



# **Staff Handbook**

## **2020-2021**

Dallas School District

111 SW Ash Street

Dallas, OR 97338

503-623-5594

[www.dallas.k12.or.us](http://www.dallas.k12.or.us)

7-20-2020

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*Welcome to Dallas School District! We are immensely proud of our staff and students. Not only is this a great place to work but the work we do is vital to our community and beyond. Thank you for joining the ranks of Dallas School District employees.*

*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 Dallas School District Board policy, administrative regulation or collective bargaining agreements. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreements or changes in state or federal law.*

*Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. This handbook supersedes all previous handbooks.*

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

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

*Dennis Engle  
Director of Human Resources  
503-623-5594  
dennis.engle@dsd2.org*

## Non Discrimination Statement

Dallas School District #2 recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Dallas School District #2 Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

### **District Title VI Contact:**

Superintendent (503) 623-5594  
111 SW Ash St., Dallas, OR 97338

### **District 504 Contact and ADA Contact:**

Autymn Galbraith, Director of special Education (503) 623-5594  
111 SW Ash St., Dallas, OR 97338

### **Title IX Contact:**

Tim Larson, High School Athletic Director (503) 623-8336  
1250 SE Holman Ave., Dallas, OR 97338

Email all at: <mailto:compliance.officer@dsd2.org>

# Staff Handbook

## MISSION STATEMENT

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*To provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.*

## INTERIM SUPERINTENDENT

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**Andy Bellando**

## SCHOOL BOARD MEMBERS

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**Michael Blanchard  
Mike Bollman  
Dave Hunt  
Matt Posey  
Jon Woods**

## BOARD MEETINGS/COMMUNICATIONS

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Regular Board meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month at the District Office. Meetings begin at 6:30 p.m. All regular and special meetings of the Board are open to the public unless announced or advertised prior to the meeting as otherwise provided by law. All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through the building to the superintendent in accordance with established lines of authority as approved by the Board.

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators. Dallas School District Board Policy can be accessed via the internet at <http://policy.osba.org/dallas/>

Dallas School District No. 2  
111 S.W. Ash Street  
Dallas, Oregon 97338  
Phone 503-623-5594 • Fax 503-623-5597  
[www.dsd2.org](http://www.dsd2.org)

# DISTRICT OFFICE STAFF

**Bob Archer**  
*Facilities Director*

**Spencer Jones**  
*Technology Specialist*

**Seth Arneson**  
*District Maintenance II*

**Matt Jurick**  
*Technology Director*

**Andy Bellando**  
*Interim Superintendent*

**Kim Kellison**  
*Teaching and Learning*

**Debe Castang**  
*Food Service Program Manager*

**Jennifer Lenoue**  
*District Nurse*

**Cole Church**  
*Grounds Keeper*

**Juli Lichtenberger**  
*Executive Assistant*

**Bill Diehm**  
*Technology Assistant*

**Debbie MacLean**  
*Director of Fiscal Services*

**Brian Dorsett**  
*Courier*

**Pally Mann**  
*Federal Programs*

**Dennis Engle**  
*Director of Human Resources*

**Debbie McCleery**  
*Reprographics Specialist*

**Sharrell Ford**  
*Payroll Clerk*

**Anna Rebischke**  
*Custodian II*

**Autymn Galbraith**  
*Special Education Director*

**Rich Slack**  
*Technology Specialist*

**Gordon Gentry**  
*HVAC Specialist*

**Gordon Southwick**  
*District Maintenance II*

**Trista Girt**  
*Financial Analyst*

**Allie Taylor**  
*School Psychologist*

**Amy Gonzales**  
*Accounts Payable*

**Josh Wilson**  
*Network Specialist*

**Carmen Halcom**  
*DO Reception Lead*

**Kris Wulf**  
*SPED Mentor*

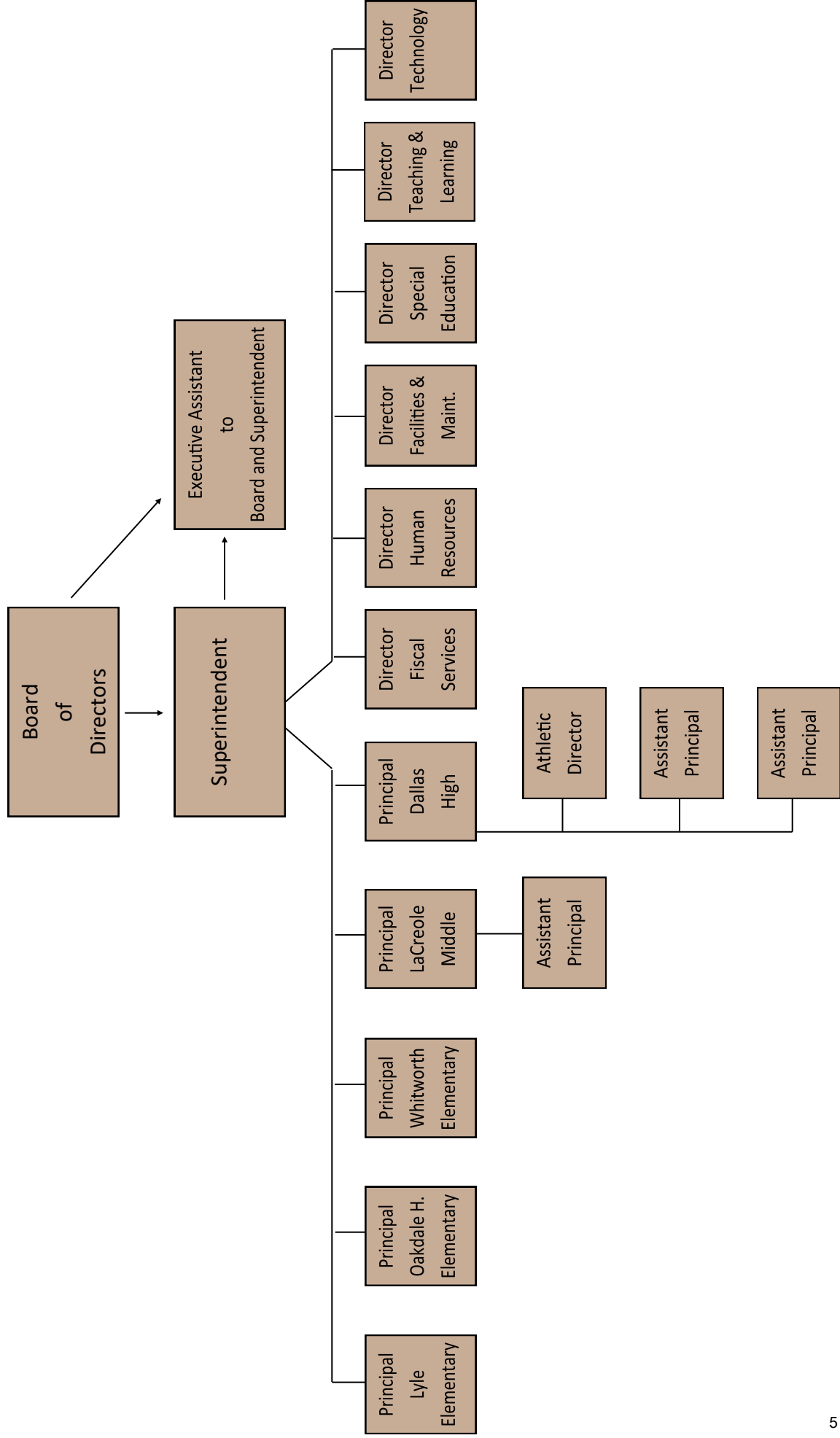
**Kate Hall**  
*Facilities Dept. Clerical Support*

## District Office Hours

Open 7:30 am –11:30 am and 12:30 pm—4:30 pm Monday through Friday



## Dallas School District #2 Administrator Organizational Chart



# First Things First

If you are new to employment with Dallas School District, welcome!! We will start with a few first day and first week issues.

- Confirm with Juli Lichtenberger all employment paperwork is completed.
- An email address of [firstname.lastname@dsd2.org](mailto:firstname.lastname@dsd2.org) will be issued within a week of employment.
- Mandatory trainings are required within the first week of work. The training site can be found at <http://www.dallas.or.safeschools.com/login> and your login will be firstname.lastname.
- The building engineer at your work location will meet with you for important hazardous communication information.
- The building office manager/secretary will meet with you to discuss building procedures.

# Dallas School District Comprehensive Distance Learning 2020 - 2021 Calendar\*

## JULY 2020

M	T	W	T	F
		1	2	H <sub>3</sub>
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

## AUGUST 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
DI <sub>31</sub>				

## SEPTEMBER 2020

M	T	W	T	F
	DI <sub>1</sub>	DI <sub>2</sub>	DI <sub>3</sub>	DI <sub>4</sub>
H <sub>7</sub>	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

## OCTOBER 2020

M	T	W	T	F
			1	2
5	6	7	8	SI <sub>9</sub>
12	13	14	15	16
19	20	21	22	DI <sub>23</sub>
26	27	28	29	30

## NOVEMBER 2020

M	T	W	T	F
2	3	4	5	DA <sub>6</sub>
9	10	H <sub>11</sub>	12	13
16	17	18	19	20
K12 <sub>23</sub>	K12 <sub>24</sub>	K12 <sub>25</sub>	H <sub>26</sub>	NS <sub>27</sub>
30				

## DECEMBER 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
NS <sub>21</sub>	NS <sub>22</sub>	NS <sub>23</sub>	NS <sub>24</sub>	NS <sub>25</sub>
NS <sub>28</sub>	NS <sub>29</sub>	NS <sub>30</sub>	NS <sub>31</sub>	

## JANUARY 2021

M	T	W	T	F
				NS <sub>1</sub>
4	5	6	7	8
11	12	13	14	15
NS <sub>18</sub>	19	20	21	22
25	26	27	28	DA <sub>29</sub>

## FEBRUARY 2021

M	T	W	T	F
DP <sub>1</sub>	2	3	4	5
8	9	10	11	12
MU <sub>15</sub>	16	17	18	19
22	23	24	25	DI <sub>26</sub>

## MARCH 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	K3 <sub>17</sub>	K3 <sub>18</sub>	K12 <sub>19</sub>
NS <sub>22</sub>	NS <sub>23</sub>	NS <sub>24</sub>	NS <sub>25</sub>	NS <sub>26</sub>
29	30	31		

## APRIL 2021

M	T	W	T	F
			1	2
5	6	7	8	9
6/12A <sub>12</sub>	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## MAY 2021

M	T	W	T	F
3	4	5	6	DI <sub>7</sub>
10	11	12	13	14
17	18	19	20	21
24	25	26	27	MU <sub>28</sub>
H <sub>31</sub>				

## JUNE 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	K5 <sub>16</sub>	DA <sub>17</sub>	18
21	22	23	24	25
28	29	30		

Aug. 31 Inservice  
 Sept. 1-4 Inservice  
 Sept. 7 Labor Day  
 Sept. 8-11 Teacher Prep for CDL  
 Sept. 14-18 Student Transition to CDL  
 Sept. 21 Full CDL Begins  
 Oct. 9 State Inservice Day  
 Oct. 23 Inservice Day  
 Nov. 6 Assessment Day  
 Nov. 11 Veterans Day  
 Nov. 23-25 K-12 Conferences  
 Nov. 26 Thanksgiving  
 Nov. 27 No School  
 Dec. 21-31 No School  
 Jan. 1 No School  
 Jan. 18 MLK Day  
 Jan. 29 Assessment Day  
 Feb. 1 Planning Day  
 Feb. 15 No School (Potential Snow Make-Up Day)  
 Feb. 26 K-12 Inservice Day  
 March 17-19 K-3 Conferences  
 March 19 K-12 Conferences  
 March 22-26 Spring Break  
 April 12 6-12 Assessment Day  
 May 7 Inservice Day  
 May 28 No School (Potential Snow Make-Up Day)  
 May 31 Memorial Day  
 June 4 DHS Graduation  
 June 15 8th Grade Recognition  
 June 15 K-5 Last Student Day, 1/2 Day  
 June 16 Morrison Campus Graduation  
 June 16 K-5 Assessment Day  
 June 16 6-12 Last Student Day, 1/2 Day  
 June 17 Assessment Day

**DI** District Inservice Day  
**SI** State Inservice Day  
**DA** District Assessment Day  
**K12** K - 12 Conferences  
**DP** District Planning Day  
**K3** K - 3 Conferences  
**6/12A** LaCreole, DHS Assessment Day  
**K5** K - 5 Assessment Day  
**NS** No School  
**MU** No School, Potential Snow Make-Up Day  
**H** Holiday

Board Adopted: 8/10/2020

1st Semester: September 8 - January 28  
 2nd Semester: February 2 - June 16

\* Calendar is subject to change based on funding levels.  
 Meeting instructional hour requirements may require snow days to be made up.  
 Potential make-up days include, but are not limited to, February 15 and May 28.

