs, or complaints about ESD buildings, contact the ESD Chief Financial Officer.

[Click Here to access the Maintenance Request form.](#)

Classrooms

Classroom needs, concerns, or complaints should be referred to the designated Coordinator.

Building Security

SOESD buildings have security systems installed. You cannot enter these buildings after hours without setting off the alarms. The security alarm code should be kept confidential. An employee needs to make sure to disable and re-enable the alarm when entering/exiting the building.

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

Staff should refrain from keeping personal items of value in or about their desks. Personal items 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.

Care and Use of District Property

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the supervisor.

Certain district-owned equipment, including, but not limited to, laptops, cell devices, or iPads, may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An Equipment Use Form must be submitted and approved. Forms are available in the office.

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 Business Services office. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

Children in the Workplace

Infrequent visits by an employee's child, which are of brief duration and are not disruptive to other employees, are permitted. The child must either stay by the parent's side or be in or near the parent's workspace at all times – not in the hallways or other people's offices. The parent/employee is solely responsible for the child's behavior at all times.

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. Reasonable protection from communicable diseases is generally attained through immunization, exclusion or other measures in accordance with

Oregon law, by the local health department, or in the Communicable Disease Guidance published by the Oregon Department of Education and the Oregon Health Authority. 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.

A staff member may not attend work while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that the staff member has or has been exposed to any disease for which exclusion is required, in accordance with law and per Board policy GBEB – Communicable Diseases in Schools.

All staff shall comply with all other measures adopted by the district and with all rules set by the Oregon Health Authority, Public Health Division, and the local health department.

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

Complaints

Staff Complaints

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to the immediate supervisor for informal discussion and resolution. If the staff complaint is against the superintendent, the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

Disputes and disagreements related to the provisions of any collective bargaining agreement will be resolved as provided in the dispute resolution procedure of the agreement.

Bias Incident Complaints

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

Student/Parent Complaints

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

If the complaint is not informally resolved, staff should advise the complainant that they may submit the matter directly to the 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 KL – Public Complaints and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

Computer Use

Staff may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and otherwise when in compliance with board policy and administrative regulations. Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations.

ESD staff and Board members may use the ESD's electronic communications system, ESD-owned computers or devices including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the ESD's policy governing use of ESD 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 may be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) rules and 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 district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.

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

Computer Information Services (CIS)

Computer Information Services (CIS) provides technical support for computers, software, and peripherals, including assistance with email and server access; purchase and installation or relocation of computers and peripherals; and installation or removal of software. CIS manages mail and file services and the agency's website. CIS purchases all computer hardware and software for the agency, consults with staff regarding their computer hardware and software purchases and manages the agency's computer software licensing. CIS also provides custom web and data solutions and delivers computer training.

Contacting the Help Desk

Computer Information Services operates a technical support Help Desk providing phone support; remote and on-site troubleshooting; diagnosis and repair of servers/desktop computers/peripherals; remote training; and advice on planning and purchasing.

To contact the Help Desk:

Phone: 541 776-8590 Ext 1106

Email: support@soesd.k12.or.us

Web: www.soesd.k12.or.us/helpdesk

When contacting the Help Desk, communication should include your name, department, worksite, phone, email address, a brief description of the problem, and equipment tag number or serial number.

[Click Here to access the Technology Request forms.](#)

Computer Training

Technology trainings are sometimes offered throughout the year. SOESD staff development offerings can be viewed on our web site at <https://pdnetworks.soesd.k12.or.us/public/events/find-events>. Staff must obtain approval from their supervisor to attend training, and may register online. Departments may also request individual training and arrange for custom workshops by contacting the Computer Information Services Help Desk by calling ext. 1106 or emailing support@soesd.k12.or.us.

Computer Hardware and Software Purchases

Computer Information Services process all purchases for computers, peripherals, and software agency-wide. To request hardware or software purchases, staff may contact the Computer Information Services Help Desk by calling ext. 1106 or emailing support@soesd.k12.or.us. The Help Desk can assist by determining staff needs, making recommendations, and discussing staff need with supervisors, who can approve purchase requests. Staff is encouraged to communicate their purchase requests with their supervisor, who must approve staff requests to purchase hardware and software.

Computer Software Installation

To request the purchase or installation of software, please contact the Computer Information Services Help Desk by calling ext. 1106 or emailing support@soesd.k12.or.us.

Employees issued agency-owned mobile devices are encouraged to have CIS purchase and remotely deploy software to their devices, to maximize cost savings for the agency.

Personal software should not be installed on agency devices. The installation and use of unauthorized and/or illegal (not properly licensed) software is not allowed. Systems for monitoring adherence to software licensing will be maintained. If it is found that an employee's computer contains software in violation of copyright laws and/or agency policy, or that software installed by the employee repeatedly causes incompatibility issues or threatens the security of the network, the employee's account privileges may be changed to exclude the ability for staff to download/install software and the appropriate administrator will be notified. Unauthorized and/or illegal (not properly licensed) software is not allowed.

Databases

Password-protected databases are accessible on Southern Oregon ESD's servers. These databases include agency-wide, as well as program-specific databases. To request the addition of databases to the server, or for assistance accessing or using these services, please contact the Computer Information Services Help Desk by calling ext. 1106 or emailing support@soesd.k12.or.us.

Web Site

Southern Oregon ESD's website is designed to enhance communication and collaboration among component school districts, assist the ESD in delivering services to local education agencies, and provide information to the community concerning ESD services. The site provides resources concerning educational and related topics, facilitates sharing and cooperation among educational providers, and promotes the learning and development of educational professionals and students. The website can be accessed at www.soesd.k12.or.us.

Computer Information Services maintains the agency's website and content management system, assists with content development, and develops custom software for the agency's departments and the three-county component school districts.

Program Administrative Assistants are trained as "Content Managers" and are responsible for updating content on their program's pages on the website. Content is approved by department administrators. Administrators may request they or their staff be assigned as "Content Managers." Please contact the Computer Information Services Help to request assistance with web services.

Conference Room Use

The conference rooms in the offices of the Southern Oregon ESD are available for use by staff and programs. SOESD has priority use of rooms, which may necessitate canceling meetings if a priority need arises. Conference rooms at the Medford and Phoenix locations are also available for use by the public based on a fee schedule. Applications and use guidelines for these rooms are available on our website or in the Operations Center. After-hours use of conference rooms must be sponsored by an administrator to provide building security.

[Click Here to access the Facility Request Form](#)

Contracts, Compensation and Employment Notices

Contracts will be issued for all licensed district employees. Renewal or nonrenewal notices will be issued in accordance with law.

Contract and Non-contract Teachers

Contract teachers are employed pursuant to two-year employment contracts (ORS 342.895 (1)).

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.

The superintendent may recommend that a contract teacher's contract not be renewed for a new two-year term. Following a recommendation from the superintendent, if the Board decides to nonrenew, the Board shall provide written notice to the teacher prior to March 15 of the first year of the contract.

For any teacher who is not a contract teacher, the superintendent may recommend that the teacher not be renewed for the following school year. If the board decides to nonrenew, the Board shall give written notice of nonrenewal by March 15. The material reason for nonrenewal therefore shall, at the request of the teacher, be included in the records of the district, and the Board shall furnish a statement of the reason for nonrenewal to the teacher. If the Board fails to give notice by March 15, the contract shall be considered renewed for the following school year in accordance with law.

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.

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

Copy & Fax Machine Usage

Copy Machine

ESD employees may use the copy machines for personal copying under the following guidelines:

1. The cost is \$.10 per page.
2. Payment is expected at the time of use.
3. The number of copies is limited to 36 at one time.

Fax Machine

School district personnel and agencies dealing with school districts may utilize the fax machines for school-related business. There will be no charge for this use.

ESD employees may use the fax machines for personal correspondence under the following guidelines:

1. The cost is \$.25 per page to receive.
2. The cost is \$.50 per page to send (in-country only).
3. Payment is expected at the time of use.

Copyright

Employees are expected to follow copyright law in accordance with federal law and Board Policy EGAAA - Reproduction of All Copyrighted Materials and accompanying administrative regulation.

Criminal Records Checks and Fingerprinting

All newly hired employees not identified under Oregon Revised Statutes (ORS) 342.223 are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

The ESD shall not begin the employment of an individual before the return and disposition of the required criminal records check and/or fingerprinting.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district shall be paid by the individual.

A staff member not requiring licensure or registration may request that the required fees be withheld from their paycheck.

The district's use of criminal history must be relevant to the specific requirements of the position, services, or employment.

Processing/Reporting

The following procedures will be used for all employees subject to criminal records checks and/or fingerprinting:

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, they are responsible to report to an authorized fingerprinter as directed by the district. Fingerprints may be collected by one of the following:
 - a. Employing district staff;
 - b. Contracted agent of employing district;
 - c. Local or state law enforcement agency;
 - d. Statewide vendor identified by the Oregon Department of Administrative Services.

Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.

3. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, or contract, or volunteering.
5. A copy of the form will be kept in the personnel office.

Termination of Employment or Withdrawal of Employment/Contract Offer

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the district upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification from the Superintendent of Public Instruction that the employee or candidate has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.
2. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
2. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals, and the provisions of Accountability for Schools for the 21st Century Law.
2. Any volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check, in accordance with law and/or Board policy, will be denied the ability to volunteer in the district.
2. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual may be denied the ability to volunteer.
2. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

Curriculum

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students.

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 only with supervisor approval. Teachers with questions should contact the Supervisor.

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

Cybersecurity

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

Discipline and Discharge

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

Drug Free Workplace

No staff member, engaged in work for the district, shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. §§ 1308.11 through 1308.15.

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

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

Each staff member must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member must abide by the terms of the district's drug-free workplace policy.

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

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

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

Emergency Closures

School-based staff will follow the closure for the district to which they are assigned. Employees who serve multiple districts will follow the closure of the districts they were scheduled to serve on that day.

The SOESD Superintendent, after consulting with the Assistant Superintendent, will decide whether to close offices and classrooms in Jackson County. A closure in SOESD offices affects only employees assigned to these offices who are not assigned to follow a district calendar.

The SOESD Assistant Superintendent, after consulting with program administrators, will decide whether to close offices and/or classrooms in Josephine County.

District Office

Office-based staff will follow the closure or delayed start schedules of Phoenix-Talent Schools.

EI/ECSE offices

- If Grants Pass School District (GPSD) is closed, all onsite EI/ECSE classrooms and offices will close.
- If Three Rivers School District (TRSD) is closed but GPSD remains open, EI/ECSE classrooms will remain open and staff are expected to report to work.
 - Three Rivers students will not be bussed to school, but parents can choose whether to bring their child.
 - Staff assigned to site visits in TRSD will not travel to those sites but should report to the office and continue work with GPSD students as scheduled.

Grants Pass Regional Office

Office-based staff will follow the closure or delayed start schedules of Grants Pass School District.

Grants Pass Regional Programs

Staff will follow the closure or delayed start schedules of school districts in which their assignments are located.

Klamath Falls Regional Office

Office-based staff will follow the closure or delayed start schedules of Klamath Falls City Schools.

Operations Center

Office-based staff will follow the closure or delayed start schedules of Medford School District.

Winston Regional Office

Staff will follow the closure or delayed start schedules of school districts in which their assignments are located.

SOESD Staff and Substitutes Assigned to Districts

School-based staff will follow the closure or delayed start schedules for the district to which they are assigned. Employees who serve multiple districts will follow the schedule of the districts they were assigned to serve on that day.

SOESD will use the ParentSquare app to notify employees of emergency situations and inclement-weather closures.

