

# **NEW EMPLOYEE**

## **ORIENTATION POLICIES**

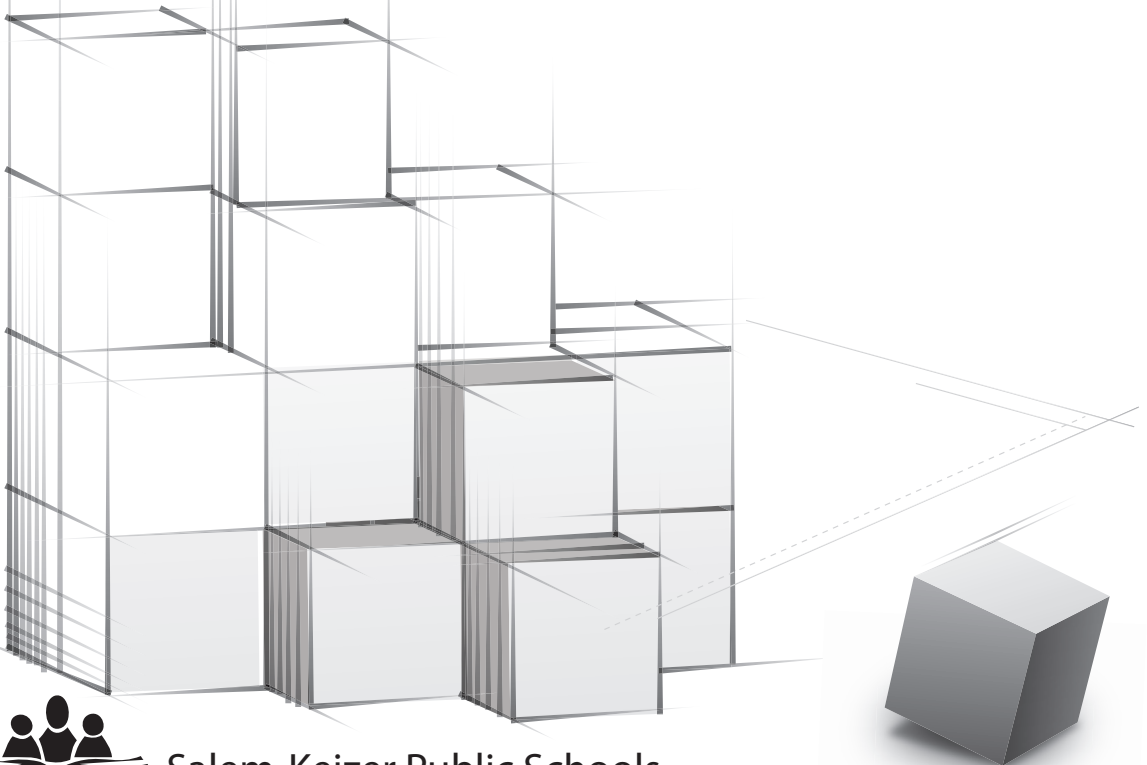
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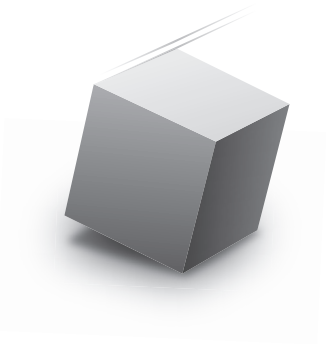
### **Licensed and Classified**

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Salem-Keizer Public Schools



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# ALL STAFF POLICIES

## ADM-A003 — Drug, Alcohol, and Tobacco Free School District

1. Salem-Keizer School District is committed to providing students, staff, and the public a healthy environment free from drugs, alcohol, and tobacco.
2. Students:
  - 2.1 Possession, use, manufacturing, distribution, or sale of tobacco, tobacco products, tobacco look-a-likes, or electronic cigarettes, alcohol, other controlled substances or other drugs is prohibited in all District facilities, on all District property including in personal and District vehicles, at all District sponsored activities, and/or to and from school.
  - 2.2 A student who violates policies, rules or procedures relating to alcohol, tobacco, tobacco products or other drugs will be disciplined as specified in District policies and procedures.
3. Public:
  - 3.1 Use, manufacturing, distribution or sale of tobacco, tobacco products, tobacco look-a-likes, or electronic cigarettes is prohibited in all District facilities, on all District property including in personal and District vehicles, and at all District sponsored activities.
  - 3.2 Possession, use, manufacturing, distribution, or sale of alcohol, other controlled substances or other drugs is prohibited in all District facilities, on all District property including in personal and District vehicles, and at all District sponsored activities.
    - 3.2.1 The prescribed use of prescription or over-the-counter medication shall not be considered a violation of this policy.
  - 3.3 Members of the public who violate this policy may be trespassed from District property and, if appropriate, referred to law enforcement.
4. The Superintendent shall develop implementing procedures providing for disciplinary consequences and filing/handling of complaints concerning violations of this policy.

## HUM-P010 — Use Of Private Vehicles By Staff For Student Transportation

1. When transporting students, District staff will use District-owned vehicles whenever possible and shall schedule activities and transportation far enough in advance to avoid any use of private vehicles.
  - 1.1 No staff member will use a private vehicle for the transportation of students unless the staff member has prior permission from a supervisor or as necessary in case of medical emergency.
  - 1.2 If the need to transport a single student falls outside the parameters listed in 1.1, staff will not transport a single student alone in a private vehicle; two staff members will be required to be in the vehicle at all times.
    - 1.2.1 If two staff members are not available, the staff member transporting the student is required to notify their immediate supervisor no later than the next morning that transport occurred outside the parameters listed in 1.2.
  - 1.3 Staff members shall ride in the front seats of the vehicle and the student shall ride in the back seat of the vehicle.
  - 1.4 Staff members who are authorized to use a personal vehicle to transport students will be reimbursed in accordance with District policies and procedures.

- 1.5 Staff members authorized to use a personal vehicle to transport students or for other District business must have a completed Private Auto Certificate of Insurance form (RSK-F008) on file with their school office and the Risk Management department.
2. When transportation for an event is provided by the District, student participants shall not be transported in any other manner unless unusual circumstances exist. If unusual circumstances do exist:
  - 2.1 Staff members may use their privately owned vehicles to transport students to a school-sponsored event when the principal has given written permission prior to the event and all prerequisites and requirements listed in sections 1 and 3 have been met.
3. Prerequisites and requirements for student transportation in privately-owned vehicles are:
  - 3.1 Current state and federal laws regarding transportation of students, such as seat belt and child safety system laws will be followed.
  - 3.2 The vehicle contains 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 between 40 and 60 pounds regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of the law. Training in the proper installation and use of child safety systems may be required.
  - 3.3 Students may be transported in closed vehicles only.
  - 3.4 Assurance of current vehicle liability insurance is on file.
  - 3.5 Assurance of current valid vehicle operator's license is on file.
  - 3.6 Assurance of parent permission for the student to be transported by another person is on file.

## **ADM-007 — Intellectual Property Rights**

1. In order to encourage the creation of intellectual property, and to protect the rights of the creator and the public, the District shall establish procedures to clearly assign the rights of ownership of intellectual property created by those persons utilizing District supplies and equipment, or during District assigned tasks and work time.
2. Right of ownership, as defined herein, includes the right to copyright or patent protection; and the right to sell, distribute, license and reproduce.
  - 2.1 The District maintains all rights of ownership of materials, methods, source codes, program, and procedures produced by an employee, student, or consultant during the hours that the employee, student, or consultant was paid by the District, or directed by the District to produce such property.
  - 2.2 The District maintains all rights of ownership of materials, programs, source codes, mechanisms, and procedures produced by an employee, student, or consultant to the District in which the use of District supplies and equipment played a dominant role.
  - 2.3 Ownership of instructional materials, mechanisms, source codes, programs, and procedures produced by an employee in a federal program during hours that the employee was paid by federal funds and/or in which the use of federally funded supplies or equipment played a dominant role lies in the public domain.
  - 2.4 The employee, student, or consultant maintains all rights of ownership of materials, programs, source codes, mechanisms, and procedures produced by the employee, student, or consultant other than those hours paid by the District and in which the use of District supplies and equipment did not play a dominant role.
3. The District may develop or acquire interests in intellectual property of any kind, and may enter into agreements to aid in the development of intellectual property. The District Board may manage, develop or dispose of intellectual property and contract with other public educational institutions for management, development, use or disposition of intellectual property. Such contract is not subject to competitive bidding under public contract law.

## HUM-A029 — Sexual Harassment, General

1. Salem-Keizer School District is committed to maintaining a work and educational environment that is free from any form of harassment related to a person's gender or sexual orientation. Sexual harassment is prohibited and will not be tolerated.
2. This policy applies to all Salem-Keizer School District employees, students, and any third parties on or immediately adjacent to school district property and at educational programs or activities. This policy also applies to student or employee conduct off school district property, if it involves acts toward a person in a manner that creates a hostile environment for any person while at school, or at a school or district sponsored event.
  - 2.1 Third parties: Any person who is not a student, or a district employee and who is on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, at any official bus stop or who are at any school-sponsored activity or program. Third parties include but are not limited to, district volunteers, guardians, school visitors (including student visitors), employees of businesses or organizations participating in cooperative work programs with the district, service contractors, and vendors.

### 3. **Definitions:**

#### 3.1 Sexual harassment is defined as:

- A demand or request for sexual favors in exchange for benefits.
- Unwelcome physical, verbal, or nonverbal sexual conduct that:
  - Interferes with a student's educational program or activity;
  - Interferes with an employee's ability to perform their job, or
  - Creates an intimidating offensive or hostile work or educational environment for the student, employee or third party.
- Assault when sexual contact occurs without the consent of the student, employee or third party because the person is:
  - Under the influence of drugs or alcohol;
  - Unconscious; or
  - Pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include:

- Conduct that is necessary because of a job duty of a district employee or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent.
- A person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include but are not limited to:

- Unwanted physical contact of a sexual nature such as touching, grabbing, patting, rubbing, pinching, grabbing clothes, brushing against or using body proximity to intimidate.
- Sexual comments, such as making fun of gender, body shape, sexuality or stereotypes.
- Sexual comments related to race, gender, ethnicity.
- Bragging about one's sexuality in front of others, or talking about another's personal sexual history, purported reputation or spreading rumors of sexual history.
- Displaying or distributing sexually explicit drawings, pictures and written materials.
- Posting and/or sharing sexual images, posting about sex; sharing inappropriate sexual videos or pictures.
- Touching oneself sexually.
- Bullying based on sexual identity or characteristics, including name calling and insults.
- Public shaming that is sexual in nature.
- A demand or request for sexual favors in exchange for benefits

- 3.2 Reporting Person: A District employee, student, parent/legal guardian or third party who reports conduct that could constitute sexual harassment under this policy.

- 3.3 **Impacted Person:** A person who is alleged to be the victim of conduct that could constitute sexual harassment under this policy.
- 3.4 **Reported Person:** A person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this policy.
- 3.5 **Hostile Environment:** Conduct that is sufficiently serious that it denies or limits an employee's or student's ability to participate in or benefit from a school program or District employment, which may be determined on a single egregious incident, or a pattern of offensive conduct.