## Important Dates

Pay date	25th of each month
Open enrollment for Insurance begins	August 15
Open enrollment for insurance ends	September 8
Transcripts to District for licensed salary schedule placement due on or before	September 10
	January 10
Last day to reject membership in medical leave insurance bank	September 30
Licensed negotiations begin on or before	February 1
Classified negotiations begin on or after	February 1
Voluntary transfer requests due on or before	February 15
Staff must notify district of intent to return from leave of absence on or before	February 15
Request for review of current job description or duties by classified staff due on or before	April 1
Letter of interest for summer employment by classified staff due to superintendent's office by	May 1
Last day for licensed to request additional PD funds and provide documentation of course completion	June 1
Last day for OSEA members may apply for unspent PD funds for additional reimbursement	June 1

## ACCIDENT/INCIDENT REPORTS

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

Reports will cover property damage as well as personal injury.

For staff accidents a completed accident analysis form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate. Forms are available from your building secretary.

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 building principal will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

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

### On the Job Injury Procedures

1. Supervisor completes Accident/Incident Analysis form with employee.
  - a. Repeatedly question "Why" to determine the root cause of accident.
2. If outside medical treatment is needed, SAIF 801 form needs to be completed by employee in addition to the Accident/Incident Analysis form previously completed with supervisor.
  - a. Supervisor communicates SAIF 801 form requirements to employee.
  - b. Provide immediate access to the form as detailed in step 3 below.
  - c. Send original form to the district office with the following status, if known:
    - i. Time missed from work due to the injury.
    - ii. Notes from the attending physician that detail work restrictions.
  - d. District Office is required to report an on-the-job injury to SAIF by submitting the SAIF 801 form within five (5) days of **having knowledge that the** employee obtained medical treatment.
    - i. *If overnight hospitalization is required, District must report directly to Oregon OSHA within 24 hours!*
3. Both the Accident/Incident Analysis and SAIF 801 forms are available as printable hard copy or fillable form on the Safety Committee web page of the district website. <http://www.dallas.k12.or.us>. Select the Staff tab, then Safety button.
4. Monitor employee condition as appropriate.
  - a. Employee may initially decline medical treatment but decide to seek treatment later, follow procedures in step 2 above.
  - b. For an employee that has been provided work restrictions by attending physician.
    - i. District practice is that we modify the employee's job where possible. If we cannot modify their job, we use a sub for their regular job and provide different work that will conform to work restrictions.
    - ii. If help is needed to identify/provide other work, contact District office.
  - c. As work restrictions change, employee must provide a copy of the updated restrictions to their supervisor within 24 hours of the ending date of the prior note.
5. All forms and doctor notes are sent to the District Office.
  - a. Current district contact is Trista Girt, [trista.girt@dspd2.org](mailto:trista.girt@dspd2.org) or 503-623-5594 x 1222.

*The spirit with which we approach this matter is always to show support and concern for an employee that has been injured at work, while also ensuring accountability as an employer and an employee. **Remember employee medical information is highly confidential!***

## ACCIDENT/INCIDENT REPORTS (cont.)

### A guide for workers recently hurt on the job

The following information is provided by SAIF Corporation at the request of the Workers' Compensation Division

**saif**corporation

400 High St. SE, Salem, OR 97312

#### How do I file a claim?

- Notify your employer and a health care provider of your choice about your job-related injury or illness as soon as possible. Your employer cannot choose your health care provider for you.
- Ask your employer the name of its workers' compensation insurer.
- Complete **Form 801, "Report of Job Injury or Illness,"** available from your employer and **Form 827, "Worker's and Physician's Report for Workers' Compensation Claims,"** available from your health care provider.

#### How do I get medical treatment?

- You may receive medical treatment from the health care provider of your choice, including:
  - Authorized nurse practitioners
  - Chiropractors
  - Medical doctors
  - Naturopaths
  - Oral surgeons
  - Osteopathic doctors
  - Physician assistants
  - Podiatrists
  - Other health care providers
- The insurance company may enroll you in a managed care organization at any time. If it does, you will receive more information about your medical treatment options.

#### Are there limitations to my medical treatment?

- **Health care providers may be limited in how long they may treat you and whether they may authorize payments for time off work.** Check with your health care provider about any limitations that may apply.
- **If your claim is denied, you may have to pay for your medical treatment.**

#### If I can't work, will I receive payments for lost wages?

- You may be unable to work due to your job-related injury or illness. In order for you to receive payments for time off work, your health care provider must send written authorization to the insurer.
- Generally, you will not be paid for the first three calendar days for time off work.
- You may be paid for lost wages for the first three calendar days if you are off work for 14 consecutive days or hospitalized overnight.
- If your claim is denied within the first 14 days, you will not be paid for any lost wages.
- Keep your employer informed about what is going on and cooperate with efforts to return you to a modified- or light-duty job.

#### What if I have questions about my claim?

- SAIF Corporation or your employer should be able to answer your questions. Call SAIF Corporation at 800.285.8525.
- If you have questions, concerns, or complaints, you may also call any of the numbers below:

##### **Ombudsman for Injured Workers:**

##### **An advocate for injured workers**

Toll-free: 800.927.1271

Email: [oiw.questions@state.or.us](mailto:oiw.questions@state.or.us)

##### **Workers' Compensation Compliance Section**

Toll-free: 800.452.0288

Email: [workcomp.questions@state.or.us](mailto:workcomp.questions@state.or.us)

#### \* **Do I have to provide my Social Security number on Forms 801 and 827? What will it be used for?**

You do not need to have an SSN to get workers' compensation benefits. If you have an SSN, and don't provide it, the Workers' Compensation Division (WCD) of the Department of Consumer and Business Services will get it from your employer, the workers' compensation insurer, or other sources. WCD may use your SSN for: quality assessment, correct identification and processing of claims, compliance, research, injured worker program administration, matching data with other state agencies to measure WCD program effectiveness, injury prevention activities, and to provide to federal agencies in the Medicare program for their use as required by federal law. The following laws authorize WCD to get your SSN: the Privacy Act of 1974, 5 USC § 552a, Section (7)(a)(2)(B); Oregon Revised Statutes chapter 656; and Oregon Administrative Rules chapter 436 (Workers' Compensation Board Administrative Order No. 4-1967).

## ADMINISTERING NON-INJECTABLE MEDICINES TO STUDENTS

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Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary.

Training will be provided to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations. Training will include, but not be limited to; safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

## ANIMALS IN DISTRICT FACILITIES

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Animals are generally prohibited on district property.

However, permission may be obtained from the principal before animals are brought into the school for specified educational purposes. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

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

Any unanticipated costs associated with the animal's presence on school property will be the responsibility of the animal's owner (i.e., flea treatments, false alarms, medical bills). Animals on school property shall have received appropriate immunizations.

Animals may not be transported on a school bus or in any district vehicle. Animals serving the disabled, or in training to serve the disabled, shall be an exception to this policy. See policy ING.

## ASSOCIATIONS/UNIONS

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**LICENSED** The Dallas Education Association (Mid-Valley Bargaining Council) is the bargaining unit for all licensed staff.

Charlotte Riester - President	Annee Blevins – Vice President	Terri Hethorn - Secretary
Amanda Perrigo - Treasurer	Jeff Baer - Bargaining Chair	Bob Mahoney - Insurance Chair
Bob Mahoney - Grievance Chair	Maddy Jackson – Communications Chair	
Craig Button - Scholarship Chair	Charlotte Riester - PIE Chair	
Reps:DHS-Jessica Lowry, Aaron Fawcett, Shana Lavier Morrison/PADC-Melissa Glazner LaCreole-Kimberly Noack, Lydia Hodge		
Whitworth-Craig Button, Kristen Goulding Lyle-Stephanie Hofferber, Jessica Heinrich Oakdale-Theresa Lehman, Glenda Instenes		

**CLASSIFIED** The Dallas Chapter No. 34 Oregon School Employees Union is the bargaining unit for all classified staff.

TBD – President	TBD – Vice President
TBD – Secretary	Gloria Lundin - Treasurer

## **BUILDING USE**

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

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.

In accordance with District Policy KGF/EDC district materials and equipment will be used only for school purposes by district personnel on district properties. Equipment may not be removed from the school premises.

Exceptions to this policy must be approved by the building administrator.

## **CALENDARS**

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Go to: <https://www.dallas.k12.or.us/staff-calendars>

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

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

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

## **CARPOOLS**

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Dallas School District supports the use of carpools for transportation to and from regular work assignments.

To facilitate this, the district will make available upon request a list of staff residing in requested zip code area.

## **CASH IN DISTRICT BUILDINGS**

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Staff collecting funds as a result of fundraisers or other school related purposes are to be cognizant of the trust and responsibility of receiving public monies. Cash is to be delivered to the school office on a daily basis with a collection activity report including amount of funds being delivered and name(s) of individual(s) involved in the collection activity. Two persons shall be involved in cash counts with both names noted in the receipt documentation. At no time is money to be kept overnight or held during holidays or for long periods of time in the classroom. Documentation (receipt numbers, ticket reconciliation and event records) must demonstrate the accountability for funds received.



## **CELLULAR TELEPHONES**

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District employees may be reimbursed for use of privately-owned cellular telephones to conduct District business in accordance with School Board policy and this regulation, with prior approval of the business manager.

Personal use of privately-owned cellular telephones by employees should not be excessive during work time nor impact instruction of students. Use of any mobile electronic device while driving is prohibited.

## **CHILD ABUSE REPORTING/MANDATORY REPORTERS**

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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 or engaged in sexual conduct with a child, shall immediately orally report (or cause an oral report to be made) to a local Child Welfare office or local law enforcement agency. The building principal is also to be immediately informed.

A Dallas School District Service Agency Report must be completed when a child abuse report is made. The report must be submitted to the building principal. Forms are available in the District Forms directory or at [http://dsd2.org/DSD2\\_forms](http://dsd2.org/DSD2_forms). The Service Agency Report does not alter the duty to immediately orally report or cause an oral report to be made.

Oregon law recognizes these types of abuse:

1. Physical
2. Sexual Abuse
3. Child Exploitation
4. Neglect
5. Abandonment
6. Mental Injury
7. Threat of Harassment

For more information about “sexual conduct” see pg. 39 of this handbook

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

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

**For additional information about abuse and reporting requirements go to:**

[https://www.oregon.gov/DHS/ABUSE/Pages/mandatory\\_report.aspx](https://www.oregon.gov/DHS/ABUSE/Pages/mandatory_report.aspx)

## CLASSROOM SECURITY

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

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

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The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials have also been established through Board policy and administrative regulations for staff and student protection. All staff shall comply with protective measures adopted by the district and with all rules set by the Oregon Department of Human Services and the county health department.

There are 4 key points to remember:

- Wash your hands frequently
- Wear gloves to clean up bodily fluids
- Properly dispose of contaminated materials.
- Know where the protective materials are located in your building.

*Every building has biohazard kits that include gloves, red bags and a centralized receptacle for disposal of contaminated materials. Use all precautions to keep you and others safe.*

### HIV\*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 at the time of initial assignment to tasks where occupational exposure may take place.

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 administrator. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post exposure evaluation and follow-up.

Employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagons) will implement work practice controls, as appropriate.

## COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (cont.)

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### Infection Control Procedures

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

- ✓ Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV and/or bloodborne pathogens;
- ✓ Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids;
- ✓ Gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
- ✓ Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
- ✓ If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
- ✓ In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative are to be used, hands must be washed with soap and water as soon as feasible;
- ✓ Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment,
- ✓ counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
- ✓ An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
- ✓ Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
- ✓ Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak-proof containers that are appropriately labeled or color-coded;
- ✓ All waste baskets used to dispose of potentially infectious materials must be lined with a plastic bag liner;
- ✓ Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street

## COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES (cont.)

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- clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care,
- ✓ sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
  - ✓ Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
  - ✓ If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

## COMPLAINTS

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### **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.