For those employees assigned to follow a school district calendar, at the beginning of each school year, the program administrator will establish with the employee what to do in the event of an office closure that affects the employee's work calendar.

If there are all-day closures due to weather, water contamination, electrical outages, or other conditions, those days are considered non-work days and may be made up at the end of the school year at the discretion of the Superintendent and/or component districts.

Employees may utilize appropriate paid leave for weather conditions if they deem it too hazardous to get to work or if they determine it is too hazardous to return to work from the field. If an employee has reported to work and is driving to serve a district and in their judgment finds the conditions too hazardous, they may return to their office site without taking their leave. This situation will be considered within the scope of work. We cannot sanction employees working from home on emergency closure days without supervisor approval. Employees will not be required to utilize available personal leave for a delayed start or early dismissal emergency closures.

For school closure information check the SOESD and school district websites or, tune into the following stations: Radio Stations: Radio Medford (KAKT, KBOY, KCMX, KTMT); Bi-Coastal Media, Inc. (KMED, KOOL, KRWQ, KISS, KZZE); Jefferson Public Radio (KSOR); KDOV; Opus Broadcasting (KROG, KCNA, KEZX, KRTA); KAJO/KLDR; KRRM. Television Stations: KDRV, KOB, KTVL, KMOV (KOB).

Emergency Plan

The ESD will maintain a comprehensive safety program for all employees and students. Copies of the emergency plan will be available in every ESD office, ESD school(s) and other strategic locations throughout the ESD.

Fire exit plans are posted in the Medford, Klamath Falls, and Grants Pass buildings. You should familiarize yourself with the plan and the building exits. Emergency flip charts should be left accessible by the door or under the telephone, for easy access in case of emergency.

Employee Assistance Program (EAP)

Southern Oregon ESD provides an Employee Assistance Program (EAP) for its employees. This program provides services to help employees privately resolve problems that may interfere with work, family, and other important areas of life. Employees can access more information about SOESD's EAP by calling 800-433-2320 or visiting my.canopywell.com. Organization name: OEGB

Employee Definitions

Temporary

- Hired as an addition to regular staff to fill a particular need for a defined period of more than 30 days or is hired to replace a regular employee for an extended and usually unpaid leave of absence. (These positions must be posted if over 30 calendar days).
- A temporary employee working in a classified position is defined as an employee hired for less than six (6) months. See the employment period defined below for both licensed and classified.

Substitute

- Hired to work in place of a regular employee taking leave time: sick leave, bereavement leave, personal leave, etc. Hired to work for a vacant, posted position that has not yet been filled.

LICENSED PERSONNEL		
CATEGORY	TIME EMPLOYED	BENEFITS
Teachers/Specialists	Full-time/part-time contracted by the SOESD board	Covered by Collective Bargaining Agreement
Temporary/substitutes	On-call / at-will or based on contract	One hour of sick time is earned for every 30 hours worked.

CLASSIFIED PERSONNEL		
CATEGORY	TIME EMPLOYED	BENEFITS
Regular	One-half time or more, hired for more than six months	Covered by Collective Bargaining Agreement
Part-Time	Less than half-time	Sick time is earned on a prorated basis. One hour of sick time is earned for every 30 hours worked. No other leave is earned; no insurance coverage

Temporary/substitutes	Less than six months or varies based on position/need	One hour of sick time is earned for every 30 hours worked.
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Equipment Usage

If equipment is to be lent to staff or outside agencies/individuals, equipment loan agreements must be filled out and submitted to the program office lending the equipment. A copy of the equipment loan agreement is also to be forwarded to the SOESD business office for asset management purposes. It is important to remember that equipment is to be used for educational and/or staff development purposes only.

Ethics: Oregon Government Ethics Commission

State statute states that "No public official shall use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment that would not otherwise be available but for the public official's holding of the official position or office . . ." Public official is defined as "any person who is serving the State of Oregon or any of its political subdivisions or any other public body of the state as an officer, employee, agent."

Employees are reminded that they may not receive a benefit on a personal account for items purchased for the ESD.

ESD Sponsored Activities

Activities originating from or sponsored by the ESD will not include alcohol, whether hosted or non-hosted.

Evaluation of Staff

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

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

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

Licensed staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.

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

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

Expression of Milk in the Workplace

When possible, an employee must give reasonable notice of the intent to express milk. The district shall provide the employee a reasonable rest period to express milk each time the employee has a need to express milk [or breast-feed]. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

An employee who expresses milk during work hours may use any available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

The list of designated locations is also available upon request in the central office of each school facility and in the district's central office.

Board policy GBDA – Expression of Milk in the Workplace only applies to employees who are expressing milk for children 18 months of age or younger.

Fair Labor Standards Act

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

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

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

Overtime is defined as time worked over 40 hours in one week. A "week" is defined as seven consecutive days covering Saturday through Friday.

Family and Medical Leave (Sick Time, Sick Leave, FMLA, OFLA and PFMLI) and Safe Leave

Employee leave is handled in accordance with applicable law, Board policies GCBDA/GDBDA - Family and Medical Leave, GCBDD/GDBDD – Sick Time, GCBDF/GDBDF – Paid Family and Medical Leave Insurance, any accompanying administrative regulations, and any applicable collective bargaining agreements.

[Click here](#) for Board Policies

The ESD participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon. This program is administered by the Oregon Employment Department. The district does not administer PFMLI or Paid Leave Oregon. All applications and related questions should be directed to the Department.

The district is required to give an eligible employee safe leave if they are a victim of domestic violence, harassment, sexual assault, bias or stalking, or is a parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias or stalking. The leave may be unpaid.

Questions regarding leave should be directed to the Human Resources Department.

Flex Time (Non-Exempt)

Flex time is time within the 40-hour workweek. The workweek is defined as **Saturday through Friday**. It permits flexibility such as four 10-hour workdays and other arrangements agreed to by the employee and supervisor. It refers only to time within the 40-hour workweek.

Arrangements for flex time are to be pre-approved by the program/department administrator before the employee changes their schedule for that week. Flex time is not meant to be used in place of sick time or discretionary leave.

Gifts And Solicitations

Staff members are discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from anyone who has a financial interest in a decision that the staff member will be making. "Material value" is defined 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 administrator approval. The solicitation of staff by salespeople, other staff, or agents during on-duty hours is prohibited without administrator approval. Any solicitation should be reported at once to the administrator.

Grants

If you intend to write a grant, you must submit the [Intent to Submit Proposal for Grant Funding](#) form to the program director. The program director will sign off and submit the intent to the superintendent's office. If the proposal represents a competitive grant, a notice to all departments will be generated providing notification of the intent. If there are no in-house competing grants identified within two weeks, the proposal will be approved to proceed by the signature of the Superintendent. The process is outlined below.

1. The grant application needs to be approved by the program director before submission to the superintendent.
2. If approved by the director, the application must be submitted to the superintendent before submission to the granting agency, preferably one week before the deadline. Discussions with the director and superintendent need to occur about “in-kind” issues and indirect cost charges (please contact the Business Office for current rates). If there is a contract involved with the funding, the contract will be reviewed by the Chief Financial Officer before signing.
3. Once the grant is approved, a copy of the grant proposal and award letter needs to be sent to the business office with a budget breakdown. The budget breakdown needs to follow agency budget coding.
4. The department or program needs to monitor when interim or final reports need to be submitted, as well as requests for funds routed to the business office.
4. If staff time needs to be charged to the grant or contract, the department/program will submit information to the business office documenting the time to be charged to the grant/contract.
5. The department/program will confirm revenue source (federal, state, private) and provide this to the business office (if federal, CFDA number is necessary for the business office files).
6. If there is an in-kind expectation, the department/program will provide that information to the business office for inclusion in the grant file.
7. When preparing the budget for grant submission, please remember to include any benefit percentages for district personnel/contracts and remember to plan for this percentage to change over the life of the grant if it is a multi-year contract (please contact the Business Office for the current rates).

The SOESD Board has given the administration authority to apply for grants, and if received the Board has to approve the grant budget. All contracts should be signed by the service provider, supervisor, and superintendent before services are rendered. The Chief Financial Officer is authorized by the Board, in the superintendent’s absence, to sign grants and contracts.

Harassment, Workplace

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between the district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board policy, GBEA – Workplace Harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure and may file a report through the Bureau of Labor and Industries’ (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

The district will make Board policy, GBEA – Workplace Harassment, available to all district employees and it shall be made a part of district orientation materials provided to new district employees at the time of hire.

Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying

Hazing, harassment, intimidation, bullying, menacing, and cyberbullying of or by students, staff, or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of Board policy, GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff, will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

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

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

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, how to access medical information, or how to file a complaint about district compliance with HIPAA should contact the personnel office.

Independent Contractors

An independent contractor is someone who is self-employed and provides a service to SOESD. All independent contractors must have a finalized contract with SOESD before starting work to invoice for payment. Independent contractor contracts are handled by the business office. They must pass a background check if they will be working where students or children are. As well, they are required to take certain trainings if working with students or children. For payment, independent contractors invoice SOESD. At the end of the year, they will receive a 1099 form, not a W4. The SOESD will not withhold income tax. An independent contract request form should be completed prior to the contract being executed.

Information Requests

The superintendent's office has a copy of the guidelines regarding access to information, both public and confidential.

Release of General Staff Information

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

Job References

Authorized SOESD 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, or rendered with malicious purpose.

Injury Or Illness Reports

All injuries or illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property, in a district vehicle, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the supervisor immediately. Staff members will report self-administered first-aid treatment to an immediate supervisor. Reports will cover property damage as well as personal injury.

A completed Injury or Illness Report Form must be submitted to the [district safety officer] within 24 hours or the next scheduled district workday, as appropriate.

All accidents involving employees, students, visiting public, or district property will be reported immediately to a supervisor.

In the event of a work-related illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion the ESD Safety Officer will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported to OSHA 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 the 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 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.

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

Inventory

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

Fixed assets includes all ESD-owned property such as land, buildings, improvements to property other than buildings and equipment with a value greater than \$5,000 as defined by the Program Budget and Accounting Manual, published by the Oregon Department of Education.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

Keys or Access Cards

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

1. The duplication of keys or access cards is prohibited;
2. Keys or access cards are not to be left unattended. Avoid leaving keys or access cards on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys or access cards may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys or access cards to students to "run errands," "unlock and lock" doors, etc.;
4. Lost or stolen keys or access cards must be reported to the supervisor within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.

License Requirements

TSPC licensed employees are responsible for furnishing directly to the Teacher Standards and Practices Commission any license renewal application and payment, as well as any other required documentation (i.e. transcripts if applicable).

For all positions that require a license (for example TSPC, ODE, various boards, Electricians), it is the responsibility of the employee to give a copy of the valid license to the SOESD Human Resource Department. Failure to hold a valid license or ODE reauthorization automatically terminates employment, since the requirement of licensure is mandated by state law and/or SOESD Board Policy.

If a second license or certificate is requested by the ESD, the district will reimburse up to \$300 of the cost of the renewal fee (per SOBC contract, Article 20, J, (5)).

Materials Distribution

Requests to 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 Superintendent or designee. The materials and proposed method of distribution will be reviewed, and a decision made based on the educational concerns and interests of the district.

Materials Selection and Availability, Media Requests and Booking

Technology and Media Services provides instructional materials (DVDs, kits, models, and digital resources) to local public school districts. These items may be requested by calling the Media Library booking department at ext. 1134, coming in during regular hours (Monday – Friday, 7:30 AM – 4:30 PM), or by using our online booking system (<http://media.soesd.k12.or.us>).