#### **4. Reporting and Response:**

- 4.1 Individuals are encouraged to report violations of this policy to the school administrator, district supervisor, Executive Director of Human Resources, or Employee Relations (Human Resources) staff.
- 4.2 If a student, guardian, employee or third party makes a report to a district employee or if a district employee becomes aware of conduct that may be in violation of this policy, the employee shall immediately report the information to a school administrator or district supervisor so the school administrator/department supervisor may coordinate efforts to take any action necessary to ensure the student is protected and to promote a nonhostile work and learning environment, including:
  - Providing resources and support measures to the impacted person; and
  - Taking any actions that are necessary to remove the potential future impact on the impacted person or the staff member who reported the behavior.
- 4.3 All complaints about behavior that may violate this policy will be investigated using procedures developed by the Superintendent.
- 4.4 When a student, staff member, or third party files a complaint under this policy, the district shall provide written notice as required by Oregon Revised Statute 342.704(4) to the following individuals:
  - Each reporting person;
  - If appropriate, any impacted person who is not a reporting person;
  - Each reported person; and
  - Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.
- 4.5 If an individual is found to have violated this policy, the District will take appropriate corrective action with a focus on stopping the harassment, preventing its recurrence, and addressing negative consequences.
  - Employees who violate this policy may be subject to disciplinary action up to and including termination of employment. Discipline will be commensurate with the scope and severity of the occurrence.
- 4.6 The people identified in #4.4 of this policy shall be notified:
  - When the investigation is initiated and concluded; and
  - As to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.
- 4.7 A person may request the District to review the actions taken by staff in responding and/or investigating by filing a written request with the Superintendent or designee.

#### **5. Confidentiality and Protections:**

- 5.1 Due to the nature of sexual harassment, a complaint will be held in confidence insofar as possible. The District will only release sexual harassment complaint information to appropriate individuals in order to investigate the complaint and take corrective action.
- 5.2 Efforts will be made to provide appropriate relief for the victim, including preventing and/or taking corrective action against retaliation. Retaliation against persons who initiate a complaint or otherwise report harassment covered by this policy or who participate in an investigation or other related activities is prohibited. Any individual who experiences retaliation is encouraged to make a report to the school administrator.



- 5.3 The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy shall not adversely affect:
- The educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation;
  - Any terms or conditions of employment or of work or educational environment of a district employee or other person initiating the complaint, reporting the behavior, or participating in the investigation; and
  - Students or employees who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report of investigation unless student or employee gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

## **HUM-P012 — Sexual Harassment, General**

### **1. Scope:**

- 1.1 District policy and federal and state laws prohibit sexual harassment in the working environment. This procedure details the steps for employees and third parties to file complaints regarding sexual harassment.

### **2. Procedure:**

#### 2.1 Complainants

- 2.1.1 An employee, potential employee, or third party who believes they have been sexually harassed or wishes to express a concern relating to a sexual harassment activity, may discuss the matter with the individual who caused the act or inappropriate activity, if comfortable.
- 2.1.2 If such a discussion does not resolve the matter or appears to be impractical or uncomfortable, the employee, potential employee, or third party may report the concern to the school administrator or department supervisor orally, electronically, or in writing.
- 2.1.3 At any point in the complaint process, complainants and/or supervisors may contact Employee Relations (Human Resources), to report the concern and receive guidance.

#### 2.2 Investigation

- 2.2.1 Supervisors and/or Employee Relations staff will investigate all complaints of sexual harassment as outlined in Administrative Policy HUM-A029, Sexual Harassment.
- 2.2.2 The Supervisor or Employee Relations staff member will evaluate the complaint as soon as practical and implement interim measures, if necessary, to help ensure the safety of employees, students, and/or third parties during the investigation.
- 2.2.3 Investigations must include:
- 2.2.3.1 Any action necessary to ensure that the impacted person is protected and to promote a nonhostile environment, including:
- Providing resources and support measures to the impacted person; and
  - Taking any action that is necessary to remove the potential future impact on the impacted person, providing that the action is not retaliatory against the impacted person or any employee who reported the behavior to the Supervisor or Employee Relations staff member.
- 2.2.3.2 Written notifications as outlined in 2.2.4
- 2.2.3.3 Interviews of involved individuals, witnesses, and others deemed appropriate by the Supervisor or Employee Relations staff member. All interviews shall be conducted individually.

2.2.3.4 A review of all available evidence.

2.2.4 Required written notifications:

2.2.4.1 Upon receipt of a complaint, the supervisor or Employee Relations staff shall provide written notification to the following individuals:

- Each reporting person;
- If appropriate, any impacted person who is not a reporting person;
- Each reported person; and
- Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person

2.2.4.2 Form HUM-F047 fulfills the requirements for written notification specified in Oregon Revised Statute 342.704(4), Oregon Administrative Rule 581-021-0038(5i) and Administrative Policy HUM-A029.

2.2.4.3 The Supervisor or Employee Relations staff shall notify each person specified in 2.2.4.1 when the investigation is initiated.

2.2.4.4 The Supervisor or Employee Relations staff shall notify each person specified in 2.2.4.1 when the investigation is concluded, and whether a violation of the policy was found to have occurred following the investigation, to the extent allowable under state and federal student confidentiality laws.

2.2.5 The Supervisor and/or Employee Relations staff shall retain records on all complaints, including written documentation of the investigation.

## **HUM-A018 — Workplace Harassment**

1. The Salem-Keizer School District is committed to maintaining a work and educational environment that is free from any form of workplace harassment including, but not limited to: discrimination, hazing, harassment, intimidation, bullying, cyberbullying and menacing. Workplace harassment in any form is prohibited and will not be tolerated. This policy applies to District employees, elected School Board Members, District volunteers and interns.

### **2. Definitions:**

- 2.1 **Discrimination:** No District employee shall be subjected to discrimination based upon, but not limited to: race, color, religion, sex, sexual orientation, national origin, marital status, age, an expunged juvenile record, or as defined in ORS 659A.030.
- 2.2 **Harassment, Intimidation or Bullying:** Any act that substantially interferes with an employee's opportunities or performance, which takes place on District property, or at any District-sponsored activity. Harassment, intimidation and bullying have the effect of:
- Physically harming an employee or damaging an employee's property; or
  - Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the staff member's property; or
  - Creating a hostile work environment.
- 2.3 **Cyberbullying:** Use of any electronic communication device to harass, intimidate, or bully.
- 2.4 **Menacing:** Any act which is intended to place an employee in reasonable fear of imminent serious physical injury.
- 2.5 **Hostile work environment:** Conduct that is sufficiently serious that it denies or limits an employee's ability to participate in or benefit from District employment, which may be determined on a single egregious incident, or a pattern of conduct.

- 2.6 Nondisclosure Agreement: A contract whereby both parties agree to not disclose confidential information.
- 2.7 Non-Disparagement Agreement: A contract whereby both parties agree to not make negative statements about the other.
- 2.8 Workplace Harassment: Harassment that occurs:
  - Between employees in the workplace; or
  - Between a supervisor and an employee in the workplace; or
  - Between employees at a work-related event that is off District property but is coordinated by or through the District; or
  - Between a supervisor and an employee at a work-related event that is off District property but is coordinated by or through the District; or
  - Between a supervisor and an employee off District property.

### **3. Reporting and Response:**

- 3.1 Individuals are encouraged to document and report violations of this policy by contacting a school administrator, department supervisor, or Employee Relations (Human Resources) staff.
  - If the school administrator or department supervisor is the person of concern, the employee is encouraged to report directly to Employee Relations (Human Resources) staff.
  - Employees wishing to file a complaint about sexual harassment should follow the steps outlined in District Policy HUM-A029 and District Procedure HUM-P012.
- 3.2 All complaints about behavior that may violate this policy will be investigated using procedures developed by the Superintendent.
  - 3.2.1 If the report involves a bias incident or a symbol of hate, the school administrator or department supervisor will follow the steps outlined in District Policy ADM-A012.
- 3.3 If an individual is found to have violated the policy, the District will take appropriate corrective action with a focus on stopping the harassment, preventing its reoccurrence, and addressing negative consequences.
- 3.4 Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. Discipline will be commensurate with the scope and severity of the occurrence.
- 3.5 An employee who initiates a complaint making a false accusation will be in violation of this policy and will be subject to appropriate discipline.

### **4. Protections and Rights:**

- 4.1 The initiation of a complaint in good faith by an employee about behavior that may violate this policy shall not adversely affect any terms or conditions of employment or the work environment of the employee who filed the complainant.
- 4.2 Reprisal or retaliation against any staff member acting in good faith in a complaint process, whether formal or informal, is a violation of District policy.
- 4.3 Victims of workplace harassment have the right to seek redress through the following processes:
  - The District's internal procedure (HUM-P021), no later than four years after the date of the occurrence;
  - The Bureau of Labor and Industries (BOLI), no later than five years after the occurrence;
  - The Equal Opportunity Commission (EEOC); and/or
  - Civil Action: For civil action against the District, advance formal notice must be made in writing within 180 days of the date of the occurrence pursuant to ORS 30.275. This notice must include:
    - A statement that a claim for damages is or will be asserted against the District;
    - A description of the time, place and circumstances giving rise to the claim; and

- The name of the claimant and the mailing address to which correspondence concerning the claim may be sent.
- 4.4 Victims of workplace harassment may voluntarily disclose information regarding an incident of workplace harassment that involves themselves.
  - 4.5 No employee may be required to, or coerced into, entering into a nondisclosure or non-disparagement agreement, or any agreement that contains a provision that prevents the employee from disclosing or discussing workplace harassment.
    - Employees may voluntarily request to enter into an agreement as described above, and will have seven days to revoke the agreement after execution.
  - 4.6 Employees may contact Human Resources (Employee Relations or Prevention and Protection staff) at 503-399-3061 for information about external/community resources such as: counseling, advocacy, legal services, and the District's Employee Assistance Program.
5. The District shall provide this policy to new employees and include it in the annual staff training. Employees will be provided a copy of this policy when an employee discloses any concerns about workplace harassment to a school administrator, department supervisor, or Employee Relations (Human Resources) staff.
  6. The District has implemented separate policies for sexual harassment (HUM-A029) and bias incidents (ADM-A012); those policies will apply concurrently with this policy to ensure compliance with all legal requirements.
  7. Human resources will maintain records of workplace harassment complaint investigations for no less than five years after the occurrence.

## **HUM-P021 — Workplace Harassment Complaints**

### **1. Scope:**

- 1.1 District policy and federal and state laws prohibit harassment in the working environment. This procedure details the steps for reporting and investigating concerns of harassment and bullying

### **2. Procedure:**

#### 2.1 Reporting

- 2.1.1 Any employee who believes they have been the victim of workplace harassment or wishes to report workplace harassment is encouraged to document their concerns and make a report by contacting a school administrator, department supervisor, or Employee Relations (Human Resources) staff. Elected school board members, District volunteers and interns are included in this definition of employee.
- 2.1.2 If the school administrator or department supervisor is the person of concern, the employee is encouraged to report directly to Employee Relations (Human Resources) staff.

