



Staff Handbook

Forest Grove School District
Forest Grove, OR
September 2009

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Welcome,

It is with great pleasure and pride that I welcome you to the Forest Grove School District family. Our district is committed to providing the best education possible for every one of our students, and we can only do that by hiring the best! That's why we are glad to have you as part of our team.

This book is compiled to try and answer some of your questions. It is critical that you look it over since many policies, rules and regulations are covered. You should also talk to your building principal for an overview of building procedures.

There is no more important work in the world, than what we do in school, and there has never been a more exciting time to do it! Our children are our most important natural resources, and together we will make a difference in the lives of each one. Our expectations are high. We expect every employee to work hard, enjoy their job, love the children and treat everyone with respect.

Once again, welcome aboard. If you have any questions not answered in this booklet, give us a call. Our goal is to make sure you are successful.

Sincerely,

David Willard
Assistant Superintendent

**Forest Grove School District Mapping Team
Strategic Plan 2007-2012**

Mission Statement

Inspiring excellence while preparing all students for college, career and citizenship

Guiding Principles

We Believe:

- It is the responsibility of the entire community to participate and celebrate in the positive, social, emotional and academic growth of all children.
- In a school community that is committed to accountability and evaluating programs and services for continuous improvement and open feedback.
- In high expectations and rigorous and relevant learning and instruction.
- In nurturing a joyful, engaging and creative learning environment for all.
- That diversity enriches the community, and each person has the right to be treated with respect and dignity.
- In embracing innovation and risk taking.
- In ensuring all graduates are lifelong learners who are respectful, confident and prepared for college, career and citizenship.

Strategic Directions:

1. Create a welcoming environment by valuing students and staff and engaging our community in a commitment to education.
 - a. Implement comprehensive guidance and counseling framework
 - b. Reinvigorate the 40 Developmental Assets as identified by the Search Institute
 - c. Promote cultural diversity and appreciation for other cultures
 - d. Teach and model good citizenship and respect for self and others
 - e. Create opportunities for youth to be recognized by school and community
 - f. Expand partnerships: business, parents, community members, volunteers and higher education
 - g. Encourage involvement and remove barriers to participation
 - h. Communicate effectively with all stakeholders in a timely and ongoing manner
2. Show academic growth for every student at every grade level, producing graduates who are college and career ready.
 - a. Provide a comprehensive and fully aligned curriculum, with a broad range of electives and choices for students
 - b. Challenge all students to achieve personal and academic excellence
 - c. Develop, monitor and apply a variety of assessment tools to provide continuous improvement
 - d. Create different learning opportunities to meet the needs of all students
 - e. Provide an education plan and profile for every student
 - f. Ensure that every student reads at grade level by end of third grade and maintains continuous growth through all grades
 - g. Attract and keep quality staff
 - h. Provide high quality staff development at all levels

3. Encourage forward-thinking and innovation in classroom instruction and district management.
 - a. Provide opportunities for project based learning K-12
 - b. Identify and implement best practices for student learning
 - c. Incorporate technology into instruction and learning
 - d. Ensure effective use of district facilities and resources
 - e. Align district operations with strategic plan
 - f. Equip staff with time and resources needed to implement best practices
 - g. Pursue grants, partnerships and other opportunities

Forest Grove School District Staff Handbook

PREFACE

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

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues: David Willard, Assistant Superintendent/Human Resources

STRATEGIC PLAN

The School Board approved a new strategic plan in May 2007 that will guide the district through 2012. Staff, students, parents and other community members took part in over 45 focus groups, discussing the district's needs and direction. A 23-member task force of staff and community spent several months analyzing the feedback and crafting the plan. The strategic plan is the guideline for all decisions made in the district.