Meetings

All staff are expected to attend staff meetings unless prior arrangements have been made with the supervisor. 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 supervisor. Attendance of staff members at such meetings is left to the discretion of each employee.

Name Changes

All name changes are to be submitted to the Human Resources Department for initial processing. Official documentation is required to change a name. HR will require a new I-9 to be completed by the employee with appropriate identification that reflects the new name. Once received, the name change will be processed and the necessary departments will be notified so that the appropriate changes can be made. For example, email address, direction information, name badges, Accounts Payable, etc.

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 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 encouraged to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

Staff members only speak on behalf of the district when specifically authorized to do so. Official district communications will be made using established district websites and accounts.

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

Payroll

Pay Days

A payroll calendar is published each school year with all due dates and paydays. For regular employees, the normal pay date is on or before the 20th of each month. For substitutes, the normal pay date is the 15th of each month. Exceptions:

- If the pay date is on Saturday, the pay date will be the Friday before.
- If the pay date is on Sunday, the pay date will be the Monday after.

If an employee quits, without prior notice, and does not earn his/her pay through the end of the month, a request for reimbursement will be sent to the employee for the overpayment.

Salary Draws

The ESD does not give draws against salaries.

Having Someone Else Pick Up Your Check

Employees are strongly urged to set up direct deposit. If the employee does not have direct deposit, under normal conditions, only the employee to whom the check is made out can pick it up. In an emergency, if you need to have someone else pick up your check, please notify the Employee Specialist in writing. This will be retained in the personnel file. NOTE: This pertains to the spouse as well.

Voluntary Deductions from Paychecks

Voluntary deductions from paychecks may be made, but only with the employee's written authorization. These deductions may include Section 125 eligible expenses (i.e. cancer insurance premiums, insurance deductibles, co-insurance payments, daycare), tax-sheltered annuities, United Way, Credit Union, etc.

Paycheck Automatic Deposit

Automatic deposit of paychecks is highly encouraged. An "Authorization Agreement for Direct Deposits" is available in Frontline **Central**.

Tax Withholdings

Current-year State and Federal W-4 forms are in Frontline **Central**. To change personal tax withholdings, the employee must submit the applicable W-4 in Frontline Central.

Temporary Pay Provision

An employee, who assumes the duties of an absent employee, will be paid at the absent employee's code (if that code is higher) on the 21st working day of assuming the duties, with compensation retroactive to day one.

Personal Electronic Devices and Social Media

Staff possession or use of personal electronic devices on ESD property, in ESD facilities during the work day and while the staff is on duty in attendance at ESD-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, whether on or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A “personal electronic device” is a device not issued by the district and that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Staff may be allowed to use and possess personal electronic devices during the work day and on ESD property, in ESD facilities, or at ESD-sponsored activities, provided such devices are not used in any manner that may disrupt the learning environment, interfere with work duties or ESD sponsored activities, or violate Board policies, administrative regulations, and any additional rules as may be established by the superintendent. At no time, whether on or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on ESD property or while a staff member is on duty in ESD-sponsored activities, unless as expressly authorized by the supervisor or designee for use directly related to and consistent with the employee’s assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

The ESD will not be liable for loss or damage to personal electronic devices brought to ESD property and ESD-sponsored activities.

Staff members, while on or off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or ESD business. Staff may not post images of staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on or off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during working hours and strongly discouraged at all other times. If communicating with students electronically regarding school matters, staff should use ESD e-mail using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions 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 electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media websites, public sites and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes, but is not limited to: one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and /or a threatened or actual negative impact on the learning environment. 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.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers.

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

Personal Property

Employees are discouraged from bringing personal property to work. An employee's personal property (printer, microwave oven, radio, etc.) brought to the workplace is not covered by the ESD's insurance. Those items remain the personal property of employees. In addition, the cost of any loss of or repairs to personal property will be borne by the employee.

Personal References for Employment

Employees are to contact Human Resources prior to responding to any requests (written or phone) for references of or for employment. District letterhead, for this purpose, will only be used with written permission from the Human Resources department.

Personnel Records

An employee may arrange to inspect the contents of their personnel file. The district's policy on access to personnel records and other procedures is outlined in Board policy GBL – Personnel Records.

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

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the personnel office to inspect the contents of their personnel file on any day the personnel office is open for business;
2. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;

8. Attorneys for the district or the district's designated representative on matters of district business;
9. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the district, pursuant to ORS 339.378(1) shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
11. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

The superintendent may permit persons other than those specified above to use and to inspect employee records when, in their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Policies and Rules

[Board Policies](#) are available on the district website.

Prep Periods and Instructional Staff Planning Time

Refer to the applicable [Collective Bargaining Agreement](#).

Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems

To comply with state law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots, and at district-sponsored events.

District policy affecting staff and third parties is in Board policy GBK/KGC - Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems.

District policy affecting students is in Board policy JFCG – Prohibited Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems.

Violation of the policy by staff may result in discipline up to and including dismissal.

Providing In-Service Within ESD Programs

ESD personnel may provide services to other programs (evaluations, workshops, etc.) within the agency if their administrator gives prior approval and arrangements are made so that normal workstation

responsibilities are met. Employees may not be compensated for such services to other programs if provided during normal working hours. Sometimes it may be necessary to arrange additional payment to an employee for providing a special in-service. In all such cases, the superintendent is to be informed when these service arrangements are made.

Payment Procedures

Because of existing laws, it is not possible to issue a check separate from the normal payroll procedures. In a case where an employee is to receive extra pay for an in-service presentation (or any other reason), the pay must be put through the normal payroll procedure. This is accomplished by preparing a timesheet in Frontline **Time and Attendance** showing:

1. Name
2. Amount to be paid
3. Account to be charged
4. Approval of the administrator requesting the in-service

The time sheet will then be processed with the next payroll in the normal manner.

Purchasing

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.

Any purchases will be made in accordance with district procedures and Board policy DJ – District Purchasing.

All other purchases are subject to the Board's policy governing bidding requirements in Board policy DJC – Bidding Requirements and the accompanying administrative regulation specifying exemptions from competitive bidding, and such other requirements as may be specified by law. Staff members with questions should contact the Chief Financial Officer for details.

Quote & Bid Requirements

Quotes are not required for purchases of less than \$10,000. If available, three quotes are required for purchases of \$10,000 or greater. If three quotes are not available, a documented explanation is required. Quotes must be obtained for any dollar amount when transacting with a related party.

Timelines

Purchase Requisitions – in Business Office by Thursday end of business. Processed each Friday, and mailed out on Monday.

- **Prepaid Purchase Orders:** Mark Pre-Pay in red or highlight. Prepays will go out in the next week's check run
- **Processing Purchase Orders to pay, ATP's & Out of Service Area Travel:** in the Business Office on Fridays by noon. Attach the original & a copy of the receipt/invoice (Turn in the yellow copy of the Purchase Order).
- **ATP's:** For anyone submitting paperwork for reimbursement please put all the receipts on one ATP for the week. You can use multiple account codes if needed on one ATP. (In the past, we have received up to four ATP's for one person in the same week.)
- **Check Runs:** Processing begins on Monday, checks will be mailed on Friday, sooner if possible.
- **In Service Area Travel** – forms are due in the Business Office by the 19th of each month. The checks will be mailed on the 25th.

- ✓ We are paying for the month just past, the current month's travel will not be paid until the following month. (In the summer the travel is included in the weekly AP run).
- ✓ Use a new reimbursement form for each month. The claimant & supervisor need to sign all pages.
- ✓ We need the original travel form with original signatures, not faxed copies.
- ✓ Forms that arrive after the 19th will not be processed until the following month.
- ✓ Reimbursement will only occur for the month just past, plus two prior. i.e.: It is February, and you can turn in travel forms for January, December & November, anything older than that is too late to be reimbursed for.
- ✓ Updated forms are available on our Web site; hard copies are available from the Business Office. **Please make sure your staff receives and uses only the updated forms.**
- ✓ Review travel for accuracy. Tally and calculate totals. We will let you know the current travel rates as soon as possible (changes are usually the first of January).
- ✓ We have to have a mailing address for the person asking for reimbursement, so we can give them a vendor number. ix. In the service area, travel is a 341 object code.

Credit Cards / Debit Cards

The agency has its credit card. The use of this card is based on the following:

- May be used to hold a Hotel/Conference Reservation if a check is to be mailed or hand carried. Call the Business Office for information. You may want to verify with the vendor that they will accept a corporate check.
- If payment can only be made by credit card, the Chief Financial Officer's approval will be needed. You will need to contact the Business Office and give them all the information regarding the credit card charges. We have to check the available balance on the card to allow its use and reconcile the statements. Upon completion of all reservations, please shred the agency credit card information.
- Other requests will be discussed between the program administrator and the Chief Financial Officer.
- A purchase approval will be made based on the special circumstances of each request.

Receipts

Only an original receipt will be accepted. This prevents an invoice from being paid twice. The receipt needs to show what was purchased, the total, and the method of payment. The Business Office keeps the original receipt/invoice on file. Copies will be sent with payment.

For travel reimbursement, make sure you submit original gas receipts and any pre-authorized conference purchases. Hotel receipts must be turned in to your program secretary as soon as possible. Any additional charges to your bill besides room and tax will be your responsibility.

Petty Cash

Petty Cash can be utilized for occasional minor purchases of \$20.00 or less. Purchases over \$20.00 will need to follow our regular procedure. Petty Cash may not be used for travel reimbursement. Petty Cash should be reimbursed at least every quarter. End of September, end of December, end of March, and end of June.

Petty cash funds exist in all five ESD sites. The fund at Medford will be under the control of the Business Office, at Phoenix and Klamath Falls under the auspices of the Special Education Office, and at Gilbert Creek, under the control of the EI/ECSE program.

Use of Personal Credit/Debit Card

The Southern Oregon Education Service District discourages the use of credit/debit cards for district business purchases. As a public agency, our accounts payable records are not confidential and are open to the public for review.

When employees find it necessary to use their credit/debit card for purchases, they should first receive approval from their supervisor for the purchase. Credit/Debit card receipts will be accepted when necessary for authorized travel costs such as gasoline and lodging.

It is important for all individuals (paid employees and non-paid employees/agents) to recognize the expectations and requirements of SOESD with respect to reimbursement when using personal debit cards or credit cards. ORS 244 mandates that public employees receive no additional benefit from their public employment. Public employees may use personal debit cards or credit cards and ask for reimbursement if the credit or debit card does not generate a benefit to the public employee (i.e. air miles, cash back, etc.). Before using personal debit cards or credit cards for agency purchases, employees will be required to complete and sign a statement attesting to the fact that the employee receives no personal benefit.

NOTE: Employees are not to use personal membership or reward cards when purchasing supplies for SOESD. (Examples include but are not limited to Safeway, Albertsons, Fred Meyer, Costco, Staples, etc.) SOESD has membership cards for the following vendors:

- Albertsons
- C&K Market – Ray's Food Place
- Fred Meyer
- Safeway
- Staples
- Sherm's Food 4 Less
- Thunderbird

Cooperative Purchasing

Southern Oregon ESD's cooperative purchasing program maintains an inventory of classroom and office supplies. For special purchases, the program explores the most cost-effective means of the purchase of SOESD department and classroom supplies. The SOESD website hosts a listing of items available throughout the year. Employees should review the list for common classroom and office supplies and check with the cooperative purchasing program first, before making purchases. (See www.soesd.k12.or.us/business for the cooperative purchasing list of supplies.)

Authorization to Pay (ATP)

Authorization to Pay is a form used to request payment to a business or person who has performed a service and no purchase order was used. The form should be filled out completely with a current address and a full description of the purchase or service.