#### 2.2 Investigation

- 2.2.1 Supervisors and/or Employee Relations staff will promptly investigate all complaints of workplace harassment as outlined in Administrative Policy HUM-A018, Workplace Harassment.
- 2.2.2 The Supervisor or Employee Relations staff member will evaluate the complaint as soon as practical and implement interim measures, if necessary, to help ensure the safety of employees, students, and/or third parties during the investigation.
- 2.2.3 Investigations must include:
  - 2.2.3.1 Interviews of involved individuals, witnesses, and others deemed appropriate by the Supervisor or Employee Relations staff member. All interviews shall be conducted individually.
  - 2.2.3.2 A review of all available evidence.

- 2.2.4 The supervisor or Employee Relations staff will notify the following individuals when the investigation is complete:
  - The employee who was the reported victim of workplace harassment.
  - The employee who reportedly violated the workplace harassment policy.
- 2.2.5 The supervisor or Employee Relations staff will follow up with the employee who was the reported victim of harassment once every three months for the calendar year following the date on which the policy violation was reported.
  - 2.2.5.1 The purpose of the contact is to determine whether the reported harassment has stopped or if the employee has experienced retaliation.
  - 2.2.5.2 The employee may decline to receive follow up contacts from the supervisor or Employee Relations staff by submitting this request in writing.
- 2.2.6 The Supervisor and/or Employee Relations staff shall retain records on all complaints, including written documentation of the investigation.

## **HUM-A019 — Solicitation**

1. Solicitation of staff or students by anyone is prohibited during employment or classroom time.
2. Solicitation of staff and students may be allowed in District facilities at times other than those outlined in 1. (above), subject to the following conditions:
  - 2.1 The solicitor is invited to make a presentation by an employee or student and the facility utilized is in control of the employee or student who has received authorization for use of the facility.
  - 2.2 No employee or student is required to attend any solicitation presentation.
  - 2.3 District resources, other than facilities, may be expended for the program only as authorized by the Superintendent.
  - 2.4 The building principal or the Superintendent or his/her designee is responsible for authorizing the presence of any solicitor in District facilities.
  - 2.5 Solicitation of an illegal nature is prohibited.
3. Sale of tickets or products for District approved programs such as concerts, athletic events, drama productions, food services, and associated student body stores and activities are exempt from this policy.

## **HUM-P006 — Personnel Records**

1. The Human Resources Department will maintain personnel records for District employees and applicants for District employment as provided in this section.
  - 1.1 The personnel file is confidential and shall be kept by the Human Resources office.
  - 1.2 An employee may review his/her file during regular office hours.
  - 1.3 An employee may attach a rebuttal to materials placed in his/her file and/or add relevant materials of his/her choosing.
2. The Superintendent or his/her designee shall:
  - 2.1 Determine the contents of personnel records.
  - 2.2 Develop a record retention schedule for personnel records pursuant to OAR Chapter 166.
  - 2.3 Determine who has access to personnel records.

3. Personnel records of a current or former District employee may be reviewed as follows:
  - 3.1 Only personnel authorized by the director of the Human Resources Department or his/her designee, the employee, and persons duly authorized by the employee in writing may review the contents of an employee's personnel records.
  - 3.2 A current employee's personnel records shall be made available to authorized persons only upon request through written authorization.
  - 3.3 Because the personnel records of a former employee may be stored outside the Human Resources Department, a former employee must give advance notice of a desire to review the contents of his/her personnel records and schedule a meeting with the director of Human Resources or his/her designee to do so. The records shall not be removed from the Human Resources Department.
  - 3.4 Paper copies of the contents of an employee's personnel records may be provided at the employee's expense. Electronic copies, if available, may be emailed at no expense to the employee.
  - 3.5 No document(s) contained in an employee's personnel records may be removed or modified unless permitted by the Executive Director of Human Resources or his/her designee in accordance with the law.
  - 3.6 All charges resulting in disciplinary action shall be considered a permanent part of a licensed employee's personnel file and shall not be removed for any reason.
4. Personnel records for District employees may include pre-employment documents, records of assignments, promotions, and other employment status information, signed copies of performance evaluations, copies of required documents, and other information deemed appropriate by the director of Human Resources or his/her designee.
5. The following records may be included in an employee's personnel records and will be retained in accordance with District policy, applicable laws, or collective bargaining agreements:
  - 5.1 Employment application and resume.
  - 5.2 Offers of employment including conditions.
  - 5.3 Acceptance of offer.
  - 5.4 Disciplinary actions.
  - 5.5 Performance evaluations.
  - 5.6 Records of assignments, promotions, and other employment status information.
  - 5.7 Employee's response to documents placed in his/her personnel records.
  - 5.8 Letters of resignation and other termination documents.
  - 5.9 Employment contracts and records of continued employment.
  - 5.10 Other documents as permitted by the Executive Director of Human Resources or his/her designee or in accordance with the provisions of collective bargaining agreements.
6. All records containing employee medical condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept in a confidential file separate from other personnel records.
7. The following records may be included in the records of an outside applicant and will be retained as provided in 3.6 above unless modified by changes in District policy or applicable laws:
  - 7.1 Employment application and resume.
  - 7.2 Other application communication(s).
  - 7.3 District responses to application communication(s).
  - 7.4 Letters of recommendation.
  - 7.5 Interview records/rating sheets.

- 7.6 Applicant test records.
- 7.7 Copies of licenses, certificates and other required documents.
- 7.8 Application update information the employee wants to add to the records.
- 8. Each licensed staff member must maintain in the Human Resources Department current official college transcripts of her/her professional preparation.
- 9. Personnel records will be retained in accordance with OAR Chapter 166.
- 10. Information regarding employees shall be furnished by the Human Resources Department to other agencies under the following conditions:
  - 10.1 Lists of employees indicating school or department locations shall be furnished to any organization or company upon payment of a fee.
  - 10.2 Lists of employees indicating home addresses or home telephone numbers shall be furnished to an employee organization without charge.
  - 10.3 An inquiry from an outside agency regarding whether or not an individual is employed by the District will be answered. Location, position, and date of original employment and of termination, if requested, will be furnished.
  - 10.4 An inquiry from an outside agency regarding the salary, home address and/or home telephone number of an employee or of a former employee will be answered if a signed authorization by the individual is submitted.
  - 10.5 Nothing contained in this section is intended to prevent an outside agency from delivering, at its expense, to each location material which may be placed on a bulletin board or which may be placed in the mailbox of each employee.

## **HUM-A016 — Drug, Alcohol, and Tobacco Free Workplace**

- 1. Salem-Keizer School District is committed to providing students, staff, and the public a healthy environment free from drugs, alcohol, and tobacco.
- 2. No employee shall unlawfully manufacture, distribute, dispense, possess (including possession by ingestion), or use at the workplace, on school premises, or as part of any District activity, alcohol, tobacco, tobacco look-a-likes, electronic cigarettes, or any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 USC Section 812, as amended, and further defined by 21 CFR 1300.11-1300.15, or any substance that is illegal under federal or state law.
- 3. The workplace is defined as any site or vehicle for the performance of work done in connection with or furtherance of any District activity.
- 4. Each employee of the District shall notify his/her direct supervisor of a conviction of any federal or state criminal drug statute no later than five days after such conviction.
- 5. An employee who violates this policy shall be subject to disciplinary action, which may include: immediate suspension without pay, termination of employment, referral to appropriate authorities for prosecution, or satisfactory participation in a drug or alcohol abuse or rehabilitation program, as the District shall determine at its discretion.
- 6. Annually, each employee shall receive written notification which include:
  - 6.1 Notification that compliance with this policy is mandatory.
  - 6.2 A description of any drug or alcohol counseling, treatment, rehabilitation or reentry programs that are available to employees.

7. The District shall review compliance with this policy, not less than biennially, to ensure consistent enforcement of disciplinary sanctions, and to determine the effectiveness and the need to implement changes of its programs.

## **HUM-A030 – Drug and Alcohol Testing**

1. This policy applies to District employees performing safety sensitive functions or transportation functions either as full-time employees, part-time employees, or contractors which require the possession of a commercial driver's license.
2. A safety sensitive function is any dispatching function, but driving function, mechanic and fueling function at any time.
3. The District is dedicated to providing safe and dependable service for the students of the District, to the patrons of the District, and a healthy and satisfying working environment for its employees. In meeting these goals, it is the District's policy to:
  - 3.1 Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
  - 3.2 Create a work place environment free from the adverse effects of drug and alcohol substance abuse or misuse;
  - 3.3 Encourage employees to seek professional assistance anytime for personal problems, including alcohol or drug dependency, which may adversely affect their ability to perform their assigned duties.
4. The purpose of this policy is to ensure worker fitness for duty and to protect students, employees, patrons and the public from risks posed by the use of alcohol and prohibited drugs.
5. This policy is intended to:
  - 5.1 Comply with all applicable federal regulations and meet all applicable requirements of the Federal Highway Administration controlled substances and alcohol testing rules.
  - 5.2 Adopt the Federal Highway Administration and U.S. Department of Transportation mandated urine drug testing and breathalyzer or saliva alcohol testing for safety sensitive positions according to the standards set forth in those regulations.
6. **6. Prohibited Conduct:**
  - 6.1 The alcohol and controlled substance-related activities indicated below are prohibited for drivers required to possess a commercial driver's license as part of their job responsibilities, or who are employed in safety sensitive positions.
    - 6.1.1 The possession or use of drugs, unless a written prescription from a licensed doctor or osteopath is provided.
    - 6.1.2 The possession or use of alcohol:
      - 6.1.2.1 While on duty;
      - 6.1.2.2 Within eight hours before driving;
      - 6.1.2.3 Within eight hours following an accident; and
      - 6.1.2.4 Resulting in prohibited levels of alcohol in the employee's body.
    - 6.1.3 Drugs as used in this policy refers to any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, or phencyclidine, or any other controlled substances as defined in Sections I through V of the Controlled Substances Act, 21 USC § 812, as admitted, and further defined by 21 CFR 1300.11 – 1300.15.
  - 6.2 Violations shall result in appropriate directive action ranging from removal from the performance of safety sensitive functions, up to and including dismissal.