STAFF ORGANIZATION 2009-2010 School Year

District Office

1728 Main Street

Forest Grove, OR 97116

Telephone: 503-357-6171

FAX: 503-359-2520

Cabinet/Cabinet Secretaries:

Yvonne Curtis – Superintendent

Kathy Bahnsen – Secretary

David Willard – Assistant Superintendent

Cyndy Nemeyer – Secretary

Jennifer Frentress – Director of Curriculum and Instruction

Mariam Baradar – ELL Coordinator

Darin Davidson – Director of Business/Support Services

Doris Inkley – Secretary

Brad Bafaro – Director of Special Education

Virginia Kintz – Secretary

Brian Hawkins – Director of Technology/Information Systems

Connie Potter – Coordinator of Communications/Volunteers

Forest Grove High School

1401 Nichols Lane

Forest Grove, OR 97116

Telephone: 503-359-2432

FAX: 503-359-2521

John O'Neill – Principal

Marilyn Dober – Secretary

Neil Armstrong Middle School

1777 Mountain View Lane

Forest Grove, OR 97116

Telephone: 503-359-2465

FAX: 503-359-2560

Brandon Hundley – Principal

Julie Jones – Secretary

Tom McCall Upper Elementary School

1255 SW Pacific Avenue

Forest Grove, OR 97116

Telephone: 503-359-2506

FAX: 503-359-2566

Chandra Wilson – Principal

Cindy Greeley – Secretary

Cornelius Elementary School
200 N. 14th Avenue
Cornelius, OR 97113
Telephone: 503-359-2500
FAX: 503-359-2564
Perla Rodriguez – Principal
Irene French – Secretary

Dilley Elementary School
4115 SW Dilley Road
Forest Grove, OR 97116
Telephone: 503-359-2495
FAX: 503-359-2566
Naomi Montelongo – Principal
Synda Spath - Secretary

Echo Shaw Elementary School
914 S Linden Street
Cornelius, OR 97113
Telephone: 503-359-2489
FAX: 503-359-2567
Rogelio Martinez – Principal
Ninfa Garrido – Secretary

Fern Hill Elementary School
4445 Heather Street
Forest Grove, OR 97116
Telephone: 503-359-2550
FAX: 503-359-2570
David Dorman – Principal
Ana Leech - Secretary

Gales Creek Elementary School
9125 NW Sargent Road
Gales Creek, OR 97117
Telephone: 503-359-2486
FAX: 503-359-2563
Naomi Montelongo – Principal
Jacquelin Gravley – Secretary

Harvey Clarke Elementary School
2516 N B Street
Forest Grove, OR 97116
Telephone: 503-359-2478
FAX: 503-359-2561
Jerrie Matuszak – Principal
Paula Woodall – Secretary

Joseph Gale Elementary School
3130 18th Avenue
Forest Grove, OR 97116
Telephone: 503-359-2482
FAX: 503-359-2562
Melissa Carter – Principal
Jaycine Bonnett - Secretary

GENERAL INFORMATION

ASSOCIATIONS

The Forest Grove Education Association (FGEA) is the bargaining unit for all licensed staff. Contact the school building office for building representative's names.

The Oregon School Employees Association (OSEA) is the bargaining unit for all classified staff. Contact the school building office for building representative's names.

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members for 2009-2010 are as follows:

Fred Marble, Chair
Anna Tavera-Weller, Vice Chair
Alicia Hampton
Terry Howell
Ralph Brown

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are normally held twice a month at the Forest Grove School District Office. Meetings begin at 7:00 pm. Depending upon school calendar conflicts, Board meetings may be changed with appropriate notice. Throughout the school year, meetings may be held at some school sites. Contact the District Office or school for a calendar of Board meetings. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

DISTRICT OFFICE HOURS

The district office is open on weekdays between the hours of 7:30 am and 5:00 pm.

STAFF OPERATIONS

ABSENCES

Staff members unable to report to work for any reason must notify the Substitute Calling System at 503-614-1273 as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

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

Request for substitutes for conferences or staff development must be called in at least five days in advance or request may be denied due to unavailability of substitutes.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the building principal only. Final decisions regarding substitute use or non-use will be made by the district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon

notification to the building secretary. An absence report form must be completed and returned to building secretary for all staff absences including absences due to school or district related activities. Forms are available through the office. See the building secretary for forms.

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

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

Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave.