It is important to note that purchases requiring reimbursement should be in keeping with program needs. Employees **must** seek administrator approval before committing personal funds toward an agency or program purchase. The administrator reserves the right to refuse reimbursement should the purchase be outside of the parameters set by the administrator. Example: A reimbursement to an individual for a purchase made with their funds; purchase of supplies from a company that does not

require a purchase order; or a contractor paid for services rendered. An original receipt, invoice, or statement and a copy of the original receipt, invoice, or statement must accompany the ATP.

Deadline to turn in to the Business Office for the next week's check run is Friday, noon. For anyone submitting paperwork for reimbursement please put all the receipts on one ATP for the week. You can use multiple account codes if needed on one ATP.

The final step should be an authorized signature and if the ATP is to that person, it must be signed by the authorized signer's supervisor. ATPs are processed once a week.

Prepaid Authorization to Pay (ATP)

A prepaid ATP is a form used to request prepayment for goods or services not yet received when no purchase order is required by the business or person for initiating the purchase or service. As in all cases of expenditures, administrator approval is required. Following the delivery of goods or services provided, a written receipt must be submitted to the business office.

Relationships: Employee/Student/Family

Employees are to maintain proper and professional relationships with students/families and refrain from exploiting professional relationships for personal gain, or in support of persons or issues. Some examples of impropriety are solicitation of items and services between staff and students/families; inappropriate sexual relationship with a student's family member; using work contact to establish personal outside business.

- Employees shall maintain the dignity of the education profession by respecting and obeying the law and exemplifying personal integrity and honesty.
- Employees are not to demonstrate or express improper interest in a student's personal life.
- Employees shall not engage in any sexual contact with a student.
- Employees shall not engage in any form of harassment, including sexual harassment, racial harassment, religious harassment, ethnic harassment, or any other form of harassment of a student.
- Employees are not to accept, give or exchange gifts or notes with students.
- Employees are to report to their supervisor, if they believe a student is becoming romantically attached or involved with them.

All complaints of improper or unprofessional conduct against an employee, concerning that employee's relationship with a student, shall be investigated by the administrator. Note: Any activities by employees which occur beyond the scope and hours/days of employment are as a private individual, and the Southern Oregon ESD has no responsibility for the employee's actions.

Release of General Staff Information

A staff member's or volunteer's personal residential address, personal electronic mail address, date of birth, social security number, and personal phone numbers, and other information listed in ORS 192.345, 192.355 and other laws may be exempt from public disclosure. District electronic mail addresses assigned by the district-to-district employees are generally not exempt.

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.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

Staff members shall comply with Board policies GBL – Personnel Records and KBA – Public Records Requests and any accompanying administrative regulations.

Oregon law extends this exemption to the district’s volunteers.

Research, Copyrights and Patents

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

In the event that a staff member produces items described above partly on their own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

Resignation of Staff

A licensed staff member who wishes to resign from their position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they must continue teaching for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board. See Board policy GCPB/GDPB – Resignation of Staff.

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

Retirement

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

The district’s policy is further outlined in Board policy GCPD/GDPC – Retirement of Staff, as well as in the applicable Collective Bargaining Agreements.

Safety Committee

A building safety committee has been established to help implement the district’s safety program and as a part of any ongoing effort to help ensure the safety and health of students, staff, and others while on district property. Policy and procedures are outlined in Board policy – EBAC – Safety Committee and the accompanying administrative regulation.

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

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

Services to “Outside Agencies”

An employee may consult or provide services to an outside agency if approved by the administrator, and if the employee receives no additional compensation from the ESD or other agency for the services provided. In all cases, the administrator must approve all arrangements. In all such cases, the administrator will inform the superintendent of these arrangements.

Sexual Harassment

The ESD is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the ESD. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The ESD processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the ESD, the ESD will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The ESD may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

Oregon Definition and Procedures

Oregon Definition

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
 - a. Interferes with a student’s educational activity or program;
 - b. Interferes with a school or ESD staff member’s ability to perform their job; or
 - c. Creates an intimidating, offensive, or hostile environment.
3. Assault when sexual contact occurs without consent

Sexual harassment does not include conduct that is necessary because of a job duty of a school or ESD staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person’s actions, offensive because of that other person’s sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual:

Ryan Swearingen, Chief Human Resources Officer at 541-774-8590x1104 or

Human_Resources_Staff@soesd.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX coordinator.

Sexual Harassment Complaint Procedures

Response

Any staff member who becomes aware of behavior that may violate this policy shall report to a ESD official. The ESD official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the ESD official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to ESD officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate ESD official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The ESD may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The ESD will use a reasonable standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The ESD may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for ESD electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding ESD procedures and resources.

When a student or staff member is harassed by a third party, the ESD will consider the following:

1. Removing that third party's ability to contract or volunteer with the ESD, or be present on ESD property;
2. If the third party works for an entity that contracts with the ESD, communicating with the third party's employer;
3. If the third party is a student of another district, ESD or school, communicate information related to the incident to the other district, ESD or school;
4. Limiting attendance at ESD events; and
5. Providing for additional supervision, including law enforcement if necessary, at ESD events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or ESD staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the ESD shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include:

1. Name and contact information for all person designated by the ESD to receive complaints;
2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or ESD that the person who filed the complaint may pursue, including the person designated for the school or ESD for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that are not provided by the school or ESD may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or ESD, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or ESD;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
 - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
 - b. For the reported persons, information about and contact information for state and community-based mental health services;
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the ESD's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the ESD office and on the website of the school or ESD.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

Federal Definition and Procedures

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the ESD conditioning the provision of an aid, benefit, or service of the ESD on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the ESD's education program or activity;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A ESD's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The ESD will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See GBN/JBA-AR(2) - Title IX Sexual Harassment Grievance Procedures.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

The Chief Human Resources Officer is designated as the Title IX coordinator. The Title IX coordinator will coordinate the ESD's efforts to comply with its responsibilities related to this AR. The ESD prominently will display the contact information for the Title IX coordinator on the ESD website and in each handbook.

Response

The ESD will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed. The ESD shall treat complainants and respondents equitably by providing supportive measures to the complainant and by following a grievance procedure prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place. The ESD must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The ESD shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the ESD of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);
2. That the ESD does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the ESD will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary, or both.

No Retaliation

Neither the ESD or any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The ESD must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the ESD student handbook and on the ESD website. This policy shall also be made available at each school office and at the ESD office. The ESD shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

Sick Leave Bank

SOESD established the sick leave bank because of inequities that came about as the result of individual requests. The following situations created inequities in how employees were helped.

- The agency experienced years where employees were asked to donate multiple times.
- The first requests always received more donations than the fourth or fifth requests in a year.
- An annual employee needing the donations in the summer would not have easy access to academic year employee donations.
- A well-known employee might gather days beyond their needs while another employee, who was relatively new or not as familiar, did not receive as much support.

- ESD employees in Jackson County had a larger network of co-workers who would donate on their behalf.
- The agency had situations in which an employee did not use all the donations that were given and donating employees asked that their contribution be returned.
- While the sick leave bank would cost the ESD money, it was decided to put a system in place to equitably help employees who were experiencing unpaid time due to absence from work because of a serious medical condition.

Since accrued leave time is given at the beginning of the year, all employees have enough sick leave and personal leave “on the books” in September to be eligible to contribute to the sick leave bank, if they choose to participate. During each open enrollment period (September 1 – October 15), employees are encouraged to donate to the sick leave bank. The bank provides an opportunity for employees, who have donated leave time, to make withdrawals from the bank for a serious health condition when all other appropriate paid leave provisions have been exhausted.

The sick leave bank exists for employees who have exhausted all paid leave time (sick, personal, discretionary, and vacation) and are off the job for more than ten working days due to an FMLA/OFLA illness/injury of the employee or for the employee to care for member(s) of his/her immediate family who has suffered an illness/injury.** (For example: An employee has a combined leave balance of vacation, personal, and sick leave of 60 hours. The employee must be off ten working days - 80 hours for a full-time employee. The employee must use all 60 hours, plus an additional 20 hours will be docked from the employee’s paycheck before the employee is eligible to use donated time.)

Time from the bank will be given as sick leave and will be used for the purpose stated above. Immediate family is defined as spouse, same-gender domestic partner, custodial parent, step-parent, non-custodial parent, the biological, adoptive or foster parent or child of the employee, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, brother, sister, brother-in-law, sister-in-law, any person living in the home of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. A “Sick Leave Bank Application” is available from the HR Office. The employee is eligible for sick leave bank access for a full calendar year (January-December) to draw for other serious health conditions of the employee or immediate family as long as a doctor’s certification is submitted verifying the serious health condition and verifying the dates of absence. Note: Time loss covered under workers' compensation does not count toward eligibility for use of the sick leave bank.

** Elective/Cosmetic Procedures and Maternity Leave

The bank was intended for unplanned or catastrophic illnesses and injuries. Planned medical procedures such as elective surgery, cosmetic surgery, or maternity leave are not considered to be eligible for sick leave bank withdrawals. Eligibility for sick leave bank hours has to be considered as a medical procedure by our insurance carrier, meet the unplanned and catastrophic designation, and be approved by the administration. Unplanned complications as a result of childbirth will be considered on a case-by-case basis for the sick leave bank. This sick leave bank determination does not impact FMLA requirements in which parents may take unpaid leave to care for their newborns.

Eligibility

Employees have three participation options: 15, 30, or 45 days.

Sick Leave Bank donations are accepted each year from September 1 through October 15 for use January 1 through December 31.

To be eligible for...	The employee must have accrued...	Employee must donate...
Fifteen (15) workdays of leave from the bank (based on the employee's FTE)	A minimum of five (5) combination sick/personal/discretionary leave days. (40 hours for full-time employees and prorated for less than full-time employees.)	One day (8 hours for full-time employees and prorated for less than full-time)
Thirty (30) workdays of leave from the bank (based on the employee's FTE)	A minimum of ten (10) combination sick /personal/ discretionary leave days. (80 hours for full-time employees and prorated for less than full-time employees.)	Two days (16 hours for full-time employees and prorated for less than full-time)
Forty-five (45) workdays of leave from the bank	A minimum of fifteen (15) combination sick /personal/ discretionary leave days. (120 hours for full-time employees and prorated for less than full-time employees.)	Three days (24 hours for full-time employees and prorated for less than full-time)

Employees may donate up to a maximum of 24 hours per year for use in the following calendar year for a qualifying absence.

Time from the bank will be given as sick leave and will be used for FMLA/OFLA illness/injury of employees or for the employee to care for members of his/her immediate family who have suffered an illness/injury.

Procedure for Donating to Sick Leave Bank

1. Employee accesses donation form through the Frontline **Central** program.
2. Employee completes donation portion of the form in Frontline **Central** and submits for review.
3. HR's Employee Specialist checks the available sick leave and personal leave of the employee to ensure that the employee is eligible to donate.
4. HR's Employee Specialist deducts donated leave from the donor's sick leave and/or personal leave account.
5. HR's Employee Specialist maintains a file of donors and donated time.

Procedure to Access Sick Leave Bank

1. Employee accesses Sick Leave Bank Application form in Frontline **Central**.
2. Employee submits application form in Frontline **Central**.

3. The Frontline **Central** system routes the form and secures the superintendent's signature, then notifies the employee and appropriate administrator regarding approval or denial of the request.
4. If approved, hours are added to the employee's sick leave account and an equivalent number of hours are deducted from the Sick Leave Bank.

NOTE: Only employees who donate annually to the sick leave bank are eligible to participate. Part-time employees can participate on a pro-rata basis. Donations cannot be made for specific individuals. Donated time in the bank does not expire. If the bank does not contain sufficient time to fund requests of more than one employee, the available time is split equitably, and more donated time is requested from employees.