## 7. Testing Requirements:

- 7.1 The following are the occasions on which the driver shall be subject to alcohol or controlled substance testing:
- 7.1.1 Pre-Employment Testing: All covered applicants and employees shall be subject to pre-employment/pre-duty drug testing.
  - 7.1.2 Post-Accident Testing: Any employee involved in an on-duty accident, as defined by the Federal Highway Administration (FHWA), shall be tested for alcohol and controlled substances.
  - 7.1.3 Random Testing:
    - 7.1.3.1 Annually, the District will arrange for the announced random alcohol and controlled substance testing of its safety sensitive employees.
    - 7.1.3.2 Fifty percent of the District's safety sensitive employees must be randomly selected for controlled substance testing each year and 25 percent of its safety sensitive employees for alcohol testing.
    - 7.1.3.3 Alcohol testing in this program shall take place prior to, during, or immediately after the person being tested engages in a safety sensitive function for the District.
  - 7.1.4 Reasonable Suspicion Testing:
    - 7.1.4.1 A safety sensitive employee must submit to alcohol or controlled substance testing whenever a trained supervisor has a reasonable suspicion of alcohol misuse or controlled substance use based on specific, contemporaneous and articulable observations concerning the appearance, behavior, speech or bodily odors of the safety sensitive employee.
    - 7.1.4.2 Observations relating to using alcohol must be made just prior to, during or immediately after the employee engages in a safety sensitive function for the District, and the alcohol test must be given within eight hours following the determination of reasonable suspicion.
  - 7.1.5 Return to Duty Testing:
    - 7.1.5.1 If a safety sensitive employee is to be returned to performing safety sensitive functions for the District after violating this policy or the federal regulations, the employee shall be evaluated by a substance abuse professional (SAP) who will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and the use of controlled substances.
    - 7.1.5.2 Before an employee is returned to performing safety sensitive functions for the District following a violation of this policy and/or the federal regulations, the employee shall undergo a return to duty alcohol and/or controlled substance test resulting in an alcohol concentration below the standards set by the FHWA or a negative controlled substance test.
  - 7.1.6 Follow-up Testing:
    - 7.1.6.1 Any employee that continues performing safety sensitive functions for the District, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse and/or the use of controlled substances, shall be subject to unannounced follow-up alcohol and/or controlled substance testing as directed by an SAP and in compliance with FHWA regulations.
    - 7.1.6.2 Follow-up alcohol testing shall be conducted just prior to, during or immediately after the employee performs safety sensitive functions.
- 7.2 The District will establish and implement procedures for conducting tests and administering the provisions of this policy as consistent with the federal rules.

8. Record Retention and Reporting: The District will develop procedures for securely retaining records collected under this policy with controlled access for the time periods established by the federal regulations, and to develop procedures for reporting data collected under this policy as required by federal regulations.

**9. Education, Training and Referral Services:**

- 9.1 The District will develop procedures and educational material that explain the requirements of this policy and the federal program.
- 9.2 The educational material shall be distributed to each safety sensitive employee prior to the start of the testing program and to each safety sensitive employee subsequently hired or transferred into a position covered by this policy.
- 9.3 Each employee, after receiving a copy of the materials, shall sign a certificate of receipt and the District shall maintain the original of the receipt.
- 9.4 The collective bargaining representative of the employees, if any, shall be notified of the availability of this information.
- 9.5 The educational materials shall include:
  - 9.5.1 A copy of this policy and the applicable administrative rule.
  - 9.5.2 The name of the person designated to answer questions about materials.
  - 9.5.3 The categories of employees covered by this policy.
  - 9.5.4 A description of safety sensitive functions so that employees will know which part of their tasks will be covered by this policy.
  - 9.5.5 A specific description of conduct prohibited by this policy and the federal program.
  - 9.5.6 The circumstances in which an employee is subject to testing.
  - 9.5.7 The procedures used in the testing program, including those that protect the employee, the integrity of the testing processes, the validity of the test results and that ensure the results are attributed to the correct employee.
  - 9.5.8 The requirement that the employee must submit to testing required by this policy and the federal program, and a description of what constitutes refusal to submit to required testing and the consequences of refusal.
  - 9.5.9 The consequences for employees who violate this policy and the federal program, including immediate removal from conducting safety sensitive functions.
  - 9.5.10 The consequences for employees found to have alcohol concentrations between 0.2 and 0.4.
  - 9.5.11 Information about the effects of alcohol and controlled substances on an individual's health, work and personal life; and methods of intervening when a problem with alcohol or controlled substance is suspected, including confrontation, referral to staff assistance program and referral to management.

**10. Training of Supervisors:** The District will develop procedures for training supervisors to determine if reasonable suspicion exists that an employee is under the influence of alcohol or controlled substance, such training to include at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on use of controlled substances, and the physical, behavioral, speech and performance indicators of probable alcohol misuse and the use of controlled substances.

**11. Employee Assistance:**

- 11.1 An employee who violates this policy or the federal regulations shall be informed of resources available for evaluation and resolving problems associated with misuse of alcohol and the use of controlled substances, including the names, addresses, and telephone numbers of SAP and counseling and treatment programs.
- 11.2 The costs incurred by the driver for evaluation and/or rehabilitation are the employee's responsibility.

## HUM-A021 — Duties Of Employees

1. All Employees:
  - 1.1 Each employee will know and carry out those duties prescribed by the laws and administrative rules of the state of Oregon and District policies, procedures and work instructions.
  - 1.2 Each employee shall conduct himself/herself so as to promote an atmosphere free from discrimination, harassment, prejudice, and racism.
  - 1.3 Each employee will perform duties in order that the school operation may be conducive to effective learning and will use reasonable precaution to ensure a safe, pleasant, and healthful environment for pupils and employees.
  - 1.4 Each employee, with the exception of the Superintendent, will be placed in a subordinate relationship to a designated supervisor.
  - 1.5 Each employee shall keep records as prescribed by the administrative staff and the building principal, and shall file them as directed.
  - 1.6 Each employee shall use reasonable control over pupils going to and from school and on school premises in accordance with the District's student discipline policy.
  - 1.7 Each employee shall administer the District student discipline policy in a fair and uniform manner.
  - 1.8 An employee shall not allow a student to leave school except with the permission of the principal or his/her designee.
  - 1.9 An employee will send students only on errands which relate to the educational process.
  - 1.10 Each employee shall report promptly to the principal any accident or serious illness affecting students in his/her charge, or any incidents of serious consequence which occur which might affect the school or the teachers or students therein.
  - 1.11 An employee shall furnish a list of names or addresses of students or employees to anyone other than District administrators only in accordance with District policy.
  - 1.12 An employee shall permit advertisements or notices of concerts, lectures, and other entertainment to be read or distributed to students on any school premises, and solicitation of students by agents or salespersons at a time that students are under the control of the school, only as approved by the school administrator, and as directed by the Superintendent or his/her designee.
  - 1.13 Each employee shall be responsible for the care of District equipment, materials, or furnishings used in connection with the performance of his/her duties.
  - 1.14 Each employee shall attend meetings or inservice training sessions as required by his/her supervisor or by the Superintendent.
  - 1.15 Each employee shall maintain good and timely attendance. Excessive absences or tardiness may be grounds for disciplinary action.
    - 1.15.1 Unacceptable attendance could be indicated by a pattern of misuse or overuse of leave provisions or falling into unpaid status. For example: absence totals in excess of 40 hours in a year or absences exceeding more than one day per month as averaged over the year might create such a concerning pattern of attendance.
    - 1.15.2 Absences taken as part of the Family Medical Leave Act, Oregon Family Leave Act (FMLA/OFLA), or Oregon Sick Time Law (SB 454) (first 40 hours of absences), are protected and will not be used to measure unacceptable attendance.
  - 1.16 Each employee who must be absent from duty shall notify his/her supervisor of the expected absence not later than one (1) hour before the beginning of his/her scheduled work shift. The employee shall notify his/her supervisor regarding the employee's return to duty in accordance with the instructions of the supervisor.

- 1.17 An employee shall not accept or receive any item of significant value in the nature of gifts, awards, and gratuities from firms, corporations, business establishments, or other individual groups. Students and parents are discouraged from giving gifts to an employee.
- 1.18 Each employee shall participate in the performance evaluation program as directed by the Superintendent.
- 1.19 Each employee will divulge confidential information only to authorized individuals.
- 1.20 An employee shall not use his/her relationship with a student to sell items to students or their families, or solicit their participation on non-District sponsored activities.
- 1.21 An employee shall not use his/her position or influence to derive a financial or other benefit from the relationship with District students or their families.
- 1.22 Each employee shall report promptly to his/her supervisor any job related injury, including injuries caused by another person, including students.
- 1.23 An employee shall not make personal use of District equipment or facilities. An employee may request the loan of a district asset for job related reasons as provided in District work instruction FIS-W018.
  - 1.23.1 If the purpose of the loan is related to the learning of its operation, the time spent learning the equipment is considered the employee's time and not an assignment by the District.
  - 1.23.2 The employee is responsible for the care and upkeep of the equipment when it is in his/her charge and shall be financially liable for the equipment.
- 1.24 An employee shall not permit the use of their photograph or name for advertising purposes, or by testimonial recommendation, or by other means participate in any advertising scheme or enterprise related to or based upon employment with the District without approval of the employee's supervisor or appointing authority.
- 1.25 An employee shall not use the District's or the school's name, property, or resources for noneducational benefit without approval of the employee's supervisor or appointing authority.
- 1.26 Each employee shall adhere to the District's policy on maintaining a drug, alcohol, and tobacco free workplace as outlined in HUM-A016.
- 1.27 An employee shall not possess, transmit, sell, or in any way dispense any firearm (including look-alikes) or other implement which could be considered dangerous or used as a weapon while on District property or at school-sponsored activities.
  - 1.27.1 The use of starter pistols at sporting activities by authorized staff is an exception to this policy.
  - 1.27.2 Any employee found in violation of this provision will be subject to disciplinary action.
- 1.28 An employee shall not bring any hazardous chemical, as defined by OSHA, onto District property without prior written approval from Safety and Risk Management Services

**2. Licensed Employees:**

- 2.1 The primary duty of the teacher shall be to guide the learning activities of students, including attention to instruction, discipline, safety, health, maintaining appropriate boundaries, and care while under the supervision of the school.
- 2.2 Each teacher shall establish and enforce reasonable rules for the management of students in accordance with District policies and procedures.
- 2.3 Each teacher shall maintain up-to-date lesson plans.
- 2.4 Field trips or excursions which extend beyond school premises shall be planned and taken only in accordance with the provisions of District policy and procedure INS-A002 and INS-P003.
- 2.5 Each teacher shall maintain records and make the required reports to parents regarding student progress, attendance, and conduct.