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.

### **Staff Complaints**

If you believe you have been discriminated against because of your age, color, creed, disability, marital status, national origin, race religion, sex, or sexual orientation, please report your complaint to the appropriate administrator (your building principal, Athletic Director/Title IX Compliance Officer, or Superintendent), or by emailing [compliance.officer@dsd2.org](mailto:compliance.officer@dsd2.org). We encourage you to file a written complaint following the guidelines in Policy AC-AR (<http://policy.osba.org/dallas/AB/AC%20R%20D1.PDF>), but you are not required to do so.

## **CONTRACTS AND COMPENSATION**

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### **ADMINISTRATORS**

An administrator shall serve a probationary period that does not exceed three years. Following the probationary period, an administrator shall be employed by a school district pursuant to a three-year employment contract. An administrator may be dismissed or have a reduction in pay during the term of a contract for any reason set forth for dismissal of a teacher in ORS 342.865, or pursuant to ORS 342.934 (5). If an administrator is dismissed or has a reduction in pay during the term of the contract, the administrator may appeal to the Fair Dismissal Appeals Board in the same manner as provided for the appeal of a dismissal or a non-extension of a contract teacher. An administrator may not appeal the non-extension of a contract to the Fair Dismissal Appeals Board.

- (a) The administrator may be assigned and reassigned at will during the term of the contract.
- (b) The district school board may elect not to extend the administrator's contract for any cause the school board in good faith considers sufficient. Prior to March 15 of the second year of the administrator's contract, the school board shall take one of the following actions:
  - (A) Issue a new three-year contract effective July 1 following the March 15 of the second year of the administrator's contract;
  - (B) Provide, in writing, notice that the contract will not be renewed or extended; or
  - (C) Extend the existing contract for a period of not more than one year.

(D) If an administrator receives notice of contract non-extension prior to the expiration of the administrator's contract, the administrator shall have the right to fill any vacant teaching position in the district for which the contract administrator is licensed and competent as defined in ORS 342.934, provided the administrator has three years teaching experience in Oregon that has been successful, in the judgment of the district superintendent.

### **LICENSED**

Contracts will be issued for all licensed district employees. "Contract teacher" means any teacher who has been regularly employed by Dallas School District for a probationary period of three successive school years and who has been retained for the next succeeding school year.

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

Upon recommendation of the superintendent, the Board may renew a probationary teacher's employment for a new one-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 renews the teacher's employment for a new term shall replace any prior contracts

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

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

## **CONTRACTS AND COMPENSATION (cont.)**

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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 personnel office in accordance with timelines established by the district and negotiated agreements.

### **CLASSIFIED**

New classified employees serve a 180 work day probationary period. During this probationary period the staff member may be evaluated three or more times. The administrative supervisor will make a recommendation for continued employment or termination anytime during the 180 day period.

### **CONFIDENTIAL**

The district agrees to employ newly hired confidential/supervisory employee for a one (1) year period for up to three (3) years commencing July 1 and ending June 30. This will serve as the probationary period. Following the probationary period, a confidential/supervisory employee shall be employed for 2 years. The district may elect to renew this contract for a two (2) year period at the end of the first contract year.

## **COPY MACHINES / PRINTSHOP**

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**The use of copy machines in the buildings is limited to 10 copies or less. If you are exceeding this amount it should be sent to the print shop.**

The district has a full time print shop open from 7:30-4:30 daily. In most cases orders received are completed and returned the following day. The district encourages you to use the print shop services vs. building machines to save money and your time.

### **Print shop guidelines**

1. All print orders must be submitted with a print order form or by electronic submission.
2. Unclear or incomplete orders will be returned.
3. Please do not request any color that is not on the order form, unless you are sending your own paper. Print shop may make color substitution.
4. Card stock/index is **available on a limited basis**.
5. Camera ready originals only. Black ink on white paper and one sided originals are best. All originals will be returned with your completed order.
6. Don't expect a better copy than your original.
7. **Remove all staples.** Do not attach your print slip with a staple, use a paper clip.
8. Please clean up your originals before sending them in for printing. Keep in mind that **heavy black areas** on original, use unnecessary toner. No liquid paper
9. **No** cut and paste originals, make a fresh copy to send in.
10. The print room tries not to make any assumptions, ie., if you want it stapled it must be marked on the print order form.
11. Keep a ½" margin on all edges of your original. Anything outside of the margin will not copy.
12. Originals should be on **white paper** if you expect a clear copy.
13. All orders will be returned as soon as possible, usually in a 24 hour period. However, orders that require special services, ie. binding, padding, large number of copies should be allowed 2-3 days turn around.
14. Electronic copies are always welcome, be sure to attach a print slip to your email or write direction in the body of the email. And of course, **attach your document**.
15. Only black and white printing is available for classroom use. You may have color printing for a poster or a small quantity of an item. Just ask.
16. Keep in mind that colored paper is more than twice the cost. Keep your colored paper usage to a minimum.

Questions or concerns may be sent to **[debbie.mccleery@dsd2.org](mailto:debbie.mccleery@dsd2.org)**

## **COPYRIGHT**

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

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

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

## **CORPORAL PUNISHMENT**

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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**

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All newly licensed educators and those applying for renewal of a license are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

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

Additionally, all staff not requiring licensure 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 may 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 not requiring licensure shall be paid by the individual. The District reserves the right to conduct a criminal history check at the District's expense.

## **CURRICULUM**

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In 2011-12 Oregon adopted the Common Core State Standards (CCSS) in Reading/Literacy and Mathematics. K-12 Language Arts curricula have been vertically aligned to the CCSS. As of 2012-13, K-5 Mathematics has been aligned to CCSS, and has implemented Singapore Math in K-5. Grades 6-12 math alignment to CCSS was completed in 2013-14.

The district's Science curriculum is based on the Next Generation Science standards which were adopted in 2013-14.

Our Social Sciences curricula align with the state's 2018 adopted standards.

Our Health Education curricula are aligned to the standards adopted in 2016.

Physical Education is aligned to the 2016 standards, which will be revised in 2016-17.

Our Fine Arts programs are all aligned to the latest standards, adopted in 2015.

Our Spanish Language program is aligned with the World Language standards adopted in 2010.

## **DISCRIMINATION AND ATHLETICS/ACTIVITIES**

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Dallas School district adheres to Section 504 of the Rehabilitation Act of 1973 and Title II of the American's with Disabilities Act. The nondiscrimination requirements in these acts apply to all district programs and activities, including athletic and extracurricular activities. If you wish to learn more about the nondiscrimination aspects of these acts as they apply to programs outside of the classroom, please contact **danielle.landis@dsd2.org**. She can provide a packet of information or arrange for you to speak with a staff member directly. She can be reached by email or at 503-831-1976. If you believe an accommodation is needed for participation in school athletics or activities, please contact a Dallas High School counselor at 503-831-1975

## **DISCRIMINATION COMPLAINT FORM**

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Find this form in <O:/dwshare/district forms>

### **DISCRIMINATION COMPLAINT PROCEDURE**

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Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

**Step 1:** Complaints may be oral or in writing and must be filed with the principal. The principal shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within 10 school days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the principal.

**Step 2:** If the complainant wishes to appeal the decision of the principal, he/she may submit a written appeal to the superintendent within five school days after receipt of the principal's response to the complaint. The superintendent may review the principal's decision and may meet with all parties involved. The superintendent will review the merits of the complaint and the principal's decision and respond, in writing, to the complainant within 10 school days.

**Step 3:** If the complainant is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board within five school days of receipt of the superintendent's response to Step 2. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representative at the next regular or special board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may file a complaint with the superintendent. If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair.

Complaints against the board as a whole or against an individual Board member, may start at step 3 and should be made to the Board chair and may be referred to district counsel.

Complaints against the Board chair may start at step 3 and be made directly to the Board vice chair.

Timelines may be extended based upon mutual consent of both parties.

If the complainant, is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student, is not satisfied after exhausting local complaint procedures or 90 days, whichever occurs first, he/she may appeal in writing to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

## **DISCRIMINATION and HARASSMENT PROHIBITED**

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The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation<sup>i</sup>, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates.

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

The board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the board.

The superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues<sup>ii</sup>. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administration office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

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

## **DOMESTIC VIOLENCE/SEXUAL ASSAULT/STALKING LEAVE**

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Victims of domestic violence, sexual assault, or stalking, or parent or guardian of a minor child who has been a victim of such crimes is allowed reasonable leave from employment to seek legal or law enforcement services or remedies to ensure health; seek medical treatment for or recover from injuries caused by such crimes; obtain counseling related to the experience of the crimes; obtain services from a victim services provider; or to relocate or secure an existing home. It will be considered an unlawful employment practice to deny such leave. The employer is not required to grant this leave with pay.

## **DRUG-FREE WORKPLACE**

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The district shall provide a drug-free workplace.

The purpose of this policy is to promote safety, health and efficiency by prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol in the workplace.

This policy applies to all employees, including but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract.

The district shall provide to each employee a copy of this policy.

An employee shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance or alcohol in the workplace.

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

An employee shall, as a condition of employment, abide by the provisions of this policy.<sup>1</sup>

### **Definitions**

1. "Controlled substance" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other drug as classified under the federal Controlled Substances Act, as modified under Oregon Revised Statute (ORS) 475.035.
2. "Alcohol" shall include any form of alcohol for consumption, including beer, wine, wine coolers or liquor.
3. "Conviction" means a finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or state criminal drug statutes.

## **DRUG-FREE WORKPLACE (cont.)**

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4. “Criminal drug statute” means a Federal or State criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol.
5. “Drug-free workplace” means a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol.

### **Sanctions and Remedies**

The district, upon determining that an employee has engaged in the unlawful manufacture, distribution, dispensation or possession of a controlled substance or alcohol, or upon having reasonable suspicion (under the section below) of an employee’s unlawful 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, which may include transfer, granting of leave with or without pay or suspension with or without pay, or discipline up to and including dismissal.

Within 30 calendar days of learning of an employee’s criminal drug statute conviction for a violation occurring in the workplace, the district shall:

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

### **Basis for Reasonable Suspicion of Employee Use of Controlled Substance/Alcohol**

Reasonable suspicion of employee use of an unlawful controlled substance or alcohol shall be based upon any of the following:

1. Observed abnormal behavior or impairment in mental or physical performance (e.g., slurred speech, difficulty walking);
2. Direct observation of use in the workplace;
3. The opinion of a medical professional;
4. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by employer;
5. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.

## **DRUG-FREE WORKPLACE (cont.)**

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### **Employee Assistance Program**

An employee having a drug or alcohol problem is encouraged to seek assistance, on a confidential basis, under the Employee Assistance Program.

The district shall, upon employee request, grant leave with or without pay to permit an employee to participate in a drug abuse assistance or rehabilitation program.

### **Establishment of Drug-Free Awareness Program**

The district shall establish a drug-free awareness program to inform employees of the:

1. Dangers of drug abuse in the workplace;
2. Existence of and content of this policy for maintaining a drug-free workplace;
3. Availability of drug-counseling, rehabilitation and employee assistance programs; and
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

### **Notification by Employee of Conviction**

An employee shall, as a condition of employment, notify the district in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

### **Notification by the District of an Employee Conviction**

The district shall notify the appropriate federal granting or contracting agency, in writing, of an employee's criminal drug statute conviction, for a violation occurring in the workplace, no later than 10 calendar days after learning of such conviction.

## **EARNED INCOME TAX CREDIT ELIGIBILITY**

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Employees may be eligible for the Earned Income Tax Credit (EITC or EIC), a benefit for working people with low to moderate income, particularly those with children. EITC reduces the amount of tax owed and may provide a refund.

Visit these websites for additional information about how to qualify:

Federal: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>

Oregon: <https://www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx>

## **ELECTRONIC DEVICE CONDITION OF USE**

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Electronic devices include, but are not limited to, laptops, tablets, cell phones, iPads, Chromebooks, e-readers, etc. The use of DSD electronic devices is to conduct DSD business. Incidental personal use may be allowed when it makes good use of district resources.

DSD electronic devices must not be used: (1) for personal gain or the advancement of individual views; (2) to express personal opinions on the Intranet or Internet; or (3) to solicit any non-School business or activities. Users must not send e-mail or other communications that either mask personal identity or indicate that someone else sent it. Unauthorized review, duplication, or programs, or other property of the DSD, or improper use of information obtained by unauthorized means, is prohibited.