Eligible employees are limited to receipt of a maximum of 45 days per calendar year, from the sick leave bank, depending on their level of donation, up to a total maximum of 90 days during their employment with Southern Oregon ESD.

The Human Resources office will maintain a tally of time donated and used. Time granted but not used will be deducted from the employee's sick leave account and returned to the bank.

Sick Time

District policy on accrual and use of Oregon Sick Time is published in Board policy GCBDD/GDBDD – Sick Time. Additional provisions for represented staff are in an applicable collective bargaining agreement. Provides a minimum of 40 hours for full-time employees who work a full year or sick time accrued at 1 hour for every 30 hours worked.

Employees are eligible to use sick time on the 91st calendar day of employment. Time accrues based on actual time worked.

There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual, and balance of sick time.

Sick Time shall be used in hourly increments.

Sick time may be used for the employee's or a family member's mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or need for preventive care, or for reasons consistent with qualifying Family Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time may also be used in the event of a public health emergency or for leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, the sick time and qualifying FMLA, PFMLI or OFLA leave may run concurrently.

The district notifies employees at least quarterly of their sick time balance.

Staff Conduct

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

Expectations Of Employees In The Workplace

The following are SOESD expectations:

Attendance and Punctuality

The employee is consistently on time, adheres to the daily schedule (arrives at work on time and leaves at the appropriate time), has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee uses established procedures for requesting leave and leave requests are consistent with the appropriate and allowable use of leaves. For extended absence due to a medical condition, the employee uses established procedures for applying for FMLA and/or OFLA and provides documentation of a serious health condition. If the employee is absent and a substitute is required, the employee reports the absence by 6:00 a.m. to the **Absence Management** system. If no substitute is required, the employee notifies the appropriate supervisor of his/her absence. The employee submits absence reports in a timely manner to the appropriate personnel.

Confidentiality

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

Following Policies and Directives

The employee follows all state, SOESD, district, and school policies, rules, regulations, memos, bulletins, announcements, applicable job position descriptions, and reasonable requests by proper authority. The employee performs job-related tasks as designated by the supervisor. Special education employees are also required to implement all required special education procedures including parent rights, eligibility, IEP placement, discipline, and student records according to stated timelines. The employee prepares and maintains classroom materials, equipment, telephone contact log, and specific substitute instructions.

Physical Requirements and Safety

The employee performs physical requirements unaided or with the assistance of reasonable accommodation. The employee will maintain a safe working, teaching, and learning environment. The employee who interacts with students will implement safe teaching practices, use only proper equipment/materials (reflective of age, grade level, and content area), and follow classroom rules/supervision that promotes safe conduct.

Professional Conduct and Communication

The employee uses respectful, friendly, clear, and win/win-oriented professional communication skills and behavior with other employees, students, and families. The employee demonstrates positive support for the school district, the SOESD, and the community and serves as a liaison to promote good public relations between SOESD, staff, families, component districts, and the community. The employee accepts constructive feedback, shows the ability to be flexible in the workplace, gets along, and works well with the educational team. The employee avoids relationships or activities that have the potential to interfere with professional judgment and objectivity or blur the boundaries of professional relationships. If there is a conflict of interest with an employee, student, or family, the employee is to inform the program administrator of the conflict of interest. Proper internet use, which does not violate the computer use agreement, will be followed. SOESD protocol, procedure, and policy will be followed when communicating complaints and concerns. Use of personal cell phones for personal calls during the

work day should be limited to break periods or personal emergencies. The employee demonstrates ethical standards related to his/her professional practice and follows SOESD and/or district policy. For example, the ASHA Code of Ethics, CEC Special Education Professional Ethical Principles and Practice Standards, DEC Code of Ethics, NASP Standards, NAEYC Code of Ethics, and TSPC Statement of Professionalism.

Professional Growth

The employee participates in activities that are considered to be professionally enhancing and connected to respective job descriptions/duties. The employee is self-motivated and takes initiative. The employee completes an Employee Request to Attend Inservice form and submits the request to the program administrator for approval. An agenda for the workshop or conference should be attached for review by the administrator.

When leave is being taken for professional growth, employees should utilize the “Duty Leave” absence reason in Frontline’s Absence Management and include the relevant event information in the “Notes” section.

Professional Communication and Conduct

This guide was developed to help clarify expectations regarding adult interaction patterns within the school system. Negative, destructive adult-to-adult interactions within a school can destroy the school’s ability to effectively implement needed school improvement changes. These negative behavior patterns are destructive to the school climate and can be extremely difficult to address.

Verbal Communication

Verbal communication is consistently respectful, friendly, clearly stated and obviously seeking win/win.* Questions are sincere. Contributions of others are frequently acknowledged. Verbal communication is intentionally welcoming of other thoughts and opinions.

* This is not to suggest an absence of conflict in this person’s interaction pattern. In fact, with this person conflicting views often surface more frequently because people feel safe to disagree. This person welcomes the conflicting opinions and people trust that this person will honor their opinions and will strive toward win/win solutions as they work to resolve conflicts.

4:1 Positives to Correctives

This person’s communication with any given person is characterized by comments that are consistently positive – maintaining at least a 4:1 positive corrective ratio.

Non-Verbal Communication

Non-verbal communication is characterized by frequent smiling, comfortable eye contact, and posture that is pleasant and demonstrates acceptance. One senses from this person’s non-verbal communication that they are engaged, focused, and responsive to those with whom they are communicating.

Honoring Those Not Present

This person simply refuses to engage in, encourage, or in any way be part of the sharing of negative information about those not present unless such information is shared with a supervisor or is shared in some other situation where there is a professionally compelling “need to know”. This person is polite and respectful as they decline to participate in such communication – but they give the clear message that they do not value, and will not participate in such negative communication.

Assuming Responsibility

This person consistently asks first “Who am I in the matter?” “how can I think, respond, and act in such a way as to improve this situation?” They then act on the answers they find to those questions. If those actions don’t produce results, they ask again.

They do not ignore the contributions of others to the problem and they clearly address those elements as they work to improve the situation – but they subscribe to the general philosophy that there is always something they can personally do to help improve the situation.

They consistently refuse to abandon their personal power to make a difference.

Professional Conduct: Job Performance

This person understands key job responsibilities and acts in a self-motivated, self-directed manner to accomplish those tasks. They do not hesitate to ask for direction and clarity when needed, but they generally understand what needs to be done and work to accomplish it in a professional, timely, quality manner. They require very little supervision or oversight.

Standards For Competent and Ethical Performance of Oregon Educators

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law.
2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the TSPC under Oregon law or the discipline of any licensee or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon law.
3. The TSPC 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 TSPC will promptly investigate complaints, except when law allows delay or deferral.

Definitions

The following definitions apply to OAR 584-020-0000 through 584-020-0045 unless otherwise indicated by context:

1. “Administrator” means any educator who holds a valid Oregon administrative license or registration, and who works in a position requiring an administrative license.
2. “Competent” means discharging required duties as set forth in the rules.
3. “Educator” means any licensed or registered, or certified person who is authorized to engage in an instructional program including teaching, counseling, school psychology, school social work, administering, and supervising.
4. “Ethical” means conforming to the professional standards of conduct set forth in the rules.
5. “Sexual conduct” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are:
 - a. Sexual advances or requests for sexual favors directed toward the student; or
 - b. Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student’s educational performance, or of creating an intimidating or hostile educational environment.
6. “Sexual conduct” does not include:
 - a. Touching or other physical contact:

1. That is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer; and
2. For which there is no sexual intent.
- b. Verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board;
- c. Conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications:
 1. Arise out of a consensual relationship between students;
 2. Do not create an intimidating or hostile educational environment; and
 3. Are not prohibited by law, any policies of the district or any applicable employment agreements.
7. "Sexual harassment" means any unwelcome conduct with an individual which includes but is not limited to 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.
8. "Teacher" means any person who holds a teacher's license as provided in ORS 342.125.
9. "Student" means any person who is:
 - a. In any grade from pre-kindergarten through grade 12; or
 - b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or
 - c. Who was previously known as a student by the person engaged in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The Competent Educator

The educator demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
2. Encourage scholarship;
3. Promote democratic and inclusive citizenship;
4. Raise educational standards;
5. Use professional judgment; and
6. Promote equitable learning opportunities.

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; and

5. Skill in the selection and use of teaching techniques conducive to student learning.

The competent administrator demonstrates:

1. Skill in assisting individual staff members to become more competent educators by complying with federal, state and local law, rules and lawful and reasonable district policy and contracts;
2. Knowledge of curriculum and instruction appropriate to assignment;
3. Skill in implementing instructional programs through adequate communication with staff; and
4. Skill in identifying and initiating any needed change which helps each student toward realization of personal learning potential.

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. Multiple ways to assess the academic progress of individual students;
2. Skill in the application 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; and
5. Skill in differentiating instruction.

The competent administrator demonstrates:

1. Skill in the application of assessment data to provide effective instructional programs;
2. Skill in the implementation of the district's student evaluation program;
3. Skill in providing equal opportunity for all students and staff; and
4. Skill in the use of employee and leadership techniques appropriate to the assignment and according to well-established standards which ensure due process for the staff for which the administrator is responsible for evaluating.

Management Skills

The competent educator is a person who understands students and is able to relate to them in constructive and culturally competent 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 federal and state law and district policies and procedures; and
4. Using district and school business and financial procedures; and
5. Using district lawful and reasonable rules and regulations.

The competent administrator demonstrates:

1. Leadership skills in managing the school, its students, staff, and programs as required by lawful and reasonable district policies, rules and regulations, state and federal laws and regulations, and other programs as assigned and assures that staff is informed of these requirements; and
2. Skills in planning and staff assignment.

Human Relations and Communication

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

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

The competent administrator demonstrates:

1. Skill in helping students, staff, parents, and other patrons to learn about the school, the district and its program;
2. Skill in communicating district and school goals to staff and the public;
3. Willingness to be flexible in cooperatively working with others; and
4. Skill in reconciling conflict.

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 the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and
3. Maintain an appropriate professional student-educator 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; and
 - d. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

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; and
5. Not use the district's or school's name, property, or resources for noneducational benefit or purposes 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; and
4. Respond to requests from a TSPC representative for information, furnish documents to the TSPC, and participate in interviews with a TSPC representative relating to a TSPC investigation, except subject to the exercise of any legal right or privilege.

Staff Dress and Grooming

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

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

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

Staff Ethics

In compliance with law and Board policy GBC – Staff Ethics, district employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This also applies to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives, or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, other staff, or others;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employees 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;
4. No district employee may serve as a Board or budget committee member in the district;
5. 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;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

District facilities, equipment, or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244. See Board policy EDC/KGF - Authorized Use of District Equipment and Materials.

Staff Health and Safety

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

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.

Staff will adhere to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens. The district's Exposure Control Plan is available through the operations center.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;
 - b. Employees shall stop any machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. Employees shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body, or a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade; or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;

6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Staff Room

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

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room.

Subpoenas to Staff

If subpoenaed or contacted by an attorney in a child custody situation, staff should inform Human Resources, who will provide guidance. Testimony from school employees is rarely relevant in a custody case. School personnel can only testify to what you see with the child, not make any speculation on parenting quality, etc. Under FERPA, a parent (even if it is a parent’s subpoena) must be notified regarding the potential release of student information during any proceeding, which also covers any records request that may be part of the subpoena. The notice allows parents to object to any attorney who issued the subpoena.