## **HUM-A003 — Computer, Mobile Devices, Network, Email, and Social Media Accounts: Staff Use**

1. Salem-Keizer School District is committed to maintaining communication systems that advance and promote learning, teaching, and efficient business practices.
2. Employees using district-owned computers, mobile devices, networks, email, internet connections, telephones, cell/smart phones, video communications, and social media accounts are expected to use them professionally for their intended education and business purposes and to follow this policy.
3. Definitions:
  - 3.1 Account: A user's login, data, and email
  - 3.2 Cloud storage: Any external website that offers to save files that can be accessed from the company's website. Examples include Microsoft's SkyDrive, Google Drive, and DropBox.
  - 3.3 Computer Equipment: Monitors, CPUs, Servers, and other accessories for a computer.
  - 3.4 Mobile device: Hand held mobile devices including but not limited to, iPod, iPod Touch, iPhone, iPad, Android Phones, Android Tablet, Lenovo Tablet, Nook, Kindle, Kindle Fire, etc.
  - 3.5 Social Media Account: An online means of communication used to share information, ideas, messages, and other content (as videos). Examples include Facebook, Instagram, Snapchat, Kik, etc.
  - 3.6 Telecommunication Equipment: Any voice or video communications device, whether hardware or software. Example include phone systems and handsets, cell/smart phones, WebEx, and Skype.
  - 3.7 TIS: Salem-Keizer School District Technology and Information Services Department
  - 3.8 User: An employee, authorized volunteer, or authorized contractor
4. Policy:
  - 4.1 District owned computer equipment, mobile devices, telecommunication equipment, network, email and social media accounts shall be utilized in a manner free from discrimination, harassment, bullying, prejudice, and racism.
  - 4.2 Users must protect confidential information including information related to students and staff members.
  - 4.3 Social Media accounts must be approved by the principal or department supervisor and adhere to the guidelines published in work instruction INS-W036.
  - 4.4 Users are responsible for their own accounts and cannot share passwords or allow another user to use their account or credentials.
  - 4.5 All computers are to have District standard anti-virus protection installed with updated definitions.
  - 4.6 Users shall take reasonable precautions to protect computers and mobile devices by:
    - 4.6.1 Securing workstations when not in use;
    - 4.6.2 Not leaving technology equipment or cell/smart phones unattended in an uncontrolled area; and
    - 4.6.3 Password protecting technology equipment and cell/smart phones with an auto lock in five minutes or less.
  - 4.7 Users must immediately report lost, stolen, or damaged computer equipment, and mobile devices, or telecommunication equipment to their immediate supervisor and TIS.
  - 4.8 Users shall not disable any district-owned equipment enable with services such as GPS.
  - 4.9 Users are prohibited from engaging in the following actions:

- 4.9.1 Attempting to gain unauthorized access to resources, files, or any device on the network, including but not limited to the use of hacking or spyware.
- 4.9.2 Trespassing in or violating another's files, folders or work.
- 4.9.3 Identifying one's self with another person's name or misrepresenting one's true identity.
- 4.9.4 Using an account of another user.
- 4.9.5 Loading confidential documents, including student information, on to any personal electronic device or personal web-based or cloud storage.
- 4.9.6 Using district-owned computer equipment, mobile devices, cell/smart phone, the network, or other district electronic resources for:
  - 4.9.6.1 Any illegal activity, including but not limited to, violation of copyright or other licenses or contracts.
  - 4.9.6.2 Conducting non-work related activities during work time.
  - 4.9.6.3 Commercial purposes, for personal or financial gain, or to purchase goods or services for personal use.
  - 4.9.6.4 Knowingly accessing, submitting, publishing, downloading or displaying objectionable material which includes visual depictions that are obscene, pornographic, or harmful to minors.
- 4.9.7 Users are not allowed to use personal ID accounts (e.g. itunes) or personal credit cards to make purchases or download applications onto district-owned devices.
- 4.9.8 Damaging computers, computer systems, computer networks, degrading or disrupting equipment, application components, or data.
- 4.10 Employees have no reasonable expectation of privacy related to the use of electronic resources and the District may monitor and/or consent to search by law enforcement, any and all use of electronic resources including but not limited to the District's computers, mobile devices, telephone, cell/smart phones, network, email, social media, or Internet.
- 4.11 The District may suspend or revoke access of any employee to computer equipment, mobile devices, telecommunication equipment, or social media accounts if the user is in violation of this policy.

## **HUM-A013 — Staff Conflict Of Interest**

1. Family members of an employee may be employed in the District subject to the following conditions:
  - 1.1 Family members for this section shall be defined as spouse (husband or wife), domestic partner, fiancé(e), children (including step-children and children towards whom the employee stands in loco parentis), parents (including step-parents), in-laws, grandparents and grandchildren, brother and sister (including step-brother and step-sister), uncle, aunt, nephew and niece.
  - 1.2 In no instance shall an employee be supervised by a family member.
  - 1.3 Members of the same family may be employed, subject to the following conditions:
    - 1.3.1 Assurance is given that the District will maintain reasonable separation of duties and responsibilities regarding control of its assets.
    - 1.3.2 Any potential conflict of interest will be identified by the employee at the time of employment.
  - 1.4 The provisions of this section shall not be administered so as to discriminate against the employment of an individual.
  - 1.5 A family member of a supervisory employee shall be hired as a licensed employee only with the concurrence of a majority of the members of the District School Board.

- 1.6 A family member of a supervisory employee shall be hired as a classified employee only with the concurrence of a majority of the members of the District School Board.
2. It shall be considered a conflict of interest for a supervisor to date or engage in a romantic relationship with a subordinate employee.
3. It shall be considered a conflict of interest for a supervisor to supervise the fiancé(e), significant other or spouse of a child or step-child.
4. Conflicts of interest shall be reported to Human Resources as soon as they are known and will be immediately corrected.
  - 4.1 Failure to report a conflict of interest in a timely manner could result in disciplinary action.

## **ADM-A012 — Bias Incidents and Symbols of Hate (All Students Belong)**

1. All students, employees, and visitors in the Salem-Keizer School District are entitled to learn, work, and participate in an environment that is safe and free from discrimination, harassment, and intimidation. The District is committed to providing a safe and welcoming environment for all.
2. **Definitions**
  - 2.1 Animus: A feeling of hate or anger toward someone or something.
  - 2.2 Bias Incident: A person's hostile expression of animus toward another person, relating to another person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.
  - 2.3 Impacted Person: A person who is alleged to be the victim of conduct that could constitute a bias incident. This includes an individual at whom an incident was directed as well as students or employees in the larger school community likely to be impacted by the incident.
  - 2.4 Symbol of Hate: A symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including the noose, swastika, or confederate flag, and whose display:
    - Is reasonably likely to cause a substantial disruption of or material interference with school activities, or;
    - Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school
3. **Prohibited Conduct**
  - 3.1 The District strictly prohibits any incidents of bias on school district grounds or in any District program, service, school or activity. This includes in-person, phone Internet, digital or physical displays on personal property.
  - 3.2 The presence of symbols of hate on the basis of race, color, relation, gender identity, sexual orientation, disability or national origin create a material and substantial disruption in school activities and the learning and work environment by creating an atmosphere of fear and intimidation and interfere with the rights of students and employees by denying them full access to the services, activities, and opportunities offered by a school or department. The use or display of any symbols of hate on school district grounds or in any District program, service, school or activity is strictly prohibited. This includes in-person, phone Internet, digital or physical displays on personal property.
    - 3.2.1 An exception exists when the symbol is shown as part of an approved curriculum that is aligned to the Oregon State Standards.

#### **4. Reporting and Response**

- 4.1 All reports of bias incidents will be investigated and addressed using procedures established by the Superintendent. See ADM-P010.
- 4.2 Students, parents/guardians, visitors, and community members are encouraged to report incidents of bias and hate symbols to the school administrator/department supervisor or to another school district employee.
- 4.3 Employees shall immediately report bias incidents, and the display of hate symbols which the employee observes or which is reported to the person by a third person, to the school administrator/department supervisor and take actions necessary to ensure the immediate safety of students, employees, and visitors.
- 4.4 Any employee who responds to a reported bias incident (including employees who receive reports, witness bias incidents or symbols of hate, or who are involved in investigating the concern) shall incorporate the following in their response:
  - Recognize the experience of all persons impacted;
  - Acknowledge the impact to the person reporting the bias incident;
  - Commit to taking immediate action; and
  - Prevent further harm against those persons impacted from taking place.
- 4.5 The school administrator/department supervisor will ensure that all persons impacted by the bias incident receive information relating to the investigation and outcome of the investigation. The following information shall be provided:
  - 4.5.1 Notification that an investigation has been initiated;
  - 4.5.2 Notification that an investigation has been completed;
  - 4.5.3 The findings of the investigation and the final determination based on those findings; and
  - 4.5.4 Actions taken with the person or persons who committed the harassing behavior to remedy behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

If any of the information in sections 4.5.1 to 4.5.4 cannot be shared for any reason, including the Federal Educational Rights and Privacy Act (FERPA) or other confidentiality laws, the school administrator/department supervisor will provide a citation to the law prohibiting release and an explanation of how that law applies to the current situation.
- 4.6 If an individual is found to have violated this policy, the District will take appropriate corrective action with a focus on educating the individual regarding the impact of their actions with appropriate, non-punitive remedial measures.
- 4.7 An employee who violates this policy may be subject to disciplinary action.
- 4.8 The school administrator/department supervisor will review the findings of the investigation with their Cabinet level administrator when considering whether additional steps need to be taken in order to comply with civil rights laws. The Cabinet level administrator may consult other District-level or outside resources when making the determination.
- 4.9 A person may request the District to review the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent. The review will be conducted by the Assistant Superintendent or their designee. Requests must be submitted within 10 working days of the person receiving notification of the findings of the investigation.
- 4.10 Individuals have the right appeal the District's final decision to the Oregon Department of Education or the US Department of Education Office of Civil Rights.

#### **5. Protections**

- 5.1 The initiation of a complaint in good faith about behavior that may violate this policy may not adversely affect:



- The educational assignments or educational environment of the student or other person initiating the complaint, reporting the behavior, or participating in the investigation; and
- Any terms or conditions of employment or of work or educational environment of a district employee or other person initiating the complaint, reporting the behavior, or participating in the investigation.

5.2 Efforts will be made to provide appropriate relief for impacted individuals, including preventing and/or taking corrective action against retaliation. Retaliation against persons who initiate a complaint or otherwise report incidents covered by this policy or who participate in an investigation or other related activities is prohibited. Any individual who experiences retaliation is encouraged to make a report to the school administrator or department supervisor. Employees may also report concerns about retaliation to the District’s Human Resources Department / Employee Relations. Students and parents/guardians may also report concerns about retaliation to the District’s K-12 Education Office.

**6. Notices:**

6.1 This policy shall be:

- Published on the school district website;
- Made available in all School District 24J school offices and at the district office;
- Made available upon request to students, parents/guardians of students, district employees and visitors; and
- A copy of this policy at least 8.5" x 11" in size shall be posted in all Middle and High Schools.

**7. Training:**

7.1 District Administrators will develop and implement instructional materials to make this policy and the related practices including reporting procedures, educational processes, and possible consequences known to all school employees and students

**INS-A003 — Hazing, Harassment, Intimidation, Bullying, Cyberbullying and Menacing; Student**

1. Salem-Keizer School District is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying, and menacing. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules.

**2. Definitions:**

- 2.1 Hazing: Any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment.
- 2.2 Harassment, Intimidation or Bullying: Any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on, or immediately adjacent to, school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop. Harassment, intimidation and bullying may be based on, but not limited to, the protected class status of a person, and have the effect of:
- 2.2.1 Physically harming a student or damaging a student’s property
  - 2.2.2 Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property, or
  - 2.2.3 Creating a hostile educational environment, including interfering with the psychological well-being of a student
- 2.3 Cyberbullying: Use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.

- 2.4 Menacing: Any act which is intended to place a student in reasonable fear of imminent serious physical injury.
- 2.5 Discrimination: Incidents of hazing, harassment, intimidation, bullying, cyberbullying, and menacing maybe based on, but not be limited to, the protected class status of a person.
- 2.6 Protected Class: A group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.
- 2.7 Sexual Orientation: 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.