Sending, saving, or viewing offensive, obscene or lewd material is strictly prohibited. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender specific comments, or any comments, jokes or images that would offend on the basis of race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state, or local laws. Any use of the Internet, Intranet, or electronic bulletin board to harass or discriminate is unlawful and strictly prohibited by the DSD.

Violations of the Electronic Device Conditions of Use will subject an employee to disciplinary action in accordance with District Policy and/or Association agreements.

The User has no right of privacy as to any information or file maintained in or on the DSD's property or transmitted or stored on the DSD's electronic device. All Users must safeguard the DSD confidential information from disclosure, in compliance with District policy.

Any DSD electronic device, related equipment or software that is discovered to be stolen, missing or damaged must be reported within 24 hours to the technology department, building supervisor and the DSD business office. If the theft, loss or damage occurred off DSD property, then a report must be made to the nearest law enforcement agency. A copy of the police report must be delivered to the DSD business office 24 hours after the receipt of the report of the User. The User will be assessed the repair fee or replacement value of the equipment.

The User will notify his/her supervisor of intent to continue use of the electronic device off school property.

## **EMERGENCY CLOSURES**

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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.

Closure information will be posted on the Dallas School District website. The emergency closure link on the district website is the best source for current and accurate closure information. Buildings will also develop notification systems that best suit their staff.

## **EMERGENCY CLOSURES (cont.)**

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### **ADMINISTRATORS**

On days school is not in session due to inclement weather, administrators are to arrive at work when conditions allow. If an administrator is unable to report because of unsafe or hazardous conditions they are to ensure building staff are aware of attendance requirements.

### **LICENSED**

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather or other similar unforeseen circumstances beyond the control of the Board. Teachers pay shall not be docked for days missed; provided, however, that such days may be made up at the option of the Board to incorporate the total number of teaching days without additional compensation.

### **CLASSIFIED**

On days when school is not in session due to conditions, including but not limited to weather, or facility problems, the building principal shall determine which classified employees will be requested to work. Those employees not required to work, or those requested to work who are unable to report because of unsafe or hazardous conditions, may choose personal leave if available, a vacation day if available, or take the day as a no-pay day. Those employees required to report to work prior to a school closure must be furnished with adequate work to earn at least one-half (1/2) of the employee's regular shift. If work is not furnished and the employee is released to go home early, the employee must be paid wages for one-half (1/2) of the regular work shift.

### **CONFIDENTIAL**

On days school is not in session due to inclement weather, confidential employees are to arrive at work when conditions allow. Those employees not able to report to work because of unsafe or hazardous conditions, may choose personal leave if available, a vacation day if available, or take the day as a no-pay day.

## **EMPLOYEE ASSISTANCE PROGRAM**

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[https://docs.wixstatic.com/ugd/ad31a0\\_dd29612a42cb440a8926c3b1a23449ca.pdf](https://docs.wixstatic.com/ugd/ad31a0_dd29612a42cb440a8926c3b1a23449ca.pdf)

## **ENGLISH LANGUAGE LEARNERS**

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Our English Language Learning Program serves Dallas School District students who are identified as having a primary home language other than English (PHLOTE) and score of beginning or progressing on the ELPA21 Screener. The program provides techniques, methodology and specialized curriculum designed to teach ELL students English language skills. Instruction is in English with limited use of native language.

The primary goal of the ELL program is to develop English proficiency as measured by the ELPA (English Language Proficiency Assessment) and to assist these students in achieving high academic standards. If you have a student in your class that you suspect has limited English proficiency, contact your school principal.



## EVALUATION OF STAFF

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### ADMINISTRATOR

The administrative supervisor will gather performance data in meetings, committees, community activities, and observations of the administrator at work. Special planned observations may be scheduled with the administrator. In a mid-year conference, the administrative supervisor will meet with the administrator to exchange information and to review progress on goals or other topics. The conference is intended to inform the supervisor and to provide assistance as needed for the administrator. Toward the end of the school year, the administrator will present information to show completion of the administrator's goals, and to review the job description activities, and district goals. The administrative supervisor will prepare an evaluation report, then meet with the administrator to review and discuss the report.

The evaluation procedure is described in the publication titled Licensed Teacher Evaluation Guide. A copy of this publication is available from your building principal. This booklet describes the supervision process and calendar. If a staff member has questions concerning the evaluation process he/she should contact the administrator that serves as his/her immediate supervisor.

### CLASSIFIED

Probationary classified staff will be evaluated 3 times during the first 180 working days. Additional evaluations may be conducted as requested by the employee or supervisor.

### CONFIDENTIAL

Confidential staff will be evaluated according to a schedule determined by the supervisor for that employee.

## EXPOSURE CONTROL PLAN SAFETY RULES

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1. If hand washing facilities are not available use antiseptic hand cleanser in conjunction with clean cloth-paper towels or antiseptic towelettes and wash hands with soap and running water as soon as feasible.
2. Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
3. Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials, OPIM.
4. Contaminated needles will not be bent, recapped, broken or sheared or removed unless an alternative method of disposal is possible, or if it is required by a specific medical procedure, and must be done so using a mechanical device or one-handed technique.
5. Contaminated sharps must be placed in puncture resistant, labeled, leak proof containers until properly reprocessed.
6. Employees will not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in work areas where there is a likelihood of occupational exposure.

## **EXPOSURE CONTROL PLAN SAFETY RULES (cont.)**

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7. Food and drink will not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other OPIM are present.
8. Minimize splashing, spraying, splattering or generation of droplets when working with blood and/or OPIM.
9. Employees will not use mouth pipetting/suctioning of blood or OPIM.
10. Blood and OPIM will be placed only in properly labeled containers, and closed to prevent leakage during collection, handling, processing, storage, transport, or shipping.

## **FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)**

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### **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. Both FMLA and OFLA are unpaid leave, however, available accrued leave can be used in conjunction with FMLA/OFLA leaves.

### **APPLICATION**

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

### **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 spouse, child or parent 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 to care for a parent-in-law with a serious health condition and for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. OFLA leave is also available for the care of a grandparent or grandchild with a serious health condition. An additional 12 work weeks 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.

## FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA) (cont.)

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Contact the personnel 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.

A serious health condition is defined differently under federal and state law. Contact the Director of Human Resources for details.

OFLA leave may also be available for bereavement purposes. Please check with personnel department.

### FIELD TRIPS AND OTHER BUS TRAVEL

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**When planning a field trip using a regular school bus and a Mid-Columbia Bus Company driver**, do not plan to leave before 8:30 a.m. Please plan to return by 2:30 p.m. Exceptions can be made with prior planning, but cannot involve more than two buses district wide. To request a bus and driver for a field trip, complete in the following order:

1. If you are taking any parent or community volunteers, make sure they have current volunteer paperwork by checking with your building head secretary.
2. Fill out a field trip form. You may get this form from the District Forms Directory at [\\dsd2.org\dsc2\Forms](http://dsd2.org/dsd2/Forms) . Please be sure to complete/**submit for approval** this form **3 weeks prior** to your field trip date.
3. **Submit** completed form to your building secretary who will route the paperwork for the proper signatures.
4. The trip is **not** officially scheduled until the paperwork has been approved, signed and returned to you. You will either receive a signed copy of your paperwork **and/or** email confirmation of your approved trip.

**To request a field trip with a mini-bus which you or a colleague are driving:** (DO NOT request a mini bus just because you are taking a small group. You must have a driver already lined up for this request.)

1. Complete steps 1-3 above;
2. Call Danielle Landis at Dallas High School Athletic Office to schedule a mini-bus. **Only PTV trained drivers are allowed to drive a mini bus.**
3. Remember, a driver may not drive for more than 10 hours in any day (five hours each way with a 15 minute break after 3 hours of driving), and the total duration of any trip cannot exceed 15 hours. If your trip will take more time than that, it needs to be an over-night field trip.

## **GRANT APPLICATIONS**

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If you intend to apply for a grant, please make sure you inform your building principal. We may have access to demographic and other background information, and are glad to help you with your grant application.

When a grant is received please report this to the Business Office along with the grant guidelines.

## **GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

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Guest speakers may be used 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. Teachers should submit the Dallas School District *Guest Speaker Form*.

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

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.

## **HAZARD COMMUNICATION PROGRAM**

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### **Introduction**

The administration of Dallas School District is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules in providing a safe and healthful work environment for all employees.

In order to comply with Oregon Occupational Health and Safety Code Hazard Communication, adopted from Code of Federal Regulations (CFR) 1910.1200, the following written Hazard Communication Program has been established. All levels of supervision are accountable for the health and safety of those employees under their direction, and, through this written hazard communication program share assigned responsibility to ensure performance under that responsibility. All areas of the school district are included in this program. The written program is available in the staff handbook.

Each building Administrator will annually designate school staff members assigned the responsibility for chemical purchases and handling, including any administrative requirements, as specified in the program outlined below.

## **HAZARD COMMUNICATION PROGRAM (cont.)**

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### **Container Labeling**

*The employee responsible for chemical purchases will verify that all containers received for use will:*

- Be clearly labeled as to the contents with the manufacture's label intact
- Note the appropriate hazard warning.

It is the policy of the district that no container will be released for use if the above criteria are not met.

The supervisor in each area will ensure that all secondary containers are labeled in accordance with OSHA regulation. Compliance with regulation mandates that labels for secondary containers include identification of substance & hazard chemical contained therein; and, appropriate hazard warnings, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical. (29 *CFR* 1910.1200 (f)(5), Div2/Z)

### **Safety Data Sheets (SDS)**

Safety Data Sheets (SDS) are informational bulletins supplied by chemical manufacturers or distributors. Copies of all the SDS for all hazardous chemicals to which employees of this district may be exposed will be kept in the main office or other accessible area at each work site in the district. A duplicate set of copies will be kept, centrally, at the District office.

SDS will be accessible to all employees for their review during each work shift. If SDSs are not available or new chemicals in use do not have an SDS, immediately contact the Building Administrator.

When a hazardous chemical is no longer in use, the SDS will be sent to the District office marked "discontinued" with the effective date and signed by the employee responsible. The District office will maintain a record of the chemical's identity, locations of use and the years in which it was used for at least 30 years in accordance with 29 *CFR* 1910.1020(d) (ii) (B).

### **Employee Information and Training**

Each new employee will receive information and training on the following:

- An overview of the requirements contained in 1910.1200 Hazard Communication Rules.
- Review of the chemicals present in the workplace.
- Location and availability of our written hazard communication program and SDS.
- Physical and health effects of the hazardous chemicals present in the workplace.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps the District has taken to reduce or prevent exposure to these chemicals.
- Safety emergency procedures to follow if the employee is exposed to these chemicals.
- How to read labels and review SDS to obtain appropriate hazard information.

Prior to a new hazardous chemical being introduced into any workplace within the District, each employee of that work area will receive written notification from the related District building to include;

## **HAZARD COMMUNICATION PROGRAM (cont.)**

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identification of the hazardous chemical, related hazard warnings and the location of the chemicals use.

An annually designated employee is responsible for ensuring that SDS on the new chemicals are available and filed in the main office of each district building. Additionally, a copy will be maintained at the District Office.

### **Hazardous Chemicals List**

The “Chemical List” is a list of all known and authorized hazardous chemicals used by our district employees. A chemical list by each building is included as an appendix with the Hazard Communication Program document and maintained at each site. Additional detailed information on each chemical listed for each site is available by reviewing SDS located in the main office or other accessible area of that site. Employees interested in the entire district chemical list may request a copy from the District Office.

### **Hazardous Non-routine Tasks**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such projects.

This information will include:

- Specific chemical hazards.
- Protective/safety measures employees must take.
- Measures the District has taken to reduce the hazards as appropriate, such as ventilation, respirators, presence of another employee, and emergency procedures.

Non-routine tasks performed by employees of the District will be documented and kept with the “Written Program”.

### **Chemicals in Pipes**

Employees may perform work activities in areas where chemicals have transferred through pipes. If this is the case, employees must contact their supervisor, prior to starting work in these areas, to ensure all information regarding the chemical in the pipes, the insulation material on the pipe, potential hazards and safety precautions will be taken.

### **Informing Contractors**

It is the responsibility of the District to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site, and the procedures for obtaining SDS.
- Precautions employees may take to lessen the possibility of exposure; by using appropriate protective measures and an explanation of the labeling system used.