Length/Purpose of Leave

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

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self care (eligibility expires 12 months after placement);
3. Care of a family member with a serious health condition; or
4. The staff member's own serious health condition.

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

Contact the Human Resources Office for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and OFLA leave.

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, must be reported to the building principal immediately.

Reports will cover property damage as well as personal injury.

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

In the event of a work related accident or injury resulting in a hospital admission whereby medical treatment other than first aid is provided, the Safety Officer will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

The Forest Grove School District now has in place an "early return to work" policy for injured workers. If you have an injury that means missing work for an extended period of time, please stay in touch with the building secretary and the human resources department. It may be possible for you to return to "light duties" or reduced hours as you prepare to come back to full duties.

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

ACCIDENT/INJURY – STUDENTS

An accident report must be completed anytime an accident occurs which involves students. Accident Report Forms are available in the school building offices.

ANIMALS IN THE CLASSROOM

Pets or animals (excluding fish) shall not be kept or housed in classroom or other areas of school building that are not specifically designed for the purpose and has an isolated conditioned air supply/exhaust. Any animal brought into the buildings while students are present shall be approved by the building administrator and shall not remain in the building over night (more than 12 hours). Any food and feces/containment materials shall not remain (be stored) in the room or placed in trash receptacles accessible by students or staff. Specimens shall be kept secured to insure any remaining contamination or potential hazardous material associated with the preservation of the specimen is not accessible by student without proper supervision.

APPLIANCES IN THE CLASSROOM

Household type appliances to include coffee makers, microwaves, refrigerators and other motor/resistive load convenience appliances to include those without grounded supply cords “shall not” be utilized in general classroom areas. Convenience appliances shall be located in lounge/meeting/team areas where the circuitry is or can be shown to be designed for the isolation/use of properly rated appliances and shall include supply cords that have a three pronged grounded plug or other grounding means. *Any appliances that are necessary for student support must be approved by the building administrator and meet the isolation/grounding requirements.*

CARE/USE OF DISTRICT PROPERTY

Staff and District patrons may check out certain items of district equipment. District equipment shall not be used for personal financial gain. An equipment use form must be submitted and approved. Forms are available in school building offices.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school related purposes is to be deposited in the office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are amounts of money in excess of \$25 of money to be kept overnight or held during holidays or for long periods of time in classrooms. Money is to be counted before being deposited to verify that deposit actually agrees with amount received.

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

CHILD ABUSE REPORTING

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately (within 24 hours) orally report or cause an oral report to be made to the Services to Children and Families or local law enforcement agency. The building principal is also to be immediately informed.

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

Oregon law recognizes these types of abuse:

1. Physical;

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

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

A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are responsible to turn out the lights and secure all doors. Windows should also be verified manually/visually to be secured at day's end. Rooms shall not be left unsecured for custodial cleaning.

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

All staff shall comply with measures adopted by the district and with all rules set by the Oregon State Health Division and the county health department.

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

HBV/Bloodborne Pathogens Training and Immunization

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

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

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

COMPLAINTS

Student/Parent Complaints

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

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

All staff members should familiarize themselves with Board policy regarding the handling of complaints.

Staff Complaints

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

COMPUTER USE

Staff shall use the district's system primarily for activities related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use must be limited and consistent with the general use guidelines as noted in District Policy IIBGA/GBP. E-mail and Internet use can, and will, be monitored if necessary to assure appropriate use.

Staff who violate computer network system policies and guidelines shall be subject to discipline up to and including termination of employment. Violations of law will be reported to law enforcement authorities and violations of applicable Teacher Standards and Practices (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

Summary of Policy on Electronic Communications Systems

The following summary is to assist administration and staff implement Board Policy IIBGA/GPA.AR. This policy deals with the electronic communication system provided by the Forest Grove School District for the use of its employees. While technology has increased and improved dramatically over the past few years, and has allowed us to perform our jobs in more effective and efficient ways, it has also provided us with new challenges and potential pitfalls. For the protection of the district and all employees, this policy and AR outline rules, regulations, and procedures required. **The summary below is to assist in communication of this policy, but all staff are required to read the entire policy, and are expected to comply with it in all situations.**

- The Forest Grove School District will comply with all provisions of the Children's Internet Protection Act (I).
- The Forest Grove School District will provide access to information technology to all staff, including e-mail, calendar, and voicemail (II).
- E-mail, voicemail, and calendar are considered appropriate and official ways to communicate with staff. The expectation of all staff is to check e-mail, calendar, and voicemail on a regular and consistent basis.