**3. Policy:**

- 3.1 Acts of hazing, harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff.
  - 3.2 Students are expected to behave in such a way that promotes a positive education environment.
  - 3.3 All district employees shall immediately report incidents to the school administrator.
  - 3.4 Any person who has witnessed or has reliable information about an incident is encouraged to make a report, including an anonymous report, directly to the school administrator.
  - 3.5 The school administrator shall receive and investigate reports according to procedures developed by the Superintendent.
    - 3.5.1 If the concern involves a bias incident or a symbol of hate, the school administrator will follow the steps outlined in District Policy ADM-A012.
  - 3.6 A person may request the District to review the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent. Requests must be submitted within 10 working days of the person receiving notification of the findings of the investigation.
  - 3.7 If an individual is found to have violated this policy, the District will take appropriate corrective action with a focus on educating the individual regarding the impact of their actions with appropriate, non-punitive remedial measures.
    - 3.7.1 Students whose behavior is found to be in violation of this policy may be subject to disciplinary actions as specified by the District's Student Discipline policy and procedure.
    - 3.7.2 An employee who violates this policy may be subject to disciplinary action up to and including termination.
  - 3.8 Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of District policy.
  - 3.9 A student found to have falsely accused another as a means of reprisal, retaliation, or as a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions as by the District's Student Discipline policy and procedure.
  - 3.10 Information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, bullying, cyberbullying and menacing will be incorporated into training programs for students and school employees.
- 4. This policy shall be made available at School District 24J schools and on its website. A copy of this policy at least 8.5" x 11" in size shall be posted in all Middle and High Schools.
  - 5. The district has adopted a separate policy for Teen Dating Violence (INS-A013), which delineates the definitions, expectations for students, reporting and discipline processes.
  - 6. The district has adopted a separate policy for Sexual Harassment (HUM-A029).

## **INS-A013 — Teen Dating Violence and Domestic Violence**

1. Salem-Keizer School District is committed to providing all students with an educational experience where they can study, participate in school-sponsored activities, and learn in an environment that is free of teen dating violence. This policy includes language required by Oregon Revised Statutes and Oregon Administrative Rules.
2. **Definitions:**
  - 2.1 Dating or Dating Relationship: An ongoing social relationship of a romantic or intimate nature between two persons. This does not include a casual relationship or ordinary fraternization between two persons in a business or social context.
  - 2.2 Teen Dating Violence: A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
  - 2.3 Domestic Violence: Abuse between family and household members as defined in Oregon Revised Statute 107.705.
  - 2.4 Abuse: The occurrence of one or more of the following acts between family or household members: attempting to cause or intentionally, knowingly or recklessly causing bodily injury; intentionally, knowingly or recklessly placing another in fear of imminent bodily injury; causing another to engage in involuntary sexual relations.
  - 2.5 Family or Household Members includes the following: Spouses; former spouses; adult persons related by blood, marriage or adoption; persons who are cohabitating or who have cohabitated with each other; persons who have been involved in a sexually intimate relationship with each other within two years immediately preceding the filing of one of them of a petition under ORS 107.710; unmarried parents of a child.
3. **Policy:**
  - 3.1 All students have the right to a safe learning environment. Teen dating violence is unacceptable and is prohibited at school, on school grounds, at school-sponsored activities, and in vehicles used for school-provided transportation.
  - 3.2 Students are expected to behave in such a way that promotes a positive education environment.
  - 3.3 All district employees shall immediately report incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation to the school administrator.
  - 3.4 An employee who violates this policy may be subject to disciplinary action up to and including termination.
  - 3.5 Any person who has witnessed or has reliable information about an incident is encouraged to make a report, including an anonymous report, directly to the school administrator.
  - 3.6 Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of District policy.
  - 3.7 The school principal shall receive and investigate reports in accordance with the District's Administrative Procedure INS-P006.
  - 3.8 Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions specified by the District's Student Discipline policy and procedure.
  - 3.9 A student found to have falsely accused another of teen dating violence is subject to disciplinary actions specified by the District's Student Discipline policy and procedure.
  - 3.10 Education about teen dating violence and domestic violence shall be incorporated into instructional programs for students in grades seven through twelve and school employees.

- 3.11 As required by ORS 409.292, posters provided by the Oregon Department of Education regarding domestic violence will be posted in clearly visible locations in all school buildings.
- 3.12 Information contained in this policy will be posted on the District website and included in parent/student handbooks.

## **INS-A005 — Animals In District Facilities**

1. The District recognizes the benefit and importance of animals in the educational environment and that they can be an extension of the curriculum. The process for requesting permission to bring an animal into a District facility is outlined in QAM procedure INS-P010.
2. Staff are not allowed to bring pets to the workplace, regardless of whether students are present or not.
3. This policy does not address the use of Service Animals by students, which is detailed in Administrative Policy STS-A003.

## **INS-A001 — Discipline**

1. This policy applies to classroom management and student behavior to and from school, on and off campus during regular school hours, in all classrooms and at other activities sponsored or cosponsored by the school or District regardless of whether such activities are held in or out of the classroom, in or out of the school building, on or off the school grounds, and during or outside the regular school year, including summer school.
2. The District, through the discipline policy and procedures, and in partnership with students, family, community, and schools, works to hold students accountable for their behavior so they can become high school graduates, contributing citizens and productive workers, which is consistent with the District's vision and mission.
  - 2.1 These policies and procedures are designed to protect the safety, rights, and responsibilities of students, parents, volunteers, and employees.
  - 2.2 Every reasonable effort will be made to transform unacceptable student behavior into acceptable behavior.
  - 2.3 The age of a student and the past pattern of behavior of a student shall be considered prior to suspension or expulsion of a student.
  - 2.4 Administrators have the flexibility to determine disciplinary consequences (see INS-P028, section 3.3).
  - 2.5 Each teacher shall be in charge of his/her classroom and shall establish and enforce reasonable rules for the proper management of students.
  - 2.6 In accordance with ORS 339.250, no pupil will be willfully subjected to physical pain as a result of disciplinary action.
  - 2.7 An employee or volunteer may, after first attempting nonphysical alternatives, use reasonable physical force upon a student in one or more of the following circumstances:
    - 2.7.1 Restraining a student from continuing a course of conduct which is destructive of the person or property of another.
    - 2.7.2 Protecting the person of the employee or volunteer from physical injury.
    - 2.7.3 Removing a student from the location of a disruption involving the student.
    - 2.7.4 Transporting the student to an office or other designated area of the school to meet with school administrators or other appropriate personnel.

3. A student whose conduct or behavior violates District policy, procedure and/or code of conduct provisions will be subject to discipline up to and including expulsion in accordance with the District's administrative policies and procedures.
  - 3.1 Students may be denied participation in extra- and co-curricular activities, and titles and/or privileges available to or granted to students may be denied and/or revoked. Examples include but are not limited to: valedictorian; salutatorian; student body, class or club office positions; field trips; or ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom).
  - 3.2 A referral to law enforcement may also be made.
4. These rules and procedures are shared with parents, staff and students annually.
5. Implementation of discipline procedures should include a process for local schools and District administration to regularly review the following:
  - 5.1 Current status of discipline and student behavior.
  - 5.2 Positive and negative concerns of staff, parent or other person in parental relationship, and students.
  - 5.3 Procedures for communicating effectively with staff, parent or other person in parental relationship.
  - 5.4 Annual assessment of the application of the District policy and school procedures.
6. The superintendent shall develop administrative procedures to ensure compliance with state and federal legislation and the student's due process rights, including the right of appeal for suspension and expulsion.

## **INS-A015 — Search and Seizure: Students**

1. The Salem Keizer School District is dedicated to providing a safe and healthy learning and teaching environment for students and staff.
2. School officials have the authority to conduct searches of District property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe.
3. Reasonable suspicion, which is a level of suspicion that results from specific facts that an administrator can articulate to form an objective opinion that a person has committed or is about to commit a violation of the student discipline code will be the standard used by an administrator determining the need to conduct a search of either District property and/or personal property of a student.
4. Searches will be conducted by a school administrator in the presence of another adult witness.
5. Whenever possible searches will be done with the consent of the student and in their presence.
6. District property includes but is not limited to computers, lockers, cabinets, desks, bookcases, vehicles, and items controlled or directed by school officials in the support of educational-related programs or activities is under the control of school officials and is subject to search at any time
7. Personal property includes but is not limited to the individual, clothes worn by the individual, purse, book bag, backpack, other container used to carry belongings, cellular phone or other mobile electronic device, automobile or other vehicle.
  - 7.1 Strip searches of an individual will not be conducted. This does not include shoes, socks, outer wear such as a coat/jacket, hat, mittens/gloves, or ear muffs.
  - 7.2 Body fluid tests will not be conducted.

8. On an annual basis, parents, students, staff and community will be informed that the District may conduct canine searches of school property and if school officials have reasonable suspicion to believe that contraband is present in a school, an unscheduled canine search may occur.
  - 8.1 Security personnel and/or police who are authorized and trained to conduct the canine search will be accompanied by a building administrator.
9. If unauthorized, illegal or unsafe materials are discovered during any type of search, school officials will exercise one or all of the following options:
  - 9.1 Seizure of contraband.
  - 9.2 Report to the proper authorities.
  - 9.3 Initiate the District discipline policy and procedure.
10. Attendance at Activities
  - 10.1 In the case where students are attending student activities that are considered a privilege such as school dances, whether on or off campus; the school may test students and guests for alcohol prior to allowing their admission.
  - 10.2 Breathalyzer tests may only be administered by school officials who have been properly trained to administer breathalyzer tests. Breathalyzer tests may only be administered with a breathalyzer testing machine owned, maintained, and calibrated by the law enforcement agency or by the District in accordance with the manufacturer's instructions.
  - 10.3 Students attending school events shall be selected for breathalyzer testing using a predetermined randomization method that gives each student an equal chance of being selected (e.g. every Nth student to arrive, every Nth student on the roster, roll the dice, pick a card, spin the wheel, etc.).
  - 10.4 When a breathalyzer test is administered at random, a student's refusal to participate or a positive test result shall be used as a basis for denying the student the privilege of attending the school event.
  - 10.5 Appropriate steps shall be taken to protect student privacy during breathalyzer testing.
  - 10.6 Those who test positive will be evaluated further, may not be granted admission and may suffer additional consequences.
  - 10.7 The building principal shall provide annual written notice of the District's policy regarding breathalyzer testing to students and their parents/guardians.

## **INS-A033 — Investigation by Law Enforcement Agencies**

1. School officials have a dual responsibility. They must safeguard the legal rights of students, and represent students in certain situations. They also must cooperate with law enforcement officers in the legitimate pursuit of their duties.
2. The District requests that police officers investigating a case involving an illegal act in which a student may be involved or about which the student may have information, contact the building principal or his/her designee before any effort is made to question a student during school hours.
3. Contacting Parents:
  - 3.1 Investigations related to illegal acts that occur off campus and are not school related:
    - 3.1.1 In accordance with police protocol, the District understands that the police officer who begins an official investigation has the primary responsibility to make a reasonable effort to contact a student's parent before questioning the student about an illegal act that occurs off campus and would not be school related. The police officer decides when the parent is to be notified and is the person who notifies the parent.