Suspected Sexual Conduct (Reporting Requirements)

Sexual conduct by district employees, contractors, agents of the district, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students of the district are subject to Board policy GBNAA/JHFF –Suspected Sexual Conduct with Students and Reporting Requirements.

“Sexual conduct” means verbal or physical conduct, or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual

advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent, or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

Any ESD employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the assistant superintendent who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

When a designated licensed administrator receives a report of suspected sexual conduct by an ESD employee, contractor, agent, or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Forms. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator. When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the ESD determines there is reasonable cause to support the report, an ESD contractor, agent, or volunteer suspected of sexual conduct shall be removed from providing services to the district, and the district will take necessary actions to ensure the student's safety.

An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report; and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the ESD decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information regarding the appeal process. The ESD employee may appeal the ESD’s decision through the appropriate appeal process.

A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.

If the ESD employee decides not to appeal the employment action or if the determination of an appeal is sustained, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records of the school employee maintained by the district. This information may be disclosed to a potential employer.

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 person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a Board member, ESD employee, contractor, agent of the district, or volunteer in good faith, the student will not be disciplined by the Board or any district employee, contractor, volunteer, or agent of the district.

The ESD will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences, if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

An ESD employee shall access, each school year, information and training made available by the district on prevention and identification of sexual conduct, the obligations of employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct, and appropriate electronic communications with students.

An ESD employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the ESD employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

Telephone Usage

Phone usage, other than business-related, is to be kept to a minimum.

The district may provide cellular telephones for the professional use of ESD staff members. ESD-provided cell phones should be on during the workday.

Personal calls are not permitted on these phones unless an emergency exists during the workday. If a call is made under an emergency condition, report it to your administrator, who will report it to

the Chief Financial Officer. No personal or emergency calls may be made after work hours using ESD cell phones.

Southern Oregon ESD wants all employees to be safe as they provide services to our component school districts. When behind the wheel of a motor vehicle, it is extremely important to stay in the “here and now” with body and mind. SOESD employees are expected to comply with hands-free cell phone use while operating a motor vehicle during the workday. SOESD does, however, recommend that while driving, allow calls to go to voice mail and retrieve voice mail when a safe location has been reached and the motor vehicle is stopped.

Standards

The following telephone standards have been adopted for use in all ESD offices:

1. Phones are to be attended during the hours the agency is open: 7:30 AM to 4:30 PM.
2. Whenever possible, arrangements are to be made with other individuals or departments to cover the phones instead of using voice mail.
3. All voicemail messages are to include identification of the agency, the department, and the person. (It is the responsibility of each staff member to maintain his/her voicemail message)

Timesheets

If employees are employed on a timesheet basis, they are responsible for recording daily the hours worked and for submitting the timesheet in Frontline ***Time & Attendance*** following the published payroll calendar due dates. Administrators are responsible for signing timesheets before the cut-off date on the payroll calendar.

Training

All SOESD employees will complete the following mandatory training annually by October 1 of each year:

- Abuse, Sexual Conduct, and Appropriate Communication
- Bloodborne Pathogens for School Employees
- Bullying Prevention
- CIPA – Media Literacy and Digital Safety
- Communicable Disease Plan
- Computer, Network, and Internet Use Agreement
- Discriminatory Harassment
- Email Safety: Phishing, Malware, and Ransomware
- Preventing Bias Incidents and Hate Crimes in Schools
- Recognizing and Responding to Child Neglect
- Sexual Harassment
- SOESD Handbook
- Student Privacy Rights (FERPA)

Transporting Students

The transportation of students is the responsibility of local school districts. ESD staff members are not to transport students in privately owned vehicles with the single exception of an emergency concerning

the safety of the student. The staff member will immediately notify his/her supervisor of that emergency transportation.

If an employee's job requires transporting students in ESD-owned vehicles, or the job description requires a valid Oregon Driver's license, employees are required to maintain a valid Oregon Driver's License and to report a revocation of a driver's license to the appropriate administrator. Transporting students in rented vehicles requires that the ESD employee obtain additional insurance through the rental company. The additional insurance must cover these three areas: damage waiver, supplemental liability, and personal accident.

Travel

General Guidelines

SOESD expects employees to use the most economical means of travel. Travel time, number of employees traveling together, safety, road conditions, and distances are considered when determining economies and efficiencies.

SOESD has purchased a limited number of vehicles for work-related travel for ESD employees. SOESD liability coverage is only extended to employees on work-related activities in agency vehicles. If an employee uses their vehicle for work-related activities, the employee's insurance is primary and SOESD insurance is secondary.

Family members, non-employees, or students are not to be transported in ESD vehicles unless it is required in the job description of the position. SOESD or school district employees attending a SOESD work-related meeting may be transported in ESD vehicles.

In-Service Area Travel Reimbursement

In Service Area, Travel Reimbursement forms are due in the Business Office by the 19th of each month. The checks are mailed on the 25th. Forms that arrive after the 19th are processed the following month. The Business Office processes reimbursements for the month prior. The current month's travel is not reimbursed until the following month. (In the summer the travel is included in the weekly AP run.)

Updated forms are available from the SOESD website. Travel is reviewed for accuracy and totals are calculated by the administrative assistant. The appropriate account code is recorded on the travel form by the administrative assistant. Note: In the service area travel is a 0341object code. Employees are to use a new reimbursement form for each month. The claimant and supervisor are required to sign all pages of the original travel reimbursement.

Reimbursement for actual miles traveled on ESD business shall be at the current IRS-approved rate per mile. Only those miles traveled in connection with ESD business may be claimed and mileage will be computed by using the Mileage Chart – Selected Cities in Oregon, prepared by the Oregon Department of Transportation, or ESD mileage charts. Mileage reimbursement must be submitted at least every three months. Examples:

- The business office receives travel requests for December, January, and February. The business office receives this on March 19th. This individual will be paid for all three months with the March payment process.
- The business office receives travel requests for December, January, and February. The business office receives this on March 31st. This individual will be paid for all three months with the April payment process.

- The business office receives travel requests for December, January, and February. The business office receives this on April 1st. This individual will not be paid for all three months, only January and February. Superintendent approval is required for mileage reimbursements submitted that are older than three months.

Mileage reimbursement to and from the worksite will not be granted unless otherwise stipulated in the collective bargaining agreement.

The following are guidelines to be followed for all mileage reimbursement claims:

1. Travel forms must be completed in ink or may be completed on a computer using the approved agency format.
2. Ditto marks will be accepted on up to five entries only.
3. For non-ESD locations, the street address of the departure location and travel destination must be included.
4. Each travel sheet must be signed by the claimant and immediate administrator.
5. Mileage claims must be received at the program level by the 7th of the month and received in the Business Office by the 19th of the month, or they will not be processed until the following month's travel check run.
6. Mileage claims must be submitted in complete months.
 - a. Example: March travel submitted on April 4 should not include travel during those first four days of April.
7. Only abbreviations that can be clearly understood may be used.
8. The address at the top of the travel form must be completed if it is for a new employee or if there is an address change since the last travel check was issued. Highlight the change.
9. Mileage should be rounded up/down to the nearest whole mile (under five rounds down/five and over rounds up to the nearest whole number).
10. If the mileage presented for reimbursement is less than that allowed on the ESD mileage chart, reimbursement will be for the mileage submitted. If the mileage submitted is more than that shown on the chart, reimbursement will be only for the number of miles on the chart.
11. No employee will be paid for mileage to and from work.
12. All travel forms that do not follow these guidelines will be returned to the administrator for correction.

NOTE: When using personal vehicles for agency business, only mileage reimbursement at the IRS approved per mile rate will be granted. Gas receipts will not be reimbursed.

Car Rentals

Car rental should be utilized whenever mileage reimbursement exceeds the cost of the car rental. The program Administrative Assistant will make arrangements with the rental company to direct bill the ESD for the car rental. If employees wish family members or friends to accompany them in ESD-rented vehicles, prior approval must be obtained from the administrator. Employees must obtain additional insurance from the rental company and reimburse the district for the additional insurance cost. The additional insurance must cover these three areas; damage waiver; supplemental liability, and personal accident. The rental agreement must be in the employee's name. If combining ESD business with vacation or personal leave, the employee must rent the car in the employee's name.

Employees must check rental cars for damage when the cars are returned. This is necessary, as the ESD has been charged for damage to vehicles since the employees renting the vehicles had not checked them upon return and it was not known when the damage occurred. Reimbursement for gas purchases may be made. Original gas receipts are required.

ESD-Owned Vehicles

Southern Oregon ESD owns vehicles available for check-out for ESD or school-related business. If the employee is combining ESD business with vacation or personal leave, the employee is not permitted to use an ESD-owned vehicle. Only Southern Oregon ESD employees are authorized to drive ESD-owned vehicles. In addition, family members and friends are not to travel in ESD-owned vehicles, unless they are on ESD business. The Business Office and the Special Programs Office are in charge of reserving these vehicles.

Checking out a vehicle requires a reservation. Reservations are made through the office professional in the Business Office. Since there are a limited number of vehicles, please do not reserve a vehicle for trips of less than thirty miles (sixty miles round trip). Note: This requirement does not apply when transporting students. You can pick up the keys from the assigned office professional on the reserved date.

The vehicle and keys are to be returned promptly at the end of the trip. The interior of the vehicles is to be kept clean and free of litter. Smoking is not allowed in the vehicles. Accidents or vehicle damage are to be reported to the immediate supervisor and the ESD Chief Financial Officer.

Insurance Costs

It is the responsibility of the owner or driver of the vehicle to make certain that adequate personal liability and property damage (as required by Oregon State Law) is maintained. Persons who transport students should carry a minimum of \$300,000 liability.

Out-of-Service Area/State Travel Using Personal Vehicle

Out-of-service area or out-of-state use of a personal vehicle while on district business must be approved by the appropriate administrator. A request for release time/travel advance must be completed and approved by the employee's immediate administrator before any out-of-service area/state travel can be confirmed. A completed Out-of-Service Area/Overnight Lodging Travel Reimbursement form for mileage, lodging, and meals must be submitted to the program administrator in advance of the travel date.** If this procedure is not followed, concerning receipt in the business office of the completed, approved form before travel occurs, disciplinary action may follow. If approved, the program administrator will forward the Out-of-Service Area/Overnight Lodging Travel Reimbursement form to the business office before the date of travel.

All out-of-state travel requests and requests to use air travel must be submitted to the supervisor who will then submit the written request to the superintendent for review. The superintendent signs the request giving approval or denial and returns it to the program office. The request should be submitted one month in advance; however, in unique situations, the timeline may be shortened.

Travel Outside of the Continental United States

Travel for ESD business outside of the continental United States requires prior approval from the SOESD Board of Directors.** All requests for this type of travel must go through the program director to the superintendent. If approved by the superintendent, the request will be presented to the Board at the next regularly scheduled Board meeting.

** Enough time should be allowed to process the paperwork through all the appropriate channels. If sufficient time is not allowed, the requests for pre-payment will be denied and the employee will be reimbursed when appropriate receipts are submitted.

Travel by Air

If traveling by air, all flight arrangements will be made by the superintendent's office. The program Administrative Assistant will complete a Travel Coordinator's Worksheet, secure the program director's approval for air transportation, and forward it to the superintendent's office. The superintendent approves all air travel. If the employee feels that the travel arrangements made by the superintendent's office are not convenient for the employee, the superintendent's office is to be notified and will redirect the employee to make his or her arrangements. However, any increased cost for the changes will be the responsibility of the employee and not SOESD.

NOTE: When travel arrangements include family members or friends, the ESD employee is requested to make his/her own arrangements and the ESD will reimburse at its normal rate of reimbursement.