The recommendation is to check daily, but at a minimum of twice a week. This is critical as some communication is time sensitive and important to the operation of the district.

- Material sent via e-mail, and messages left via voicemail, shall pertain to district business. No building wide or district wide e-mails will be sent without prior approval.
- All email will be archived automatically by the District.
- Internet usage will be logged by the District.
- Section III of the policy outlines acceptable use guidelines. They apply to all staff, volunteers, consultants, and contractors. They apply to all equipment or devices attached to the district's network, and any equipment utilized within the district.
- The network is owned and managed by the Forest Grove School District, and therefore usage of the system is public record. All email and Internet usage and history are subject to inspection and possible disclosure under Oregon ORS's and OAR's. There should be no expectation of privacy.
- Employees are responsible for exercising good judgment regarding the "reasonableness" of personal use. If there is any uncertainty or confusion, employees should consult their supervisor.
- Section III F outlines specific things that are absolutely prohibited by policy and by law. It is the responsibility of every employee to review this material.
- Employees who do not comply with this policy are subject to discipline, up to and including dismissal. The district also has the responsibility in some instances to contact TSPC and / or the police concerning Internet or e-mail usage.
- Passwords are a critical part of network security, and section IV covers that information. All employees are expected to use password protection. **DO NOT SHARE PASSWORD WITH ANYONE!**

CONFERENCES

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

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

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

CONFIDENTIALITY

Educators are involved in the lives of our students. It is that involvement that allows us to make a difference in their lives. Occasionally, a student who is experiencing difficulty in class or a student's family who is experiencing difficulty in the community may benefit from the professional consideration an educator can bring to the situation. No one receives benefit, particularly the educator, by breaches of confidentiality or disregard for the right to privacy.

The only appropriate place for discussion of student or family problems is in a meeting called specifically for the purpose of problem solving. It is never appropriate to discuss students or their families in any setting where confidentiality cannot be protected such as the staff room, restaurants, grocery stores, etc.

Thank you for your understanding, cooperation and compliance with this legal and ethical issue.

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed district employees.

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

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

If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865.

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

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the Human Resources Office in accordance with timelines established by the district and negotiated agreements. Notice will be given to staff in compliance with rules of the insurance carrier and the current relevant collective bargaining agreement regarding domestic partner benefits.

COPYRIGHT

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

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

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

"Fair use" guidelines are available in the main office of every building. It is the responsibility of every staff member to follow these guidelines.

CORPORAL PUNISHMENT

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

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

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

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

CRIMINAL RECORDS CHECKS/FINGERPRINTING

All newly licensed or registered educators and those applying for renewal of a license or registration are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the

Teacher Standards and Practices Commission (TSPC).

This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year.

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

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

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

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

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

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

Processing/Reporting

1. The individual shall, as part of the application process, complete a Fingerprint Based Criminal History as provided by the ODE.
2. All non-licensed staff will be required to report within three working days to the District Office for completion of the required fingerprint forms.

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

Termination of Employment

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status by the superintendent immediately upon the following:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

Appeals

A non-licensed individual may appeal a determination which prevents their employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by the Oregon Department of Education.

CURRICULUM

Forest Grove School District is in the midst of curriculum alignment for all content areas K-12. Using the priority standards identification process, collaborative grade level and content level teams are developing frameworks to include power standards and assessment for each grade level and content area. Target date for completion is Spring 2009.

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for 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 not permitted without building principal approval. Teachers with questions should contact the building principal.

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

EMERGENCY CLOSURES

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

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, school closure information is announced on local radio and television stations and posted on the District Web Page.