- 3.1.2 If requested to do so by the police, the principal or his/her designee will make a reasonable effort to contact the parent or guardian when an officer comes to question or arrest a student related to illegal acts that occur off campus and that are not school related.
  - 3.1.3 If the principal or his/her designee is unable to reach the parent or guardian, the officer should not be delayed. However, the principal or his/her designee or the law enforcement officer should contact the parent or guardian as soon as possible.
  - 3.1.4 The principal or his/her designee may be directed by law enforcement officers not to contact the parent or guardian if there is reason to believe that such notification would unduly interfere with the investigation or that the matter pertains to alleged child abuse.
- 3.2 Investigations related to violations of school policies and rules:
  - 3.2.1 The principal or his/her designee may involve a police officer in investigating violations of school policies and rules, including student interviews, without first contacting the parent.
  - 3.2.2 The District understands that when the police officer begins an official investigation, the police officer decides when the parent is to be notified and is the person who notifies the parent.
4. Questioning of Students:
  - 4.1 The District expects that the police officer will observe all the procedural safeguards prescribed by law and his/her agency when questioning a student.
  - 4.2 The police officer who is questioning a student related to a criminal violation will determine if the principal or his/her designee may be present in an interview that occurs at school.
5. Taking a student from the school:
  - 5.1 The school administrator or designee will not let a police officer or an official from Department of Human Services/Child Welfare take a student from a school building without a court order, an arrest, protective custody from Department of Human Services/Child Welfare, or permission of the parent or guardian.
6. Reporting Child Abuse:
  - 6.1 Any school employee having reasonable cause to believe that any student with whom he/she comes in contact in an official capacity has suffered abuse, or that any adult with whom he/she comes in contact has abused a student, shall report immediately to Department of Human Services/Child Welfare or a law enforcement agency.
    - 6.1.1 Staff members may not inform parents of such reports.
7. Investigating Child Abuse:
  - 7.1 School staff will cooperate with investigations of possible child abuse being conducted by Department of Human Services/Child Welfare or a law enforcement agency.
  - 7.2 A member of the Department of Human Services/Child Welfare or a law enforcement officer who is questioning a student in regard to child abuse will determine if a school official may be present in an interview that occurs at school.
  - 7.3 The principal or his/her designee will advise Department of Human Services/Child Welfare or the law enforcement agency making the investigation of the student's disabling conditions, if any, prior to the interviewing of the affected student.
  - 7.4 District staff shall not reveal anything that transpires during an investigation that is not a public record except that staff shall testify at any subsequent trial resulting from the investigation, if subpoenaed.
  - 7.5 Information relating to an investigation shall not become a part of a student's school records.

## **STS-A002 — Student Health and Safety**

The Salem-Keizer School District is dedicated to providing a safe, healthy and satisfying learning environment for all students.

1. Medication for students will normally be administered outside the school setting. In the rare case where medication must be administered at school, it will be done according to ORS 339.866 through 339.874 and as set forth in the Oregon Department of Education administrative rules.
2. In the case of an emergency that threatens the health or safety of a student, staff is instructed to follow the students Health Management Plan, Transportation Management Plan, administer basic First Aid by trained staff, call 911 and the Nurse Help Line (503.399.3376).
  - 2.1 School personnel will neither honor nor accept “Do Not Resuscitate/Do Not Intubate” (DNR/DNI) orders for students.
  - 2.2 School Personnel will not provide DNR/DNI orders to emergency medical personnel when such personnel assume responsibility for an injured student.
3. A licensed nurse employed by the District, or employed by contract to provide nursing with the District, who has been provided with a POLST for a student will follow the doctor’s orders per nurse licensing requirements. Emergency medical personnel will be notified and the nurse will inform emergency medical personnel of the Student’s POLST.
4. The District shall follow the regulations and guidelines developed by the Oregon Health Authority Public Health Division, Marion County Health Department, Oregon Law and advisors to the district to prevent the spread of disease in the school environment or work setting.
5. Actions taken with respect to students and staff members shall be consistent with the rights afforded individuals under state and federal statutory, regulatory, and constitutional provisions

## **PAP-A001 — Child Abuse and Sexual Conduct**

1. School District 24J leadership is committed to preventing child abuse through community awareness and engagement in preventive efforts. This policy includes language required by Oregon Revised Statutes:
    - 1.1 Child abuse and sexual conduct of students by District employees, contractors, agents, or volunteers and child abuse by students is not tolerated.
    - 1.2 All District employees are mandatory reporters of sexual conduct and child abuse.
    - 1.3 All District employees, contractors, agents, volunteers, and students are subject to this policy.
      - 1.3.1 Any District employee who suspects, observes signs, or becomes aware of any of the following shall immediately report the information to a law enforcement agency or the Department of Human Services (DHS) as required by ORS 419B.010 and 419B.015.
        - 1.3.1.1 Physical abuse
        - 1.3.1.2 Sexual abuse and sexual exploitation
        - 1.3.1.3 Neglect
        - 1.3.1.4 Mental injury and abandonment
        - 1.3.1.5 Threat of harm
- District employees may not inform parents of such reports.



- 1.3.2 Any District employee who suspects, observes signs, or becomes aware that another District employee, contractor, agent, or volunteer has engaged in child abuse and/or sexual conduct, shall report their suspicions to the school administrator (principal or assistant principal) immediately after making their mandatory report to DHS or law enforcement. District. The school administrator reports the information to the Executive Director of Human Resources and the Prevention and Protection Coordinator.
  - 1.3.2.1 If for any reason the employee cannot make a report to the school administrator, or if the school administrator is the suspected abuser, the employee shall report their suspicions to the Executive Director of Human Resources and the Prevention and Protection Coordinator.
  - 1.3.2.2 The Executive Director of Human Resources and Prevention and Protection Coordinator will follow the procedure, "Reports of Suspected Child Abuse or Sexual Conduct" – PAP-P001, and work instruction, "Child Abuse and Sexual Conduct by District Employees, Contractors, Agents or Volunteers" – PAP-W018.
- 1.4 The District shall post in each school building:
  - 1.4.1 The name and contact information of the school administrator designated to receive reports of suspected child abuse and sexual conduct by District staff, contractors, agents, or volunteers, and suspected child abuse by students.
  - 1.4.2 The contact information for making a report of suspected abuse to a law enforcement agency, the Department of Human Services or a designee of the department as required by ORS 419B.010 and 419B.015 and a statement that the duty to report abuse is in addition to any requirement to make a report to a school administrator.
  - 1.4.3 The contact information for the Executive Director of Human Resources and Prevention and Protection Coordinator.
  - 1.4.4 The contact information for the District K-12 Office and District Sexual Incident Response Coordinator (for reporting student to student issues only).
  - 1.4.5 A reference to the procedures that will be followed upon receipt of a report.
- 1.5 The initiation of a report submitted in good faith about suspected child abuse or suspected sexual conduct may not adversely affect any terms and conditions of employment or the work environment of the person who initiated the report or who may have been subjected to abuse or sexual conduct.
- 1.6 Neither the District nor any school employee shall discipline a student for initiation of a report in good faith about suspected child abuse or sexual conduct by a District employee, contractor, agent, or volunteer, or suspected child abuse by a student.
- 1.7 The Superintendent or designee shall notify the person who was subjected to the suspected abuse or suspected sexual conduct upon request about any actions taken by the District based on the report as allowed by state and federal law.
2. The Superintendent or designee will establish rules, manuals, procedures, work instructions and forms to be used in the child abuse and sexual conduct reporting process.
3. The Superintendent or designee shall train school employees each school year on the prevention and identification of child abuse and sexual conduct, appropriate electronic communication with students, and the obligations of school employees under ORS 419B.005 to 419B.050 and this policy.
4. The Superintendent or designee shall provide to contractors, agents, and volunteers each school year information on the prevention and identification of child abuse and sexual conduct, appropriate electronic communication with students, and the obligations or school employees under ORS 419B.005 to 419B.050 and this policy.
5. The Superintendent shall make training available each school year to parents and legal guardians of students attending the District and contractors, agents, and volunteers, which is separate from that given to District employees.

6. The Superintendent shall make a training that is designed to prevent abuse and sexual conduct available to students of the District each school year.

## **PAP-A003 — School Volunteers**

1. Salem-Keizer Public Schools are committed to maintaining a safe environment for students and staff and will provide supervision, training, and criminal history checks for all school volunteers.
  - 1.1 School volunteer is defined as an individual who is not an employee of the district and who donates their time for any school related activity.
  - 1.2 Volunteers may be recruited for any purpose that is in accordance with district policy and that is approved by the department supervisor or school administrator.
  - 1.3 The district will conduct criminal history checks on all school volunteers prior to volunteering.
  - 1.4 An individual who does not consent to the criminal history check will not be allowed to volunteer.
  - 1.5 In order to maintain an effective and safe learning environment, the school administrator may decline to allow an individual to volunteer in the school despite having passed a criminal history check.
  - 1.6 It is the responsibility of the school administrator to train all staff members in the effective use and supervision of volunteers.
  - 1.7 The school administrator, or designee, will be responsible for training volunteers, as appropriate, in the following areas: district policies and procedures, emergency and safety procedures, confidentiality rules, school routines, and roles and responsibilities of the position.
  - 1.8 Volunteers receive no district remuneration other than reimbursement for expenses incurred at the direct request of the school administrator.
2. The Superintendent or designee will establish rules, manuals, procedures, work instructions and forms to be used in the school volunteer process.

## **SEC-P004 — ID Badges and Card Access**

1. Scope:
  - 1.1 This procedure describes the responsibilities associated with having a District Identification Badge.
2. Definitions:
  - 2.1 ID Badge: A picture identification badge without electronic building access.
  - 2.2 Card Access Badge: An identification badge with electronic building access.
3. Procedure:
  - 3.1 ID/Card Access Badges are the District's official employee identification and should be safeguarded and considered a form of governmental identification.
  - 3.2 A request for an ID/Card Access Badge must be made directly to the Security Department by an office manager and/or administrator.
  - 3.3 An employee who is issued an ID/Card Access Badge is responsible for that badge.
    - 3.3.1 Employees must immediately report a lost or stolen ID Badges/Card Access Badge immediately to the Security Department.
    - 3.3.2 The individual will be responsible for a \$15.00 replacement cost unless the card was lost, stolen or damaged due to circumstances beyond their control.

- 3.4 ID/Card Access Badges are to be worn so they are clearly visible while the employee is on duty.
  - 3.4.1 Employees working in District facilities or schools after hours or on weekends/holidays will wear their District issued ID/Card Access Badge.
- 3.5 An ID/Card Access Badge are to be used only by the employee to whom the badge was issued.
  - 3.5.1 ID/Card Access Badges shall not be loaned or duplicated. Employees who duplicate or loan their ID Badges/Card Access Badge will be subject for disciplinary action.
- 3.6 The appropriate administrator will be responsible for collecting staff ID/Card Access Badge at the end of the last assigned work shift of an employee who resigns or is terminated.