Also, it is the responsibility of the District to identify and obtain SDS for the chemicals the contractor is bringing into the workplace.

### **Program Effectiveness**

It is the responsibility of all District employees to share responsibility in the effectiveness of this program.

## **HAZARD COMMUNICATION PROGRAM (cont.)**

Employees should notify their supervisors of any concerns or supposed non-compliance with this program.

### **HAZARD COMMUNICATION PROGRAM PROCEDURES**

The Hazard Communication Program, Master List of Chemicals and master notebook of Safety Data Sheets (SDS) will be located in the main office or other accessible area of each building.

The building engineer will be responsible for maintenance of the master list of chemicals and updating the SDS Notebooks.

Additionally, departments listed below who use hazardous chemicals will maintain a department specific chemical list and SDS Notebook. The staff member listed will ensure the departmental chemical list and SDS notebook are updated.

Building	DEPARTMENT	LOCATION OF SDS NOTEBOOK	STAFF MEMBER RESPONSIBLE
DHS	Theatre	Stage Office	Blair Cromwell
DHS	Science	Room 909 storage area	David Flugum
DHS	FFA	Ag Shop	Ryan Rowley
DHS	Woodshop	Woodshop	Ryan Rowley
DHS	Art	Room 626 storage area	Sarah Robertson
DHS	Kitchen	Kitchen/Cafeteria	John Jones
DHS	General/Overall	Main Staff Lounge	Gabe Hayes
LCMS	Science	Science Storage Room	Ken Guffey
LCMS	Art	Room 16 storage	
LCMS	Kitchen	Kitchen/Cafeteria	
LCMS	General/Overall	Main Staff Lounge	Greg Hiebert

Before purchasing any hazardous chemical not on the building chemical list, the building engineer will be consulted to determine if a suitable substitute material is already available. If a hazardous chemical is purchased that is not on the building chemical list, the staff member responsible for the purchase will make sure the container is labeled appropriately, affected staff members are notified if there are special handling requirements, add the SDS to the department SDS notebook, make a note on the department chemical list and provide the following information in an email to the building engineer.

- Location of Use
- Storage Location
- Product name
- Hazardous Warning (combustible liquid, flammable, carcinogen, corrosive, etc.)
- Copy of MSDS
- Manufacturer
- List of any Personal Protection Equipment that is needed

The Building Engineer will update the chemical list, SDS notebook and notify all building personnel by email of the addition of a chemical to the chemical list. The District Office will also receive an updated chemical list as well as the SDS with an email sent to DO Reception.

When a hazardous chemical is no longer in use, the SDS will be sent to the District office marked “discontinued” with the effective date and signed by the employee responsible. The District office will maintain a record of the chemical’s identity, locations of use and the years in which it was used for at least 30 years in accordance with *29 CFR 1910.1020(d)(ii)(B)*.



## **HAZARD COMMUNICATION PROGRAM (cont.)**

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### **Emergency Procedures:**

- If you come in contact with a hazardous chemical (inhaled, ingested, or absorbed) follow the treatment instructions on the MSDS for the chemical. Alert the main office and call 911 if necessary.
- Any contact with a hazardous chemical should be documented with an accident analysis report that is filed with the building principal.
- Notify the main office if you see an unknown residue, smell an unusual odor or have a concern about a chemical spilled in the building. The main office will alert the building principal or building engineer.

## **HEALTH INSURANCE**

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It is the sole responsibility of all eligible employees to complete the necessary enrollment procedures in the time frame described by the district.

Insurance plan information for covered employees is available from the Business Office.

An Opt-Out is available.

## **HOME INSTRUCTION/TUTORING SERVICES**

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Home Instruction/Tutoring services may be provided to students who are unable to attend school in excess of ten (10) consecutive school days, under the following conditions:

- Medical or temporary disability,
- Special education pending placement,
- Alternative learning options for students facing extended suspension or expulsion,
- Incarcerated youth.

A tutor will be assigned to coordinate and provide services for students. The building counselor will work with each student and their teacher to arrange all appropriate coursework and services. Middle school and high school students are offered tutoring services at the Dallas High School computer lab Tuesday through Thursday. If the student is eligible for special education services the case manager will coordinate additional service to meet the Individual Education Plan goals.

## **HOMELESS/TITLE X**

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Dallas School District has designated Shannon Ritter, DHS Assistant Principal as our District Homeless Liaison to implement the requirements of Title X locally. With the Liaison's assistance, districts must identify and assist homeless students, provide immediate school enrollment, expedite student records transfers and school placement, arrange for school of origin transportation when feasible and needed, and report data on the number of homeless students served each year. Homeless students and families have rights to appeal school placement determinations, with dispute resolution services provided as needed.



## **HOMEWORK**

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

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

Tenet 2 of the Assessment, Grading and Coursework policy states:

- Every student assignment will have clear learning target(s) and assessment criteria.
- Teachers will assign only as much practice necessary to master the content.
- The volume of work assigned must be appropriate to grade level.
- A blanket uniform assignment with no regard for individual differences is not appropriate.

The entire policy can be found at <http://policy.osba.org/dallas/i/ik%20d1.pdf>.

## **IDENTIFICATION BADGES**

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Picture identification badges are provided by Dallas School District. All staff members are required to wear identification badges during school hours and are encouraged to wear the identification badges at school-sponsored events while acting as a chaperone.

## **INTERNET AND E-MAIL USE**

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The Board recognizes computing technologies alter the way information may be accessed, communicated and transferred. The Board generally supports a system that allows access by students and staff to rich information resources. The system's sole purpose shall be for the advancement and promotion of learning and teaching. All staff members accessing the Internet and using the Internet with students in their classrooms must carefully follow Dallas School District Policy IIBGA/AR Computing Technologies and Administrative Rule. District policy allows for incidental personal use of the Internet and e-mail when it makes good use of district resources during non-instructional time.

Computer viruses can cripple a network in a matter of minutes. Staff must be vigilant in their effort to keep viruses out of school computers. Don't download anything from the Internet unless it is from a highly trusted source and is related to your job. Don't open any e-mail attachment unless you know both the source of the e-mail and were expecting the attachment. E-mails can come from a known source without the sender's knowledge because of a virus, so don't assume just because it is from someone you know it is virus free.

E-mail should be considered a fast way to conduct normal communications. It is not a way to communicate to a large group of people information you would not normally share. Do not give out your e-mail address to companies or organizations that are likely to sell their e-mail list.

## **INTERNET AND E-MAIL USE (cont.)**

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**E-mail is not to be used to advertise the sale of personal products or services. E-mail is intended to facilitate the business of the District.**

**Inappropriate use of social media to communicate with students is a violation of school policy, and could be a violation of local, state, and/or federal law.**

## **KEYS**

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Keys 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. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Charges for lost or stolen keys, including the cost of rekeying as necessary, may be made to the staff member to whom the key(s) have been issued;
6. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

## **LESSON PLANS**

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Teachers are expected to prepare lesson plans; which establish lesson objectives, summarizes classroom activities, and provides for daily monitoring of student progress.

## **LICENSE REQUIREMENTS**

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Teachers offered employment in the district must be licensed with Oregon Teacher Standards and Practices Commission prior to starting their teaching assignment. Licenses will be verified at time of hire from the TSPC website.

Licensed staff are required to submit copies of all license endorsements to the personnel 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. Teachers whose license expires will not be allowed to teach in any capacity nor will they be paid for days not worked.

## **MAIL AND DELIVERY SERVICES**

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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 each day.

Staff should not 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.

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

## **MATERIALS DISTRIBUTION**

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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 superintendent's office. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEDIA ACCESS TO STUDENTS**

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

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

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

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

## **MEETINGS**

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

All staff are expected to attend staff meetings for their employee group, 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. Early release periods are a part of the contractual day and should not be used for personal appointments.

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

District Planning days are designated for intra-building PLC, grade-level, content-area, multi-level, or interdisciplinary teacher-led teams. They shall not include any mandatory meetings called by district or building administrators, or district-level leadership teams. The organization of District Planning days may be facilitated by building administrators or building level teacher-led teams.

## **MOTHER FRIENDLY WORKPLACE**

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The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The district will make a reasonable effort to provide a room or other location in close proximity to work areas where an employee can breast-feed her child or express milk in privacy. Please check with your building principal for information specific to your building.

## **OREGON ASSESSMENT OF KNOWLEDGE AND SKILLS (OAKS)**

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It is the responsibility of staff to administer the OAKS/SBAC according to the procedures outlined by state and district policy. Staff who give any part of the OAKS/SBAC are required to be familiar with the assessment protocols, be cognizant of the timelines for state testing, and administer each portion of the system appropriately. Training in assessment protocols, security and confidentiality will be given by district personnel; no staff member should administer any part of OAKS/SBAC without having been trained.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

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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.

## **PERSONNEL RECORDS**

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

**PROFESSIONAL COMMUNICATION AND CONDUCT**  
**-- EVERYTHING WE DO IS FOR OUR STUDENTS --**

<b>Non Standard Performance</b>	<b>Standard Performance</b>	
<p><b>Destructive</b>  Uses conflict to instill fear  (there must be a winner and a loser) or  avoids conflict (polite discussion pervades  the group)</p> <p>Resistant  Oppositional  Sabotaging  Chauvinistic  (We're right/They're wrong)</p> <p>Non-Verbal:  Eye-rolling  Pouting/sulking  Sighing</p> <p>Body language demonstrates  rejection or avoidance</p> <p>Sarcastic  Hostile  Dishonest  Polarized/dramatic (always/never)  Exaggerated/over generalizing  Minimizing/distorting information  Us vs. Them  Silent treatment  Defensive  Blaming  Operating from a negative agenda  Lateral Complaints</p>	<p><b>Cooperative</b>  Minimal conflict is present and tolerated.  Usually moving between polite discussion  and skillful discussion.</p> <p>Tolerant  Accepting  Responsive  Maintains positive relationships  Open to viewpoints of others</p> <p>Non-verbal:  Attentive  Pleasant  Receptive</p> <p>Body language demonstrates  acceptance</p> <p>Respectful  Friendly  Ethical  Self-regulating  Manages stress in a professional  manner  Above-board  Positive attitude during changing  conditions  Flexible  Understands and respects roles of  others  Seeks positive outcomes for all  involved  Questions are sincere (without  agenda)  Acknowledges contributions of  others</p>	<p><b>Collaborative</b>  Conflict is understood as inevitable  and valuable. Group members find  it very normal to alternate between  conflict and consensus, confusion  and clarity.</p> <p>All those in Cooperative,  Plus</p> <p>Non-verbal:  Engaged  Responsive  Focused</p> <p>Body language demonstrates  participation</p> <p>Supportive  Inclusive  Committed  Effective conflict resolution  No-fault approach to  problem-solving  Mutual respect and trust  Thinks and acts systemically  Shares responsibility for  outcomes  Future thinking</p>

## **PROFESSIONAL RESPONSIBILITY**

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The instruction of children is a complex process which requires, on the part of all personnel, dedication, strength of character, and professionalism. Each staff member is to devote his/her energy exclusively to the duties of the school during work hours and strive to elevate the character of instruction as well as endeavor to increase the efficiency of the school. All personnel shall conduct themselves, off and on-duty, in ways that fulfill the obligation to serve as appropriate role models for students and maintain the confidence of the community in its schools as well as adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules. Continued service in this District is contingent upon satisfactorily demonstrating these attributes.

All personnel shall perform the responsibilities assigned under the appropriate job description in accordance with district policies, regulations and standard operating procedures. All personnel shall be directly responsible to the administrator or supervisor to which they are assigned.

All personnel shall attend meetings as required by the superintendent or principal.

As regular attendance is considered an essential function of work, all personnel will maintain regular attendance. Regular attendance is defined as being at work as scheduled with the exception of contractually provided and statutorily mandated leaves. Because absences can cause disruption to the educational environment, a pattern of missing work may be considered a violation of this policy.

All personnel shall be ready to work and fit for duty at the assigned time and will adhere to assigned break and meal times. The district may require an examination by a physician selected by and paid for by the district where there is a question of fitness for duty, or need for an accommodation, or appropriate use of sick leave.

Every staff member shall become familiar with district policies, administrative rules, job description, and building regulations and cooperate with the superintendent and other administrators in their observance.

Violations or persistent disregard of the policies, administrative rules, job description, or building regulations or any insubordination to the school Board, superintendent, or other administrator which is, or appears to be, substantively willful shall be in itself sufficient cause for dismissal. The faithful execution of and compliance with all policies, administrative rules, job description and building regulations are required of all personnel.