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

EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program is available through Cascade Centers, Inc. and is free to employees and their dependents. This is a confidential counseling/referral service that assists in resolving a variety of personal or family concerns. The program is designed to provide immediate professional assistance in dealing with and resolving problems. Some of these problems may or may not be covered by our basic health and medical insurance programs. Brochures, explaining the Employees Assistance Program in more detail, are available in building offices or the Human Resources Office.

EVALUATION OF STAFF

The purpose of the district's evaluation program is to aid the teacher in making continuing 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 decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or non-renewal, dismissal and discipline.

Copies of the district's evaluation procedures will be available to all staff. Evaluation of all staff will be conducted

in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements and Oregon Revised Statutes.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal. All time sheets must be a true reflection of all time worked.

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

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

If prior approval is obtained, overtime will be compensated at one and one-half times the employee's rate of pay. Compensatory time at time and one-half may be allowed.

FIELD TRIPS AND SPECIAL EVENTS

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

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

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

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

FUNDRAISING

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

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

Fundraising request forms are available in the school office.

All money raised must be receipted and deposited to the school office.

GIFTS AND SOLICITATIONS

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

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

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other

materials related to fund drives through the school without building principal approval.

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

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

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

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

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

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Smoking is not permitted while speaking to or consulting with students;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

“Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium.

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

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

IDENTIFICATION BADGES

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. The district will not disclose the identification badge or card of an employee without the written consent of the employee if:

1. The badge or card contains the photograph of the employee;
2. The badge or card was prepared solely for internal use by the district to identify employees

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

INSTRUCTIONAL RESOURCES

The Forest Grove School District Board of Directors is responsible for the approval of instructional materials. The Board delegates to district professional personnel the authority for the selection of instructional and library materials. Final decisions on purchases rest with the Superintendent or designee, subject to official adoption by the Board in the case of basic instructional materials. A quality educational program will meet requirements set forth in State statutes and will be designed using an outcome-based approach. Forest Grove School District Exit Outcomes will guide instructional practices and materials acquisitions.

Students completing Forest Grove School District's instructional program will:

- Be self-directed learners
- Demonstrate positive self-esteem and physical well being
- Demonstrate critical and creative thinking skills
- Respond as informed ethical citizens to environmental, cultural, global and political issues
- Demonstrate literacy in communication, mathematics, technology, humanities and the arts

Instructional materials used in implementing the curriculum may include, but not be limited to:

Textbooks, anthologies, computer software, videotapes, audiotapes, periodic publications, telecourses, and packaged courses or units.

Instructional materials will be classified into two groups: core and supplementary. Core instructional materials are defined as those adopted for district-wide use as the means of implementing an adopted curriculum. Supplementary instructional materials are materials used as secondary sources for implementing an adopted curriculum. They may be selected to enrich or extend the curriculum and include materials available in the instructional media centers.

JURY DUTY

Employees drawn for jury duty or required to appear pursuant to court orders shall receive on a pro-rata basis, compensation from the District equal to the difference between any fee received from a court and his/her salary. It shall be the responsibility of the employee to report fees received to the District payroll clerk.

KEYS or KEY CARDS

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

1. All staff shall complete a key issue agreement prior to being issued a building/room access key(s) or key card.
2. The duplication of keys or key cards is prohibited.
3. Keys or key cards are not to be left unattended and shall be kept "on person" at all times. Avoid leaving keys or key cards on desks, tables, in mailboxes, unattended coat pockets, etc.
4. Keys or key cards shall not be "loaned". Under no circumstances should staff provide keys or key cards to students to "run errands", "unlock/lock" doors, etc. Keys or key cards may be checked out to non-staff at building administrator's discretion.
5. Lost or stolen keys or key cards must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days may be allowed for the finding or recovery of keys or key cards before any charges are assessed; depending on the security risk posed by the lost key or key card as evaluated by District administration.

6. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) or key card(s) and submission of assessed fees, replacement keys or key cards will be issued within 72 hours.
7. All keys or key cards are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys or key cards as appropriate.

LICENSE REQUIREMENTS

Teachers offered employment in the district must present their original teaching license to the Human Resources Office before beginning employment.