Travel Advance/Accounting

An employee may receive travel expenses in advance not to exceed the following:

Mileage: Shortest route, IRS-approved rate. For either an advance or for filing travel upon return, employees will receive the GSA Rate.

Per Diem Meal Allowance: The Per Diem Reimbursement is based on the US General Services Allowance guidelines. The Reimbursement amount is based on the travel location. **The GSA Rate is automatically calculated on the Out-of-Area Reimbursement Form.** The Business Office does not require receipts for meals.

For reference, the reimbursement rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Lodging

A receipt for **all** lodging is required and must be submitted to the Business Office to be filed with the original paperwork.

Employees are expected to shop for economical lodging. When out of town on ESD business, the ESD will pay for a single room unless the single and double room rates are the same. If an employee wishes a double room, the employee must pay the difference between the double and single rate. When traveling in or out of state, lodging inquiries will always include a request for the "state rate." Lodging must be prepaid to the motel/hotel or conference sponsor or direct billed to the ESD unless prior arrangements between the employee and their supervisor have been made. Hotel receipts must be turned in to the appropriate program administrative assistant as soon as possible. Any additional charges to an employee's lodging bill besides room and tax will be the employee's responsibility. If you are making reservations for anyone who is not an employee of the ESD, please email Accounts Payable with the vendor name, dates, and their names. This information is very important when the bills arrive.

Travel and Related Meal Expenses

1. Meal receipts may be requested by your supervisor.
2. To be eligible for breakfast and/or lunch reimbursement, travel must be from your home or designated work site requiring an overnight stay the night before.
3. Any travel (including out-of-state) from your designated worksite which causes you not to return home that night, or to return home after 6:00 p.m. via the most direct route, makes one eligible for dinner reimbursement with the following exception: if the employee has a flexed workday, i.e. 12:00 noon to 8:00 p.m., the employee would not be reimbursed for dinner. This procedure will be reviewed regularly by the administrative team.

Normal Reimbursable Expenses

Approvable expenses include toll charges, parking fees, tips, valet services, cleaning, pressing, and laundry if the length of the trip or circumstances demand such expenses. Specify each type and amount of the expense.

Non-reimbursable expenses include, but are not limited, to the following:

1. Repairs, towing, or service of personal vehicle
2. Any mileage except actual miles driven on district business
3. Personal expenditures for entertainment, medicines, alcoholic beverages, etc.
4. Gifts for employees
5. Air travel life insurance fees
6. Expenses for spouse
7. Repair or replacement of personal items
8. Doctor bills for illness or treatment
9. Gratuities over 15% (unless an automatic gratuity above 15% is included in the bill).

Combining District Travel and Vacation/Personal Travel

SOESD personnel traveling to a work assignment are not encouraged to extend work with personal activities. Oregon Government Ethics Commission guidelines do not allow public employees to personally benefit from their employment. However, if employees choose to extend their work-related trip for personal reasons the following guidelines apply:

1. If combining vacation or personal business with business travel, the employee is to make all of the travel arrangements and is not eligible for SOESD/government agency discounts.
2. The ESD will reimburse at the rate it would have cost the district had the employee not combined vacation or personal leave with business travel and the employee will be reimbursed for one-way travel if the travel is extended for personal reasons.
3. All time away from work caused by travel by less than the most expeditious means available must be charged to vacation or other appropriate leave.
4. Time delays forced by business or travel schedules will be charged to working time.
5. If the employee travels for vacation purposes to a point that he/she would not have visited for business, the employee must pay the additional cost.
6. Work-related travel costs associated with combining work with personal will be reimbursed at established SOESD rates.

Travel Options

Options for travel reimbursement are:

1. Travel is not authorized by the district but the employee may take personal leave or unpaid leave and the employee pays costs.
2. Travel is at the request of the district or authorized by the district and the district will pay costs.
3. Travel is at the request of the employee and attended with district approval, the district agrees that the employee may take duty time and the district pays the costs.
4. If attended with district approval, but the budget does not allow for full payment, the employee can take duty time and partial payment (registration, travel, lodging, meals, or gas, etc.) may be available.

Out of District Travel

1. All out-of-state travel must be approved by the Superintendent. All travel outside the continental U.S. must have prior approval by the Southern Oregon ESD Board of Directors.

2. Out-of-area conferences, and workshops (including airfare, hotels, and meals) are a 342 object code.

Hotel/Car Reservations

If you are making reservations for anyone who is not an employee of the ESD, please email Accounts Payable with the vendor name, dates, and their names. This information is very important when the bills arrive.

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, and schedule activities or other transportation far enough in advance to avoid any use of private vehicles.

When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

Employees who are expected to use a personal vehicle when traveling for business purposes will be reimbursed in an amount that meets requirements as set forth in mileage reimbursement rates established by the Board and/or collective bargaining agreement as applicable.

Employees using private vehicles for ESD business must carry vehicle insurance in accordance with Oregon Revised Statutes. The employee's personal vehicle insurance is the primary carrier in case of accident or damage. The ESD's insurance serves as the secondary carrier for liability purposes only.

Visitors to Instructional Sites

Definitions

"Instructional site" is defined as any location in which students are receiving specialized instruction or related services from an employee of Southern Oregon ESD.

"Visitor" is defined as any person other than:

1. those providing direct or consultative services to the students,
2. a teacher or administrator affiliated with the instructional site, or
3. an ESD administrator.

Procedures

To help ensure that student instructional programs are not excessively interrupted, visitors are expected to provide adequate prior notice through prearrangement with the teacher or administrator regarding any anticipated visitation. As necessary, teachers are to inform potential visitors of this prior notice procedure and are expected to notify their immediate administrator before the scheduled visitation occurs.

If instructional plans are such that in the teacher's or administrator's opinion, the planned visitation would be too disruptive, the visitation should be scheduled for another day within a reasonable period.

For instructional sites located in public schools, visitors are expected to check in at the building office before visiting the classroom and follow all building procedures. For instructional sites not located in

public schools, visitors are expected to check in at the program office affiliated with that instructional site.

If a teacher desires a visitation by any person in an elected office or representative of the media, the teacher must make visitation arrangements through his/her immediate administrator and the office of the superintendent. If any elected official or representative of the media requests a teacher to visit an instructional site, the teacher must inform the person to make any visitation arrangement(s) through his/her immediate administrator and the office of the superintendent.

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.

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

The district shall require a state and national criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions:

1. Head coaches;
2. Assistant coaches;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;
5. List of other positions subject to this fingerprinting, if any.

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use ESD e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is strongly discouraged.

Weapons

Students shall not bring, possess, conceal or use a weapon on or at any property under the jurisdiction of the district, any activities under the jurisdiction of the district or any interscholastic activities administered by a voluntary organization.

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or within the previous 120 days has unlawfully been in possession of a firearm or destructive device, as defined by the district's weapons policy, Board policy JFCJ – Weapons in Schools, shall immediately report such violation to an administrator or 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 for firearms or destructive devices have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report in accordance with ORS 339.315(1)(b). The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

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

Weingarten Rights

Weingarten is a short-handed term used to refer to the right of a bargaining unit member, at the employee's request, to have a union representative present during an "investigative interview" which the employee reasonably believes could lead to discipline. The term Weingarten is drawn from a private sector decision, *NLRB v. J. Weingarten, Inc.*, 420 U.S. 252 (1975).

An Association representative may be present at any grievance meeting.

A pre-disciplinary investigatory meeting, which is a meeting where the employee will be questioned and the employee could reasonably believe that discipline may result from the outcome of the investigation, is the sole circumstance under which Weingarten rights apply. Weingarten means only that the employee may be accompanied by an Association representative; however, the supervisor still has the right to question the employee and insist that the employee, not the representative, answer the questions.

Also, Weingarten does not require that the Association representative have an opportunity to caucus with the employee during the meeting, however, it does require that the representative be allowed time to meet with the employee at the start of the meeting; the representative will need to make such arrangements for a pre-meeting on their own time.

Under ERB case law, the role of the representative includes three functions:

1. To ask about and clarify the purpose of the meetings at the beginning of the meeting;
2. To inform the employee of any contractual rights; and
3. At the end of the supervisor's questioning, the representative may ask additional questions of the employee to bring out any other relevant information.

Where no right to representation exists under Weingarten, there may be other representation allowances afforded to employees.

Whistleblower

As outlined in Board policy GBMA – Whistleblower, when an employee has a good faith and reasonable belief the employer has violated any federal, state, or local, law, rule, or regulation; has engaged in

mismanagement, gross waste of funds or abuse of authority; or has created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign, or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment.
4. Direct an employee or to encourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state, any agency of the state, or political subdivision in the state, or any person authorized to act on behalf of the state, any agency of the state, or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in [administrative regulation KL-AR(1) - Public Complaints Procedure] to address any alleged violations of Board policy, GBMA – Whistleblower

Work Hours

Work hours are determined by the supervisor. Regular working hours for all classified staff will be set by the supervisor. Nonexempt staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the supervisor.

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

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

Overtime

Overtime is time worked by a nonexempt employee in excess of forty (40) hours per week and shall be paid at the rate of time and one-half (1 1/2). Licensed employees are exempt. Overtime worked by a nonexempt employee must be approved in advance by his/her administrator. If employees work overtime without approval, the administrator may initiate disciplinary action. Timesheets are filed using Frontline **Time & Attendance**. When filling out a timesheet for extra/overtime work, employees will write a short description of the activity (including location) resulting in the overtime.

STUDENT OPERATIONAL PROCEDURES

Corporal Punishment

The use of corporal punishment in any form is strictly prohibited in the ESD. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain. Corporal punishment does not include the use of physical force authorized in ORS 161.205 (2), (4) or (5) for the reasons specified therein, or 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, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school district.

A staff member is authorized to employ reasonable physical force upon a student only to the extent the application of physical force is consistent with Oregon Revised Statute (ORS) 339.2850-0339.303 and is not corporal punishment as defined in ORS 339.250(9). Physical force shall not be used to discipline or punish a student.

A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the ESD.

Drug, Alcohol and Tobacco Prevention

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale, distribution or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents, and other dangerous substances, and drug paraphernalia), alcohol, inhalant delivery systems or tobacco products in the schools, on district property or grounds (including parking lots), on a school bus, or while participating in any school-sponsored activity, whether on district property or at sites off district property.

A staff development program is provided by the district which explains information about the district’s substance use prevention and intervention plan, an employee’s responsibilities within that plan, and alcohol and drug abuse prevention education.

Emergency Procedure Drills and Instruction

The ESD will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

Students served in ESD facilities shall participate in emergency procedures. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats.

Instruction on emergency procedures shall be conducted for at least 30 minutes each school year. The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

Fire Emergencies

Drills and instruction on fire emergencies shall include routes and methods of exiting the ESD facilities.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the ESD may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, and will include the school’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).

The ESD may provide additional instruction relating to other disasters such as flooding, drought, excessive snowfall or wildfires.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures, and may assist the school with the instruction and the conducting of drills for students in these emergency procedures.

Field Trips and Special Events

A field trip is an additional and supplemental activity, which is not part of the regularly scheduled curriculum, conducted at school and community training sites for the instruction of IEP goals and objectives. Most field trips are sponsored and conducted by local school districts.

Procedure

1. The teacher completes and submits a "Field Trip Request" form at least 45 calendar days before the planned activity. These forms are available in Frontline **Central**.
2. The director reviews the request with the program administrator. The director decides whether the request complies with the educational goals of the students and meets the definition of a field trip. If approved by the director, the form is forwarded to the superintendent at least 30 days before the planned activity.
3. The superintendent will review the request and within five working days of receipt 1) approve the request, subject to listed requirements attached to the approval, or 2) deny the request.
4. All volunteers and/or chaperones must pass a background check completed by Human Resources.