## **RELEASE OF GENERAL STAFF INFORMATION**

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If a public employer receives an information request for personal contact information of public employees, the information request must be forwarded to the public employee.

The public body can only comply with the request after waiting seven days after providing the information request to the affected employee and only if the requestor has demonstrated with clear and convincing evidence that the public interest is served by disclosing such information.

Staff pictures engaged in school activities may be posted on the Dallas School District web site.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

### **Revision in Progress**

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Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class that are excused to attend the religious instruction.

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

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

## **RELIGION IN SCHOOLS**

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

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

Staff may not advocate, openly or covertly or by subtlety, a particular religion or religious belief. District resources cannot be used to generate religious messages.

## **REPORTING SUSPECTED FINANCIAL WRONGDOING**

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Any employee who suspects or has evidence of financial wrongdoing may report confidentially to the building principal or other administrator, or to the District business Office. A person who makes such a report in good faith shall not be penalized.

## **REQUISITION**

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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 requisition. Forms are available in the office.

All building requisitions will be processed in the order received by the business office and must include complete information and an administrator's signature before the purchase order will be processed.

Orders are **not** to be placed without an approved purchase order.



## **RESEARCH/COPYRIGHTS AND PATENTS**

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Staff members engaged in a research project during the work day or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the building principal.

Privacy rights of students or other individuals involved in such research projects must be maintained.

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

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

## **RESIGNATION OF STAFF**

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### **LICENSED**

A licensed staff member who wishes to resign from his/her position with the district must give written notice to the personnel office at least 60 calendar days prior to the date he/she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the staff member immediately from further teaching or administrative obligations or inform the staff member that he/she must continue for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee.

### **CLASSIFIED**

A classified staff member who wishes to resign from his/her position with the district must give written notice at least 10 working days prior to the date he/she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the staff member from further obligations or request the staff member to continue working for part of all of the 10-day period.

The vacation schedule shall be prorated for employees who resign and work less than a full calendar year for that position. No employee will be required to reimburse the district for vacation used prior to an end date.

## **RETIREMENT**

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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. Please check with the Human Resources Department for information regarding retirement.

## **SAFESCHOOLS**

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SafeSchools is an online training system used by Dallas School District to deliver mandatory trainings in an efficient manner. The majority of these training areas are required by Oregon Revised Statutes, Oregon Administrative Rules, or Dallas School District Policy. Completion of mandatory trainings is a required component of employment with Dallas School District. Failure to complete these required trainings can lead to progressive discipline.

## **SAFETY**

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

In order to ensure prompt attention to all potential hazards, all potential hazards are to be reported immediately, first to the building engineer or other maintenance staff, then if the hazard is not promptly and properly addressed, to the principal or building safety committee member. All safety related accidents must be reported to the employee's supervisor and recorded using either an accident analysis form or an OSHA 801 form if medical care is necessary. All incidents are reviewed monthly by the Safety Committee. Completion of such reports shall not result in retaliation, penalty or other disincentive of any kind. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

The monthly safety committee minutes are posted on the district web site under the Staff Safety tab.

Observe the following:

1. Plug-in Deodorizers are not to be used in the school setting.
2. Potpourri units are not to be used in the school setting.
3. Candles or any item with an open flame is not permitted in the school setting.
4. Coffee makers must say "Commercial Use" and have a three-prong plug to be used in district buildings. All "household use only" type of coffee makers are not acceptable.
5. Extension cords are permitted as long as they are unplugged at the end of the activity/day.
6. "Daisy-Chaining" (plugging one extension cord into another, or plugging one power strip into a second power strip) is not allowed.
7. Nothing is to be stored on top of heating units.
8. Items in any room must be at least 2 feet below the ceiling if sprinklers are not present.
9. Items in a room with sprinklers are to be 18" below the sprinklers.
10. Secondary containers (using something other than the original container to store the item in) must be labeled.
11. Always use ladders rather than chairs (or other items).
12. Natural Christmas trees are permitted if they are placed in container with water and checked every day. If the needles are bent and break, the tree must be removed immediately. Christmas tree lights need to be the miniature variety that do not produce heat.
13. Electrical panels are to have a minimum of 36" clear access at all times.
14. Paper cutters blades are to be latched or locked down when not in use.

## **SAFETY (cont.)**

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### **Safety Statement**

Dallas School District No. 2 is committed to creating a workplace that is safe, healthy, and injury-free. Our employees are our most valuable assets, and their safety and health is our first priority. Safety is essential to all business functions and is never compromised under any circumstance. Every employee has a responsibility to maintain our work environment including reporting hazards and working toward preventing accidents including reporting accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

We will provide training, review our procedures, review accidents and maintain the equipment. In the event of an injury, we will actively work to return the employee back to work when medically possible.

We will provide support to our Safety Committee by providing them the time, employees and management commitment needed to reach our common goal of an injury free workplace. I appreciate your full cooperation to follow our safety program and make our workplace safe, healthy, and injury-free.

## **SECTION 504 REHABILITATION ACT**

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Section 504 prohibits discrimination on the basis of disability in the provision of public education programs and activities. This notice serves as a reminder of our duties and obligations when implementing an educational program (504 plan) designed to meet the individual educational needs of a student having a disability.

A “person with a disability” under Section 504 is any person who: 1) has a physical or mental impairment which substantially limits one or more major life activities, 2) has a record of such impairment, or 3) is regarded as having such an impairment.

Section 504 requires the district to develop and implement a 504 plan for all qualifying students. The failure to implement a 504 plan is an act of unlawful discrimination against a student with a disability. Only a student’s individualized education program committee may modify a 504 plan. Any amendment must be based upon the student’s disability, evaluation data, placement options, and other pertinent information, and may be adopted only after notice to the student’s parent who may participate in the amendment process.

## **SEXUAL CONDUCT**

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According to ORS 339.370(9):

- (9)(a) “Sexual conduct” means any verbal or physical conduct by a school employee that:
- (A) Is sexual in nature
  - (B) Is directed toward a kindergarten through grade 12 student
  - (C) Has the effect of unreasonably interfering with a student’s educational performance; and
  - (D) Creates an intimidating, hostile or offensive educational environment.
- (b) “Sexual conduct” does not include abuse.

Sexual conduct includes a wide list of physical and non-physical behaviors and actions:

- Inappropriate conversations
- Touching student frequently
- Suggestive or obscene language
- Holding hands with students
- Kissing a student
- Rubbing a student’s back
- Sharing obscene or suggestive photos with minors
- Giving gifts to students
- Making videos or taking pictures of a student in revealing or suggestive poses, or without the permission of a parent
- Texting or phoning students on matters that do not involve school
- Sharing one’s own sexual exploits or marital problems with a student
- Inappropriate discussion or expressions of interest in a student’s out-of-school behavior, including dating or social activities
- Meeting a student outside of school, especially alone or without permission from the student’s parent
- Trying to establish a peer relationship with a student, rather than an adult-student relationship

If a district employee becomes reasonable certain that any form of sexual conduct has occurred between an adult and a student, the employee must immediately report the conduct to his-her supervisor. If a district employee becomes aware that he/she has attracted inappropriate or excessive interest from a student, that employee must report the matter immediately to his/her supervisor.

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

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

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Sexual harassment and sexual violence will not be tolerated in the Dallas School District. Any person who believes he or she has been the victim of sexual harassment or sexual violence, or any third person with knowledge of conduct which may constitute sexual harassment or sexual violence, shall report the alleged acts immediately to an appropriate School District official such as the District's Affirmative Action Officer or a building principal. Such reports are encouraged to be submitted in written form. Training will be in September each year.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate the allegations.

## **SPECIAL EDUCATION SERVICES**

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School districts must identify and locate resident children who may have a disability. If you suspect a child may have a disability that is having an adverse impact on their educational performance a referral should be made to the pre-referral team in your building. This team is generally comprised of the building administrator, counselor, regular education teacher(s), special education teachers and other specialized support staff. Parent(s) of the children are encouraged to attend and assist in the design of academic and behavioral interventions.

An evaluation may take place when the child's response to the intervention(s) over a period of a 60 day timeline has not resulted in improvement. If the team determines that an evaluation should be conducted the district will provide the parent with prior written notice of the district's proposal to conduct an initial evaluation and will request written parent consent for the evaluation. The evaluation cannot proceed without parental consent.

All students, ages kindergarten through 21 living in the district, who have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities must be provided a free and appropriate education. Students with disabilities must be educated with students who are nondisabled to the extent appropriate.

An Individualized Education Program (IEP) is developed annually to establish specially designed educational goals and related services to meet the student's special needs.

The IEP team consists of the student's parent(s); the student if appropriate, the special education teacher/provider; an individual who can interpret evaluations; a District representative, general education teacher, (a general education teacher is a required member of an IEP team), and other individuals at the discretion of the parent and district including outside agency representatives.

If you are asked to attend an IEP meeting please come prepared to talk knowledgeably about the student and his/her progress through the regular education curriculum. If the student does not attend your class regularly, please be prepared to share general information regarding grade level expectations. Your classroom experience and expertise are essential for the preparation of an appropriate and realistic IEP.

## **SPECIAL EDUCATION SERVICES (cont.)**

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At the IEP meeting you may be asked to discuss:

- How the student performs in a general education context,
- The general education curriculum,
- How the student learns best, what works / what doesn't work, and strengths,
- Present level of academic performance, including the student's most recent performance on State or district-wide assessments,
- How the student interacts with peers,
- Diploma options,
- Behavior supports,
- The present level of developmental and functional performance, and;
- How the student's disability affects involvement and progress in the general education curriculum.

In addition you may be asked to help the team evaluate any individual accommodations or modifications needed to enable the student to advance appropriately toward attaining the annual goals.

The regular education teacher will have responsibility for implementing the IEP which may include tasks such as:

- Providing accommodations in order to access curriculum, homework assignments and assessments,
- Modifying curriculum, homework assignments and assessments,
- Modifying instruction techniques,
- Utilizing assistive technology,
- Collecting data,
- Assisting with progress reports, and
- Implementing a behavior plan.

The IEP/Behavior support document is accessible to each regular education teacher who is responsible for its implementation. Many of the decisions made in the IEP meeting impact your responsibilities toward that particular student placed in your classroom. It is important that you take these responsibilities seriously.

For additional information please contact the building special education case manager or Autymn Galbraith, Special Education Director at 503-623-5594. Dallas School District policies regarding special education can be accessed at the Dallas School District website at <http://www.dallas.k12.or.us/> under the Staff/District policy tab.

## STAFF DEVELOPMENT

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### LICENSED

#### Payment of Incurred Expenses

- A. The District shall pay the full cost of tuition and laboratory fees incurred by an individual teacher in connection with any courses or other such sessions which a teacher has been requested, or required, in writing, to take by the administration or is expected to take as a result of an assignment or re-assignment.
- B. In addition, the District shall allocate the following amounts during the life of this contract for teacher professional development:

<u>Annually</u>	<u>1<sup>st</sup> Quarter</u>	<u>2<sup>nd</sup> Quarter</u>	<u>3<sup>rd</sup> Quarter</u>	<u>4<sup>th</sup> Quarter</u>
\$40,000	\$20,000	\$7,500	\$7,500	\$5,000

Use of this money is on a first-come, first-served prorated quarterly basis annually, based on the date of application. Funds not expended in any one quarter shall carry over into the following quarter. Reimbursement shall be made when the evidence of successful completion of an approved course or conference attendance is submitted to the district office. At the teacher's request, the District shall provide up to three (3) hours of tuition and/or conference registration reimbursement on an annual basis using current graduate hourly rates charged by Western Oregon University.

Additionally, when Collaboration Grant funds are no longer available, individuals or teams may apply for funding up to \$1000 to cover a variety of costs including substitutes, materials, and stipend incentives for creating and leading the professional learning. The purpose of these funds is to encourage and support creative, in-district, teacher-led professional learning in professional practice, professional responsibilities, and student learning.

- C. All courses or conference registrations that are to be considered for reimbursement shall be submitted for approval on the proper form prior to enrollment in the course or attendance at the conference and must be approved by the building principal and the superintendent for reimbursement.
- D. Teachers may request vouchers from the District pool to be used for tuition assistance (see Staff Handbook).
- E. All requests for reimbursements must be made no later than thirty (30) days after receipt of the evidence of successful course completion or by June 1<sup>st</sup>, which ever date is earliest.
- F. If it is projected that at the end of the 4<sup>th</sup> quarter there will be additional funds, the remaining dollars will be evenly disbursed among any teachers who have submitted an additional request for reimbursement up to an additional three (3) hours of tuition as defined in B. The additional request and the appropriate documentation of course completion must be submitted by June 1.