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

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

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

MAIL AND DELIVERY SERVICES

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

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

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

All staff are to check their mailboxes before school, noon and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes.

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

MATERIALS DISTRIBUTION

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

MEDIA ACCESS TO STUDENTS

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

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

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

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Staff should check with their building principal or secretary before releasing student information to make sure the student's parents have not requested such information to be withheld.

MEETINGS

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

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

PARENTAL RIGHTS/SURVEYS

The No Child Left Behind Act gives parents expanded rights.

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

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

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, and opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Personal information does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as college or other postsecondary education recruitment, or military recruitment.

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

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

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

PAYROLL

Payday is the last banking day of the month.

Leaves are available as listed in the collective bargaining agreements.

Leave forms are available at all building offices.

Direct Deposit is available, contact the Payroll Office for procedure.

Insurance Questions: Waltz Sheridan Crawford Insurance is the District's Insurance Agent of Record. Telephone Number: 503-357-3154.

PETTY CASH

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$25 with prior approval from the building principal.

Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Reimbursement for approved purchases will be made only upon submission of original receipts within 10 days of purchase or the reimbursement may be denied.

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 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.

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

PURCHASE ORDERS

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

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services more than \$2,500.

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

RELEASE OF GENERAL STAFF INFORMATION

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

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

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

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

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to the Human Resources Office. If the superintendent decides to accept the resignation, acceptance shall be by letter from the superintendent to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

RETIREMENT

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

SAFETY COMMITTEE

A district safety committee has been established to help implement the district's safety program and as a part of an

ongoing effort to help ensure the safety and health of students, staff and others while on district property.

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

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

SECURITY SYSTEM

All District buildings are equipped with security systems. Staff shall “verify” with the building administrator those areas that are covered by the system, alarm codes to be utilized, and alarm use (arm/disarm) protocols to prevent false alarms from after hours access or building use.

SEXUAL HARASSMENT

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. “District” includes district facilities, district premises and non-district property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

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

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

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

SITE COUNCIL

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

The 21st Century Schools Council responsibilities include the development of plans to improve the professional growth of staff, the improvement of the school’s instructional program and the development and coordination of plans for the implementation of programs under Oregon’s Educational Act for the 21st Century at the school site and for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules.

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

Meeting times and location will be announced through the office and will follow the notice, meeting and recordkeeping requirements of the Public Meetings Law.

All staff are invited to attend 21st Century Schools Council meetings.

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

SPECIAL PROGRAMS

A variety of special programs are available for our students. To find out more, or if you have questions, contact the following people:

Counseling	Jerrie Matuszak	503-359-2479
Curriculum	Jennifer Frentress	503-359-8110 Ext 4526
Emergency Response Team	Jerrie Matuszak	503-359-2479
English Language Development	Mariam Baradar	503-359-8110 Ext 4528
Health Issues	Angela Kulak	503-359-8110 Ext 4535
High School Athletics	Doug Thompson	503-359-2437
Library/Media	Melissa Carter	503-359-2548
Migrant Education	Mariam Baradar	503-359-8110 Ext 4528
Physical Education	David Willard	503-359-2416
Special Education	Brad Bafaro	503-359-2421
Talented and Gifted	Jennifer Frentress	503-359-2430
Title 1 Reading & Math	Conrad Sieber	503-359-8110 Ext 4551
Visual & Performing Arts	David Willard	503-359-2416

STAFF CONDUCT AND RESPONSIBILITY

The manner in which Forest Grove School District employees conduct themselves has an impact on students, parents, employees and on the community in general. It is expected that all staff exhibit a high degree of responsibility and conduct themselves in a professional manner at all times.