Staff participation and/or assistance with student activities, which are not field trips, is a personal matter and the ESD does not authorize your participation on the agency's behalf. To the extent you participate in such activities, you are doing so at your own risk and responsibility. The Southern Oregon ESD will assume no responsibility.

Media Access to Students

Directory Information

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. The following directory information may be released to the public through appropriate procedures:

1. Student’s name;
2. Student’s photograph;
3. Date and place of birth;
4. Major field of study;
5. Participation in officially recognized sports and activities;
6. Weight and height of athletic team members;
7. Dates of attendance;
8. Grade level;
9. Diploma, honors or awards received;
10. Most recent previous school or program attended.

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district’s option to release such information and the requirement that the district must, by law upon request, release secondary students’ names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student’s Social Security Number or student identification number be considered directory information. The ESD shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

Personally Identifiable Information

Personally identifiable information includes, but is not limited to:

1. Student's name, if excluded from directory information, as requested by the student/parent in writing;
2. Name of the student's parent(s) or other family member;
3. Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
4. Personal identifier such as the student's social security number or student ID number or biometric record;
5. A list of personal characteristics that would make the student's identity easily traceable such as student's date of birth, place of birth and parent's maiden name;
6. Other information alone or in combination that would make the student's identity easily traceable;
7. Other information requested by a person who the ESD reasonably believes knows the identity of the student to whom the educational record relates.

Prior Consent to Release

Personally identifiable information will not be released without prior signed and dated consent of the parent or the student 18 years of age or older or an emancipated student.

Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of person(s) to whom the disclosure is to be made. Upon request of the parent or eligible student, the ESD will provide a copy of the disclosed record.

Exceptions to Prior Consent

The ESD may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district, state regional program or institution of postsecondary education where the student seeks or intends to enroll;
4. To authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education or state and local education authorities or the Oregon Secretary of State Audits Division in connection with an audit or evaluation of federal or state-supported education programs or the enforcement of or compliance with federal or state-supported education programs or the enforcement of or compliance with federal or state regulations;
5. To personnel determining a financial aid request for the student;
6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;
12. Because information has been identified as "directory information";
13. To the courts when legal action is initiated;
14. To a court and state and local juvenile justice agencies;
15. A judicial order or lawfully issued subpoena when the parent is a party to a court proceeding involving child abuse and neglect or dependent matters;

16. To a caseworker or other representative of a state or local child welfare agency or tribal organization that are legally responsible for the care and protection of the student including educational stability of children in foster care.

Medications

Oregon law and Oregon Administrative Rules require districts to adopt policies and procedures that provide for the administration of prescription and nonprescription medicine to students by trained school personnel and for student self-medication.

Staff will receive instruction on and will comply the requirements of Board policy JHCD – Medications and the accompanying administrative regulation JHCD-AR - Medications. Staff that are designated to administer medications will be trained by the district in accordance with law.

Parents and students should be directed to school office personnel for appropriate permission forms and procedures related to administration of prescription and nonprescription medications at school.

Moving Class and 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 supervisor.

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

Program Exemptions

The ESD may excuse students from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the ESD. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the Program Coordinator.

The ESD will determine if credit will be granted for any alternative activity.

Restraint or Seclusion

The district has adopted a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students.

The policy further outlines prohibited forms of restraint, prohibited use of a seclusion cell and other prohibited uses.

See Board policy JGAB - Use of Restraint or Seclusion and its accompanying administrative regulation (AR) for permissive uses, related definitions and procedures.

All staff are directed to read, understand and comply with district requirements published in policy JGAB and its accompanying AR.

All designated staff will receive appropriate training.

Resuscitation Decisions, Life-Sustaining Emergency Care

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

Student Conduct

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the ESD’s written rules, pursue the prescribed course of study, submit to the lawful authority of ESD staff and conduct themselves in an orderly manner at school during the school day or during ESD-sponsored programs and activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one’s actions and maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by the superintendent, in cooperation with staff, and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences of disorderly conduct and enforced.

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events and at other schools operated by the ESD, and while off campus whenever such conduct causes substantial and material disruption of the educational environment or the invasion of the rights of others. Additionally, students may be denied participation in ESD-sponsored extracurricular programs and activities. Titles and/or privileges granted to students may also be denied or revoked. A referral to law enforcement may also be made. Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

Student Discipline

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

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

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

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

The Board seeks to ensure a climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop procedures whereby those students who disrupt the educational setting or who endanger the safety of others will be subject to age appropriate and research effective disciplinary sanctions to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Title and/or privileges available or granted to students may be denied and/or revoked (e.g., including but not limited to, field trips, etc.). The superintendent may propose alternative programs of instruction or instruction combined with counseling prior to a student's expulsion or a student leaving school in accordance with law.

The ESD shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the ESD's best interests may be suspended. Students may be expelled for conduct that poses a threat to the health or safety of students or employees; when other strategies to change student behavior have been ineffective, except that expulsion may not be used to address truancy; or when required by law. The ESD shall consider the age of the student and the past pattern of the student's behavior prior to imposing the suspension or expulsion. The ESD will ensure careful consideration of the age appropriateness, rights and needs of the individual concerned, as well as the best interests of other students and the ESD program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the ESD shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction. Special education students shall be disciplined in accordance with federal law and Board policy JGDA - Discipline of Students with Disabilities and accompanying administrative regulation.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

Procedures for excluding students from ESD-operated classrooms shall be developed cooperatively with the component school districts.

Student Transportation in Private Vehicles

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

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

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

Visitors

Visitors may be allowed at ESD facilities, and their attendance is subject to conditions published in Board policy KK – Visitors to District Facilities.

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

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

SPECIAL PROGRAMS

Library and Media Support Services

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

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

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

Pregnant or Parenting Student Programs

The district advocates the right to continued public education for all pregnant and parenting students. The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant or parenting student will be encouraged to continue with their educational program and to participate in all school-sponsored activities.

Teachers are expected to work cooperatively with counselors, parents, and students in the development of an individualized plan or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regular-provided school program. Staff shall support pregnant and parenting students in compliance with law; policy and procedures can be found in, but are not limited to, Board policies JFE – Pregnant and/or Parenting Students and GBN/JBA – Sexual Harassment and its accompanying administrative regulations.

Special Education Services

Students, kindergarten through 21 years of age living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE). The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

Special classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.

Placements are made by the building's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's

disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate; and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

Subject to federal laws related to the confidentiality of educational or health records, all district employees assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

1. Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.
2. Be consulted with when the education plan for the student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:
 - a. The student's individualized education program, 504 Plan or behavior intervention plan; or
 - b. The student, when the decisions made and issues discussed are related to the responsibilities of the school district employee to support the student or when the school district employee has unique information about the student's needs and present level of performance.

All district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.

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

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

See Board policy IGBA – Students with Disabilities – Child Identification Procedures and other special education policies and administrative regulations, IGBA through IGBAL-AR.

Students with Disabilities - Child Identification Procedures

The ESD assists local districts, when requested, in locating, identifying, evaluating, and providing special education and related services to children with special learning needs. Including, defined as, all children birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education (EI/ESCE) or special education services. For preschool children the resident district is responsible for the evaluation(s) used to determine eligibility; the designated referral and evaluation agency is responsible for determining the eligibility of children for EI/ECSE services in accordance with Oregon Administrative Rule (OAR) 581-015-2100. The ESD identifies all children with disabilities, regardless of the severity of their disabilities, including those who are:

1. Highly mobile, such as migrant and homeless children;
2. Wards of the state;
3. Indian preschool children living on reservations;
4. Suspected of having a disability even though they are advancing from grade to grade;
5. Home schooled;
6. Resident and nonresident students, including residents of other states, attending a private school (religious or secular) located within the boundaries of the ESD;
7. Attending a component district charter school;

8. Below the age of compulsory school attendance who are not enrolled in a public or private school program; or
9. Above the age of compulsory school attendance who have not graduated from high school with a regular high school diploma and have not completed the school year in which they reach their 21st birthday.

The ESD shall annually submit data to the Oregon Department of Education (ODE) regarding the number of resident students with disabilities who have been identified, located and evaluated and are receiving special education and related services. The ESD conducts an annual count of the total number of private school children attending private schools located within the boundaries of the ESD, and a count of all children with disabilities attending private schools located within the boundaries of the ESD, in accordance with OAR 581-015-2465. The ESD reports any additional data to ODE as required by the ODE to meet the requirements of federal or state law and the applicable reporting dates.

The superintendent, through the district special education administrator, shall adopt procedures that comply with federal and state education laws, including procedures for identifying and evaluating students with disabilities; for initiating, reviewing, and modifying individualized education programs; for determining, changing, or denying placement; for ensuring the confidentiality of student records; and for providing parents an opportunity to examine their child's special education records. The procedures shall be approved by the ESD Board of Directors and the State Department of Education--Office of Special Education.

Students with Disabilities - Child Identification Procedures Administrative Regulations

1. The ESD's child find efforts include:
 - a. Public awareness. ESD child find activities involve local media resources and direct contact activities, such as presentations at community meetings, business group meetings, services agencies or advocacy organizations.
 - 1) The ESD provides information about special education services in the ESD's service area and the ESD's special education referral process to public and private facilities located in the ESD's service area, including day care centers, homeless shelters, group homes, county jails, hospitals, medical officer and other facilities that serve children birth to 21 years old.
 - 2) The ESD provides information about special education services and how to make a referral to any migrant education programs operating in the district.
 - b. Notice of confidentiality. Before any major child find activity, the ESD publishes notice in newspapers or other media, or both, informing parents that confidentiality requirements apply to these activities. Circulation for this notice must be adequate to inform parents within the district's jurisdiction.
 - c. Staff awareness. The ESD ensures that staff are knowledgeable of the characteristics of disabilities and the referral procedures for students, including preschool children, suspected of having disabilities.
 - d. Communication to parents. ESD staff shall inform parents about the availability of special education services in the ESD's service area and provide them with information about initiating referral for special education evaluation, including the information about early intervention/early childhood special education services (EI/ECSE) and the designated referral and evaluation agencies with which the ESD collaborates.
2. Private School Children with Disabilities

- a. The ESD's child find system applies to children, including those children who are residents of another state, that are enrolled by their parents in private schools located within the boundaries of the ESD.
 - b. The ESD's child find activities for private school students enrolled by their parents in private schools are similar to, and completed within a comparable time period, as child find activities for students in component district public schools.
 - c. The ESD does not include the cost of conducting child find activities for private school students, including individual evaluations, in determining whether it has spent a proportionate share of its federal Individuals with Disabilities Education Act (IDEA) funds on parentally-placed school students with disabilities.
 - d. The ESD consults with private school representatives and parents of private school students with disabilities about how to carry out these child find activities, including:
 - 1) How private school children suspected of having a disability can participate equitably; and
 - 2) How parents, teachers and private school officials will be informed of the process.
 - e. The ESD child find process for parentally-placed private school students ensures the equitable participation of parentally-placed private school students with disabilities and an accurate count of such children.
3. Home-Schooled Students with Disabilities
- a. The component district collaborates with the ESD that serves the component district to ensure that the component district responds promptly to information about home-schooled students with suspected disabilities.
 - b. The ESD collaborates with home schooling organizations in the ESD's jurisdiction and provides information about special education services in the ESD's service area and how to make a referral.
 - c. If the ESD has reason to suspect that a home-schooled student has a disability, the ESD will obtain parent consent for initial evaluation.