## **STAFF DEVELOPMENT (cont.)**

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### **CLASSIFIED**

When the District requests or requires an employee to attend classes or workshops during the employee's assigned work shift, the District will continue to pay the employee as if he/she had worked during that time and pay for that class or workshop from funds other than employee self-improvement funds.

The District agrees to set aside \$3000 per year for self-improvement of classified employees. The purpose of the money is for non-required District job-related training courses, District job-related workshops, District job-related college courses or other course work that provides skills and/or training beneficial to the District. Use of such money is on a first-come, first-served basis and reimbursement shall be limited to \$300 per employee per year. All training courses, workshops or college courses that are to be considered for reimbursement shall be submitted for approval on the proper form prior to enrollment to the building principal and Superintendent. College course work will only be reimbursed when evidence of successful completion of an approved course is submitted to the District Office. If there are unspent funds on June 1<sup>st</sup>, employees may apply for additional reimbursement on a first come first served basis, but not to exceed an additional \$300.

## **STAFF DRESS AND GROOMING**

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

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

## **STAFF ETHICS**

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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 the 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 the professional relationships with any student for personal gain or in support of persons or issues;
3. Maintain an appropriate professional student-teacher relationship by:
  - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
  - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;



## **STAFF ETHICS (cont.)**

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- c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator.

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

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

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying the 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 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 member 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**

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

Safety Data Sheets (SDS), previously referred to as Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the school office or 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 INVOLVEMENT IN COMMUNITY ACTIVITIES**

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

## **STAFF INVOLVEMENT IN DECISION MAKING**

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Staff members are encouraged to participate in the decision-making process whenever possible. Staff may participate in district and building activities such as; the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, and 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**

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The district encourages parents to be involved in their student's school experience. Staff is 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 (unless specifically prohibited by court order).

## **STUDENT ACTIVITY FUNDS**

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

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

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

## STUDENT CONDUCT

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

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

**All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.**

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

### Student Behavior

#### **PBIS**

Dallas School District is a Positive Behavioral Interventions and Supports (PBIS) district. The main focus of PBIS is to provide a clear system for all expected behaviors within the district. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

#### **Behavior Philosophy**

Students are expected to demonstrate appropriate behavior in the classroom, on school property, and off campus during District sponsored events. Students are expected to contribute to a safe, caring, learning environment by cooperating in work and play; doing their best to achieve academic excellence; respecting themselves, others, and the environment; and conducting themselves in a safe manner at all times.

#### **Behavioral Expectations are Taught**

The behavioral expectations are taught to all students in the building in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and examples given. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.

#### **Appropriate Behaviors are Acknowledged**

Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Each school may design a formal system that rewards positive behaviors. "I Noticed" are immediate verbal acknowledgements used by individual teachers, at their discretion, as a tool of encouragement and student motivator.

#### **Behavioral Errors are Corrected Proactively**

When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards.

## STUDENT CONDUCT (cont.)

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Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

### Student Classroom Behavior

- Follow all of the classroom rules in each classroom.
- Accept responsibility for your own behavior and learning.
- Act in a manner permitting teachers to teach and students to learn.
- Come to class prepared with all materials required by the teacher.
- Fulfill all assignments given by the teachers and ask clarifying questions if assignments are not understood.

## STUDENT DISMISSAL PRECAUTIONS

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

## STUDENT INTERNET ACCESS

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The rules governing computer use are contained in a document called the Acceptable Use Policy, AUP. This AUP can be found on the District web page under the staff tab or at your building's office. **These rules apply to anyone using District computers.**

Below is a portion of the AUP:

### A. The District will:

1. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. An administrator, supervisor or other individual authorized by the Superintendent may disable the technology protection measures to enable access for bonafide research or other lawful purposes, as deemed appropriate;
2. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;
3. Provide staff supervision to monitor the on-line activities of students to prevent unauthorized access, including "hacking" and other unlawful activities on-line, and ensure the safety and security of minors when authorized to use E-mail, chat rooms and other forms of direct electronic communication.
4. Student's use of personal electronic devices must still adhere to the Student Code ofconduct and the Acceptable Use Policy (AUP).

## **STUDENT TEACHER STIPENDS**

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Teachers receiving a stipend from a college or university for mentoring a student teacher will be asked how they would like to receive that stipend. That information must be submitted when the student teacher is placed. You will be provided a form for this when the student teacher is placed.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

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Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy. Any private vehicle used to transport students must have a capacity of 10 persons or less.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students, other than their own, on field trips or other school activities only with prior building principal approval. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints, including when applicable, a child safety system for a child four or five years of age or who weighs under 60 pounds (*regardless of age*), and the driver must require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of the law. Training in the proper installation and use of child safety systems may be required.

## **SUBSTITUTE STAFF**

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A list of registered substitute staff as provided by the WESD shall be available through the AESOP system. In the event of an absence, staff is required to enter his/her own absence in AESOP as soon as possible and use the AESOP system to locate substitute staff.

## **SUPERVISION OF STUDENTS**

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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 his/her classrooms prior to the arrival of students.

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

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

## **TALENTED AND GIFTED PROGRAMS**

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Dallas School District is committed to an educational program that recognizes, identifies, and serves the unique needs of talented and gifted (TAG) students. TAG students are those who have been identified as academically talented and/or intellectually gifted. Those identified as academically talented have shown specific ability in reading and/or math. Intellectually gifted students have demonstrated advanced capabilities in mental reasoning. Identification is based on multiple criteria that reveal a consistent pattern of excellence over time, or the potential for such a pattern.

Instruction provided to identified students must address each student's assessed level of learning and rate of learning in all relevant subjects. "Level of learning" is the student's instructional level in the curriculum and the place where the student will be successful but will encounter knowledge and skills not yet learned or mastered. Level is more than advanced grade level; it involves complexity and sophistication of concepts.

"Rate of learning" is a measure of the pace at which the student successfully progresses through the curriculum after being placed at an appropriate instructional level. A student's rate of learning will vary, depending on the subject, point in the learning process, degree of interest, level of difficulty, and learning style.

An Instructional Plan is prepared for each identified student. Parents of identified TAG students must be given the opportunity to provide input on the programs and services to be received by their child. Teachers may use some of the following services/programs to support students: early entrance, skipping a grade, advanced placement classes, concurrent enrollment in the next higher level of school acceleration, flexible skill or ability grouping, differentiation of instruction, cross-grade grouping, compacted curriculum and independent study.

The TAG Coordinator in the building will assist in preparing the Instructional Plan for each identified student. TAG Coordinators are as follows:

Oakdale Elementary School: Amy Ebner 503.623.8316  
Lyle Elementary School: Teresa Larios 503-623-8367  
Whitworth Elementary School: Julie Graber 503-623-8351  
LaCreole Middle School: Kayce Lilley 503-623-6662  
Dallas High School: Brandy Dickerson 503-623-8336

Dallas School District policies regarding TAG can be accessed at <http://www.dallas.k12.or.us>. Under the Staff/District Policy tab. For additional information please contact Autymn Galbraith, Special Education Director at 503-623-5594.

## **TITLE I**

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Title I is a federally funded program under the Elementary and Secondary Education Act that assists in meeting the academic needs of disadvantaged youth with instructional support in the areas of reading and math. Dallas School District serves identified students in the buildings through an all school screening process in the areas of math and reading. Currently, all town elementary schools provide Title I services.

Dallas School District complies with all federal and state laws including but not limited to Family and Medical Leave Act, Age Discrimination in Employment Act, American with Disabilities Act, Uniformed Services Employment and Reemployment Rights Act, Title VI, VII and IX, and Crime Victims Leave. For information regarding compliance with legal requirements please contact the Superintendent at the District Office.

## **TOBACCO-FREE ENVIRONMENT**

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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.

Tobacco use is defined to include any cigarette or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form. This also includes electronic nicotine delivery system, e-cigarette, vapor systems, or look-alike devices.

See Dallas School District Policy GKC– Tobacco Use Environment.

## **TRANSCRIPT REVIEW**

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According to the Agreement between Mid-Valley Bargaining Council and Dallas School District No. 2 teachers shall provide all transcripts to the District by September 10<sup>th</sup> each year in order to be considered for a column change on the salary schedule. The Superintendent will review and evaluate the official transcripts. In order to ensure accuracy of the transcript review, all teachers that have transcript(s) to be reviewed who will be moving on the salary schedule must meet with the Superintendent prior to September 10th, or January 10th.

## 2020 403(b) and 457(b) Announcement for Dallas

### Supplemental Retirement Saving Opportunities

Dallas School District 2 (Dallas) offers two excellent voluntary programs through which you may elect to contribute a portion of income into supplemental retirement savings accounts: the 403(b) and 457(b) Plans. Dallas has contracted with Carruth Compliance Consulting ("CCC"), a Third Party Administrator (TPA), to provide information and support for the 403(b) and 457(b) Plans.

#### **All part-time and full-time employees are eligible to contribute.**

You may begin, change, and/or cancel deferrals in the 403(b) Plan and/or the 457(b) Plan at any time, subject to payroll deadlines and 457(b) requirements that deferral agreements must be submitted before the month deferrals are to begin. You may begin participating in the 403(b) Plan by establishing an account with an Active Payroll Slot Vendor, then completing and submitting a salary reduction agreement via signed hard copy to your employer.

In addition to traditional pre-tax 403(b) and 457(b) supplemental retirement savings opportunities, Dallas offers after-tax Roth 403(b) and 457(b) contributions.

**(Note: Attributable earnings must be maintained in separate designated Roth accounts.) 403(b)**

### Contribution Limits for 2020

- Elective Deferral Limit: **\$19,500.00\***
- Age 50 Catch-up: An additional **\$6,500.00**, for a total of **\$26,000.00\***  
**(Applies to Employees Age 50 or over by 12/31/2020)**
- 403(b) Special 15 Years of Service Catch-up: Up to an additional **\$3,000**, for a total limit of up to **\$22,500.00\*** or **\$29,000.00\*** (depending on age) for eligible\*\* employees with at least 15 years of fulltime service with Dallas by 12/31/2020

### 457(b) Contribution Limits for 2020

- Elective Deferral Limit: **\$19,500.00\***
- Age 50 Catch-up: An additional **\$6,500.00**, for a total of **\$26,000.00\***  
**(Applies to Employees Age 50 or over by 12/31/2020)**
- 457(b) Special 3 Year Catch-up: If 2020 is one of the last three years preceding the calendar year of your normal retirement age, you may be eligible\*\* to contribute up to **\$39,000.00\*** (twice the basic limit)



**\*Note: Contributions to the plans above cannot exceed employees' total compensation.**

**\*\*Please contact CCC to verify eligibility and limits available under Special Catch-ups.**

## **Participant Responsibilities**

- Participants are responsible for monitoring account activity regularly for accuracy (e.g., deposits of your contributions), updating contact and beneficiary information.

Contribution limits are specific to you, the taxpayer. If you participate in another organization's retirement plan in addition to participating in the Dallas Plan, please note:

- 403(b) Elective Deferral Limits described above apply to your total deferrals to all 403(b), 401(k), and SARSEP plans in which you participate.
- If you control an organization sponsoring a qualified defined contribution plan, all contributions made to that plan on your behalf must be aggregated with any 403(b) contributions at Dallas for the IRC 415(c) limit (this applies to the aggregate of elective deferrals and employer contributions, the limit is \$57,000.00 in 2020, those Age 50 may defer an additional \$6,500.00). ◦ Note: 457(b) contributions do not need to be aggregated with 403(b) contributions for limit consideration.
- If a problem exists or if you have questions, you are to contact CCC or your employer as soon as possible.

**Comprehensive information is available online via CCC's website, [www.ncompliance.com](http://www.ncompliance.com). Please contact CCC with any questions at 503-968-8961 or Toll-Free at 877-222-3090 or via the "Contact Us" page.**

## **VIDEOS AND FILMS**

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Videos with the following ratings may be shown.