All employees are expected to:

1. Use time during working hours and during time on authorized leave for the intended purposes.
2. Maintain appropriate relationships with students and not use such relationships for any private advantage. (Note: Spending time with students outside the work/school environment may be considered inappropriate.)
3. Distinguish between personal views and those of the District to avoid any possible misrepresentation of the District.
4. Influence colleagues through productive relationships
5. Represent work related qualifications in a true and accurate manner.
6. Perform work in accordance with the employee's current job description, performance goals, and directive from the supervisor.
7. Perform all duties and responsibilities with reasonable care and at a level that is generally recognized in the profession as adequate and efficient under similar circumstances.
8. Perform at a level that justifies continued employment, renewal of contract, or election to contract status.
9. Perform all duties (regarding student and staff performance information) in a manner that exhibits strict confidentiality.
10. Discuss student and staff confidential information only in a private professional setting.

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

policy and administrative regulations.

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

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

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

The competent teacher demonstrates:

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

Management Skills

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

The competent teacher demonstrates skills in:

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

4. Using district lawful and reasonable rules and regulations.

Human Relations and Communications

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues.

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

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

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

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

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

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

growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior approval from the building principal. Forms are available in the school building offices.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of district funds.

STAFF DRESS AND GROOMING

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

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

STAFF ETHICS

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

This means that:

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

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work.

STAFF HEALTH AND SAFETY

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

There is a Material Safety Data Sheets (MSDS) notebook in every school office. This book has a sheet on every substance or product used in the building that may be dangerous, and may cause harm to an individual. The information includes ingredients in the substance, phone numbers to call for emergencies, symptoms to expect, and what to do if the substance is ingested.

It is very important that every employee know where the book is located. Also, it is the responsibility of every employee who receives materials that include an MSDS to turn that MSDS into the secretary and that a copy be sent to the business office. This is critical for the building and district to keep the books up to date.

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the

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

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

STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21st Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the building principal for additional

information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS

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

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

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

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

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

STAFF PROTECTION

Forest Grove School District Policy GBEAA states "The district will be vigorous in its protection of all employees from physical and/or psychological abuse.

Any employee who is threatened with harm is to notify his/her principal or supervisor immediately, and steps are to be taken at once to protect the employee's safety."

SUICIDE AWARENESS AND PREVENTION

Forest Grove School District recognizes that suicide and other self-destructive behaviors vary in intensity from minor to life threatening. Therefore, staff members shall be made aware of their responsibilities in the event of a potential or imminent suicide incident. The Forest Grove School District encourages staff members who receive or discover information about a potential suicide to be taken seriously, and err on the side of caution when responding. The district realizes those responses will also vary depending on the intensity of the behavior.

Three steps are vital in a suicide prevention program:

1. ensuring the short-term physical safety of the student;
2. communicating with appropriate school personnel, parent(s)/guardian(s) and local support personnel and establishing an interim plan of action; and
3. referring to appropriate professionals or agencies and implementing a long-term plan of action.

Specific guidelines are spelled out in district administrative rule and school counselor's handbook. If you have ANY QUESTIONS OR CONCERNS, immediately talk to your principal and/or counselor.

SUPERVISION OF STUDENTS

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

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

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

No other staff member may leave their assigned group unsupervised except if appropriate supervision arrangements have been made to take care of an emergency.

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

TELEPHONES

Telephones are available throughout district buildings for staff convenience in conducting district business. Long distance calls for district business may be placed, with administrator permission, from telephones with unrestricted lines. These telephones are generally located in each school office.

Local personal use of telephones must be limited and consistent with the general use guidelines as noted in district policy. Local personal telephone calls made during working hours from district telephones shall be brief, infrequent and be placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students.

Personal long distance calls may not be made from district telephones unless made with staff member's personal calling card.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned vehicles.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

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

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted on the District Web Page. Voluntary and involuntary transfer of staff members may be authorized by the superintendent or designee based on district personnel needs and in accordance with district procedures and negotiated agreements.

VIDEOS AND FILMS

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

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

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;

4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

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

VISITORS

All visitors to the buildings must check in at the office and receive a visitor badge. If you see people in the buildings that are not wearing a name tag or visitor badge, please welcome them and escort them to the office for assistance.

VOLUNTEERS

The district encourages the participation of volunteers 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 their school volunteer coordinator.

WEAPONS

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

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

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

WORK HOURS

Licensed employees are to work an 8 hour day which includes a ½ hour lunch. The building principal is responsible for setting work hours.