K-12: G - no approval required

K-5: PG, PG 13 - building administrator approval required, parental approval required

6-8: PG - no approval required, PG 13 - building administrator approval required, parental approval required

9-12: PG, PG 13 – no approval required, R - building administrator approval required, parental approval required

Refer to Dallas School District Board Policy IIABA-AR for the entire board adopted policy on Audio-Visual Materials

Non-rated video material should match the instructional level and maturity of students similar to the rating system. Only material from trusted sources should be shown without being previewed.

When seeking parental permission 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; and
6. Audience rating

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

## **VISITORS**

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

All visitors to a school must check in at the school office and wear a visitor's badge while in the school. Staff members are expected to report any unauthorized person on school property to the building principal or the school office.

## VOLUNTEERS

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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 that 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.

*All individuals that volunteer in a school must adhere to the guidelines developed in the Dallas School District Policy GDDC Special Appointment of Volunteer as Non-Licensed Coaches and/or Activities Supervisors. Volunteers must also fill out the appropriate volunteer paperwork and follow the building procedures for working with students at a school.*

*Unsupervised volunteers cannot, under any condition, work with students without first completing a criminal history check and being placed on the approved volunteer list.*

## VOUCHERS

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Reduced-fee tuition vouchers for licensed staff, may be available from Western Oregon University (and rarely from PSU and OSU) to help defray the cost of course work. A tuition voucher essentially allows the bearer to take a class for “staff rates,” approximately one-third the cost of regular tuition. In order to qualify for a voucher, the course(s) you plan to take must support your Professional Growth Plan. Vouchers are limited and are awarded on a first-come, first-served basis.

To apply for a reduced-fee voucher:

1. Fill out a voucher request form. (available in the “District Forms” folder on your desktop). **Make sure you get your Principal’s signature on the form before you turn it in.**
2. Turn in the completed voucher request to the DO Reception Desk.
3. You will be notified as soon as possible, whether a voucher is available for you or not.

Awarded vouchers must be picked up by the awardee *in person* and you must show valid I.D. at the DO Reception Desk.

## WHISTLEBLOWER

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When an employee has 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 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 discourage 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 or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of 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 - Public Complaints Procedure to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

## WORKPLACE EXPECTATIONS

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All employees in the Dallas School District are expected to meet the following work expectations as a basis for continued employment:

### **Attendance and Punctuality:**

The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.

### **Personal Appearance:**

The employee is dressed and groomed in a neat, clean, appropriate, and professional manner for the assignment and work setting.

### **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 district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authorities.

### **Setting Appropriate Personal Boundaries with Students:**

The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and in the use of technology such as email, text messages, or social networking internet sites.

### **Collaboration:**

The employee will maintain relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.

### **Appropriate Use of Technology:**

The employee will use internet, e-mail and electronic communications with students only for educational purposes or sharing information about school-sponsored events.

### **Positive Communication:**

The employee will use Cooperative and Collaborative styles of communication and will not engage in Destructive communication strategies. Honesty in all situations is paramount. Dishonesty during an investigation can lead to dismissal. All personnel shall conduct themselves, off and on-duty, in ways that fulfill the obligation to serve as appropriate role models for students and maintain the confidence of the community in its schools.

# Workplace Accommodations Notice

Dallas School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

Dallas School District will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

## Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, Dallas School District **will not**:

- Deny employment opportunities on the basis of a need for reasonable accommodation
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

**To request an accommodation or to discuss concerns or questions about this notice,** please contact any building administrator or Dennis Engle or Juli Lichtenberger in the human resources department

## WORK SAMPLES

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Work samples are required for documenting student progress toward meeting standards. State or district adopted scoring guides should be used in scoring student work samples. Teachers should score student work with colleagues when necessary to ensure inter-rater reliability.

### **Math Problem Solving**

- 1 **work sample** each year in grades 3, 4, 5, 6, 7, and 8, meeting the performance standard of 4 in each dimension scored;
- At grades 9-12 teachers will have students complete 1 content level work sample in each math course each year with scores meeting or exceeding performance standards as stated on the state scoring guide.

### **Scientific Inquiry**

- 1 work sample at **each year at grades 4 and 5**, scoring at least 4 on each of three dimensions: designing, collecting, analyzing.
- 1 work sample **each year at grades 6, 7, 8 and 10**, scoring at least 4 on each of four dimensions: forming, designing, collecting, analyzing.

### **Writing K-12**

Writing will be formally assessed three times per year using a common formative assessment administered and scored using district developed guidelines. Teachers may use this assessment for a report to parents or may substitute a writing sample that was produced independently by the student.

### **Speaking Assessment Observations K-12**

Speaking will be observed throughout the year and recorded on the district developed checklist. Teachers will keep a record of observations for each student on file.

## WORKWEEK

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The workweek for Dallas School District begins Sunday at 12 midnight and runs 7 consecutive 24 hour periods.

## Policies and Administrative Rules

<http://policy.osba.org/dallas/>

### Safety Programs and Accident Reporting

<http://policy.osba.org/dallas/e/ebc%202.pdf>

### Administering Non-injectable Medicines to Students

<http://policy.osba.org/dallas/i/jhcd%20d1.pdf>

<http://policy.osba.org/dallas/i/jhcd%20r%20d1.pdf>

### Animals in District Facilities

<http://policy.osba.org/dallas/i/ing%20d1.pdf>

### Dallas Education Association

<http://www.dallaseducationassociation.org/>

### Oregon School Employees Association

<http://osea.org/>

### Community Use of School Facilities and Equipment

<http://policy.osba.org/dallas/kl/kg.pdf>

### Personal Use of School Facilities & Equipment by District Staff

<http://policy.osba.org/dallas/kl/kgf%20edc.pdf>

### Cellular Telephones

<http://policy.osba.org/dallas/e/egaca.pdf>

<http://policy.osba.org/dallas/e/egaca%20r.pdf>

### Reporting of Suspected Child Abuse

<http://policy.osba.org/dallas/i/jhfe%20g1.pdf>

<http://policy.osba.org/dallas/i/jhfe%20r%20d1.pdf>

### Communicable Diseases

<http://policy.osba.org/dallas/i/jhcc%20r.pdf>

### Communicable Disease: Hepatitis B Virus Infections

<http://policy.osba.org/dallas/i/jhcca%20jhccb.pdf>

### Communicable Disease: HIV Infections (AIDS)

<http://policy.osba.org/dallas/g/gbeba.pdf>

<http://policy.osba.org/dallas/i/jhcc%20r.pdf>

### Complaints from District Patrons

<http://policy.osba.org/dallas/kl/kl-2.pdf>

### Complaint Procedures for District Employees

<http://policy.osba.org/dallas/g/gbm.pdf>

### Due Process for Students, Parents and Guardians

<http://policy.osba.org/dallas/kl/kl-1.pdf>

### Copyright

<http://policy.osba.org/dallas/e/egaaa.pdf>

<http://policy.osba.org/dallas/e/egaaa%20r.pdf>

### Procedures for Discipline

<http://policy.osba.org/dallas/i/jga.pdf>

### Criminal Records Checks/Fingerprinting

<http://policy.osba.org/dallas/g/gcda%20dda%20d1.pdf>

<http://policy.osba.org/dallas/g/gcda%20dda%20r%20d1.pdf>

### Domestic Violence/Sexual Assault/Stalking Leave

<http://policy.osba.org/dallas/g/gcbdc%20gdbdc%20g1.pdf>

### Staff Drug and Alcohol Abuse

<http://policy.osba.org/dallas/g/gbec.pdf>

<http://policy.osba.org/dallas/g/gbec%20r.pdf>

### Emergency School Closures – Authority

<http://policy.osba.org/dallas/e/ebcd.pdf>

### English Language Learners

<http://policy.osba.org/dallas/i/igbi.pdf>

### Classified Personnel Evaluation, Discipline and Dismissal

<http://policy.osba.org/dallas/g/gdn%20d1.pdf>

### Evaluation of the Superintendent

<http://policy.osba.org/dallas/c/cbg.pdf>

### Licensed Evaluation – Administrators

<http://policy.osba.org/dallas/c/ccg.pdf>

### Family Medical Leave

<http://policy.osba.org/dallas/g/gcbda%20gdbda%20d1.pdf>

<http://policy.osba.org/dallas/g/gcbda%20gdbda%20r%20d1.pdf>

### Field Trips

<http://policy.osba.org/dallas/i/iica%20d1.pdf>

<http://policy.osba.org/dallas/i/iica%20r%20d1.pdf>

### Grants - Funding Proposals and Applications

<http://policy.osba.org/dallas/d/dd%20d1.pdf>

### Health Insurance Portability and Accountability Act

<http://policy.osba.org/dallas/e/eha%20g1.pdf>

### Insurance Opt-Out

<http://policy.osba.org/dallas/g/gcbc%20gdbc%20d1.pdf>

<http://policy.osba.org/dallas/g/gcbc%20gdbc%20r%20d1.pdf>

### Electronic Communications System

<http://policy.osba.org/dallas/i/iibga%20d1.pdf>

<http://policy.osba.org/dallas/i/iibga%20r%20d1.pdf>

### Mother Friendly Workplace

<http://policy.osba.org/dallas/g/gbda%20g1.pdf>

### Staff Participation in Political Activities

<http://policy.osba.org/dallas/g/gbg.pdf>

### Personnel Records

<http://policy.osba.org/dallas/g/gbl%20g1.pdf>

### Personnel File

<http://policy.osba.org/dallas/g/gbl%201.pdf>

### Classified Employee Personnel File

<http://policy.osba.org/dallas/g/gbl%202.pdf>

### Professional Responsibility

<http://policy.osba.org/dallas/g/gcac.pdf>

### Released Time

<http://policy.osba.org/dallas/i/jef.pdf>

### Religion in the Schools



## Policies and Administrative Rules

<http://policy.osba.org/dallas/>

<http://policy.osba.org/dallas/i/igaca.pdf>

### District Purchasing

<http://policy.osba.org/dallas/d/di%20g1.pdf>

<http://policy.osba.org/dallas/d/di%20r%20d1.pdf>

### Resignation of Staff

[http://policy.osba.org/dallas/g/gcpb\\_gdpb%20d1.pdf](http://policy.osba.org/dallas/g/gcpb_gdpb%20d1.pdf)

### Sexual Harassment and Sexual Violence

[http://policy.osba.org/dallas/g/gbn\\_iba.pdf](http://policy.osba.org/dallas/g/gbn_iba.pdf)

[http://policy.osba.org/dallas/g/gbn\\_iba%20r.pdf](http://policy.osba.org/dallas/g/gbn_iba%20r.pdf)

### Staff/Personnel Development – Licensed

<http://policy.osba.org/dallas/g/gcl.pdf>

### Staff Dress and Grooming

<http://policy.osba.org/dallas/g/gbca%20g2.pdf>

### Staff Ethics

<http://policy.osba.org/dallas/g/gbc%20d1.pdf>

<http://policy.osba.org/dallas/g/gbc%20r%20d1.pdf>

### Administrator's Code of Ethics

<http://policy.osba.org/dallas/c/cccb.pdf>

### Student Activity Funds

<http://policy.osba.org/dallas/i/igdg.pdf>

### Student Conduct

<http://policy.osba.org/dallas/i/jfc.pdf>

### Substitute Teachers

<http://policy.osba.org/dallas/g/gcea.pdf>

<http://policy.osba.org/dallas/g/gcea%20r.pdf>

### Talented and Gifted (Tag) Program and Services

<http://policy.osba.org/dallas/i/igbb%20d1.pdf>

<http://policy.osba.org/dallas/i/igbba%20g1.pdf>

<http://policy.osba.org/dallas/i/igbbb%20g1.pdf>

<http://policy.osba.org/dallas/i/igbba%20r%20g1.pdf>

### Title I/Parental Involvement

<http://policy.osba.org/dallas/i/igbc%20g1.pdf>

### Tobacco-Free Environment

[http://policy.osba.org/dallas/g/gbk\\_jfcg\\_kgc%20g2.pdf](http://policy.osba.org/dallas/g/gbk_jfcg_kgc%20g2.pdf)

### Tobacco Use Prohibited

<http://policy.osba.org/dallas/g/gkc.pdf>

### Use of Audio-Visual Materials

<http://policy.osba.org/dallas/i/iiaba%20d1.pdf>

<http://policy.osba.org/dallas/i/iiaba%20r%20d1.pdf>

### Volunteers

<http://policy.osba.org/dallas/i/iicc%20g1.pdf>

<http://policy.osba.org/dallas/i/iicc%20r%20g1.pdf>