## **HUM-A026 — Keys: Staff Responsibility**

- 1. Salem Keizer Public Schools promotes a safe and secure environment for its students. It is important to protect students and district property by controlling access to schools and other facilities.
- 2. Each employee has a responsibility to assist in the maintenance of controlled access to District property and facilities and is responsible for securing his/her room when it is vacated including securing and/or locking windows and doors.
- 3. Each school or support facility will be issued a specific number of keys and the principal department supervisor will issue keys to employees as they deem appropriate.
  - 3.1 The principal/department supervisor may select a designee to be responsible for key control.
- 4. Keys shall not be loaned or duplicated. Any employee who duplicates or loans his/her District key(s) will be subject to disciplinary action.
- 5. A District employee who is issued keys is responsible for those keys and is subject to all provisions of this policy.
- 6. An employee must immediately report the loss or theft of District keys to the appropriate administrator.
  - 6.1 The individual will be responsible for a \$15.00 replacement cost per key unless the key(s) was lost, stolen or damaged due to circumstances beyond their control. Additionally, the individual may be liable for the cost of rekeying the facility if this procedure is required to assure security.
- 7. With the exception of a key(s) issued to permanent or substitute staff members, all additional keys shall be kept at the physical plant office.
- 8. Requests for any additional key(s) must be made directly to the Security Manager by the appropriate administrator or their designee as per SEC-W011
- 9. The principal/supervisor or their designee will be responsible for collecting all staff keys:
  - 9.1 On the last day of work before the beginning of the summer recess period unless normal assigned duties require access.
  - 9.2 At the end of the assigned work shift if an employee resigns or is terminated.
  - 9.3 In the event an employee fails to turn in his/her key(s), he/she may be liable for the cost of replacement and/or cost of rekeying, if necessary, to ensure security.

## **HUM-A020 — Staff Rights and Responsibilities**

- 1. It is the goal of the District to provide the following for each staff member, as far as time, finances, and facilities permit:
  - 1.1 Safe, healthful, and pleasant working conditions suitable for the District program.

- 1.2 Fair employment conditions, recognition for additional growth and experience, and opportunities for promotion and transfer appropriate to District needs.
  - 1.3 Materials and supplies appropriate to the assigned responsibilities and available at the time needed.
  - 1.4 A workload appropriate to the tasks to be performed and consistent with state standards.
  - 1.5 Opportunity to make appropriate contribution to the implementation and improvement of the programs of the District.
  - 1.6 An avenue of appeal when decisions or regulations appear to inflict injustice or cause undue hardship.
  - 1.7 Compensation in keeping with responsibilities.
  - 1.8 A work atmosphere free from discrimination, harassment, prejudice, and racism.
2. Each employee shall be considerate, friendly, and understanding in his/her relationship with fellow employees and the public.
  3. Each employee will be familiar with and follow the District's Administrative Policies.
  4. Each employee shall observe good ethical and desirable practices in his/her services to the District.
  5. Confidentiality:
    - 5.1 A licensed employee shall not be examined in any civil action, suit, or proceeding, as to any conversation between the employee and a student, which, if disclosed, would tend to damage or incriminate the student or a member of his/her family. A violation of the privilege provided by this section may result in the suspension of the license of the employee as provided in ORS 342.175 – 342.180.
    - 5.2 Except for information which has been designated for public distribution, an employee shall refer inquiries regarding school programs to the appropriate principal or district supervisor.
    - 5.3 An employee will divulge confidential information only to authorized individuals.

## **HUM-A024 — Outside Employment**

1. Outside employment responsibilities must not:
  - 1.1 Detract from the efficiency or effectiveness of the employee's performance of his/her District employment duties and responsibilities.
  - 1.2 Create a conflict of interest.
2. In the case of an employee who works more than four (4) hours per day, extra duty required by District employment will have preference over outside employment.

## **LICENSED PERSONNEL**

### **HUM-A031 — Evaluation & Performance Standards: Licensed**

1. Each employee will be evaluated annually in accordance with the District's Licensed Educator Growth, Evaluation and Development System (LEGENDS).
2. The school principal or other supervisor will be responsible for the evaluation of all employees under his/her supervision.

3. The teacher performance evaluation forms and approved Professional Development Plan will be forwarded on schedule to the Human Resources department.
  - 3.1 The Superintendent will use such forms as a basis for making a recommendation to the School Board regarding the continued employment of the employee.
  - 3.2 Such forms will become a part of the staff member's permanent personnel file.
4. Performance standards for licensed staff:
  - 4.1 Professional and Personal
    - 4.1.1 Is current and has depth in learning theory, teaching methods, subject matter, and District curriculum/ texts.
    - 4.1.2 Communicates, cooperates, and works effectively with fellow teachers, administrators, parents, and others in utilizing support services.
    - 4.1.3 Acts in a discreet and professional manner when discussing student or school problems.
    - 4.1.4 Seeks professional self-improvement activities.
    - 4.1.5 Has a positive attitude and interest in teaching as a profession.
  - 4.2 Planning
    - 4.2.1 Continually plans appropriate learning activities of high quality by:
      - 4.2.1.1 Matching instructional activities and materials to individual and group needs.
      - 4.2.1.2 Selecting activities and materials which are clearly related to District, school, and department objectives.
    - 4.2.2 Uses granted planning time for tasks related to the instructional program.
    - 4.2.3 Establishes a series of student objectives which are clear and consistent with adopted curriculum, appropriately sequences, specific, and measurable.
  - 4.3 Classroom or Activity Management
    - 4.3.1 Establishes and maintains an orderly and supportive environment for students.
    - 4.3.2 Consistently follows school regulations regarding attendance reporting, grading, and recordkeeping.
    - 4.3.3 Demonstrates a courteous and helpful attitude toward students.
    - 4.3.4 Recognizes conditions which may lead to disciplinary problems and takes appropriate preventive action.
    - 4.3.5 Reinforces desired pupil behaviors and responds appropriately to disruptive pupil behaviors.
    - 4.3.6 Follows procedures defined in District and building discipline policy.
  - 4.4 Teaching
    - 4.4.1 Allocates sufficient time to cover the subject matter, materials, or activities.
    - 4.4.2 Maximizes time when students are paying attention and working on tasks directly related to the subject matter, materials, or activities.
    - 4.4.3 Provides time for practice and review as needed.
    - 4.4.4 Makes sure students understand what to do before undertaking assignments.
    - 4.4.5 Monitors student understanding and adjusts the lesson and activity assignments accordingly.
    - 4.4.6 Uses a variety of instructional techniques, strategies, and materials appropriate to the lesson or activity.
    - 4.4.7 Incorporates principles of learning.
    - 4.4.8 Establishes, communicates, and maintains standards of student achievement based on sound professional judgment.

#### 4.5 Evaluation

- 4.5.1 Designs and/or selects a variety of effective evaluative techniques to measure student learning.
- 4.5.2 Makes use of student records, parent conferences, counselors, resource specialists, test results, and other diagnostic tools to assess the learning needs and capabilities of individual pupils.
- 4.5.3 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
- 4.5.4 Uses a grading system that is consistent, fair, and supportable.

### **HUM-A022 — Resignation, Licensed**

1. The Superintendent or his/her designee is authorized to act on behalf of the School Board in accepting a resignation from an employee subject to the following conditions:
  - 1.1 The resignation shall be in writing, showing the date when it becomes effective.
  - 1.2 The Superintendent or his/her designee is authorized to waive all or any part of the 60-day notification period required by ORS 342.553.
  - 1.3 Each resignation shall be reported to the School Board as in information item.

### **HUM-A007 — Separation of Employment, Licensed**

1. The School Board, on recommendation of the Superintendent, may act to terminate the employment of a licensed employee.
2. The District will follow the process outlined in ORS 342.835 for a probationary licensed employee who is dismissed or non-renewed.
  - 2.1 The probationary teacher may request a post termination hearing in an executive session of the school board.
  - 2.2 The Board will schedule a maximum of one hour in executive session to hear oral argument from representatives of both the Superintendent and the teacher.
  - 2.3 The hearing may be open to the public, if the teacher makes a request in writing at least ten (10) days prior to the scheduled executive session.
    - 2.3.1 This request must be delivered with the teachers' appeal to the Board, and include a copy of (a) any written argument submitted; (b) all exhibits to be submitted.
  - 2.4 Following oral argument, the Board will take action in open session to affirm, modify or reject the recommendations of the Superintendent.
  - 2.5 The Board's decision will be reduced to writing with a copy mailed to the teacher.
3. The District will follow the process outlined in ORS 342.895 to dismiss or non-extend the contract for a contract status teacher.
  - 3.1 The contract teacher may, within ten (10) days of notice of proposed action, request a hearing in an executive session of the School Board.
  - 3.2 The Board will schedule a maximum of one hour in executive session to hear oral argument from representatives of both the Superintendent and the teacher.
  - 3.3 The hearing may be open to the public, if the teacher makes a request in writing at least ten (10) days prior to the scheduled executive session.

- 3.3.1 This request must be delivered with the teacher's appeal to the Board, and include a copy of (a) any written argument submitted; (b) all exhibits to be submitted.
- 3.4 Following oral argument, the Board will take action in open session to affirm, modify or reject the recommendations of the Superintendent.
- 3.5 The Board's decision will be reduced to writing with a copy mailed to the teacher.

## **CUR-A001 — Instructional Materials Selection**

1. Salem-Keizer School District shall select and provide students with appropriate instructional and resource materials. These materials shall contribute to the attainment of district, program, and course or grade level goals.
2. Selection of instructional materials:
  - 2.1 Instructional materials shall be recommended for selection by Curriculum Department staff.
  - 2.2 Staff, parents and citizens shall be involved in the textbook and other instructional materials adoption process.
  - 2.3 Final authority for materials to be acquired within a school shall rest with the principal.
3. Basic principles in the selection of books and other materials:
  - 3.1 Instructional materials collections shall be developed systematically so that they are well-balanced and well-rounded in coverage of subjects, types of materials, and variety of content.
  - 3.2 Materials shall be of high quality and shall be carefully evaluated before purchase.
  - 3.3 Collections shall be continuously reevaluated in relation to changing curriculum standards and content, new instructional methods, and the current needs of teachers and students.
  - 3.4 Instructional materials shall not promote discrimination, harassment, prejudice, or racism.
4. Required or recommended materials not provided by District textbook adoption funds shall be selected following the principles and criteria used for District acquired materials.
5. Curriculum materials and instructional supplies shall be distributed to ensure equity among schools.

## **INS-A028 — Homework**

1. Homework is a logical and appropriate extension of classroom learning.
2. Each teacher will communicate clear instructions and expectations regarding homework completion.
3. Each school will develop, publicize, and implement homework guidelines to assure that:
  - 3.1 Homework is consistent with the goals and objectives of the District curriculum.
  - 3.2 Homework is consistent with the maturity, achievement level, and ability of the student.
  - 3.3 Each student is instructed in appropriate study skills to aid success in homework assignments.
  - 3.4 The student and, where necessary, parent are given sufficient instructions for the homework to be completed without further directions from the school.
  - 3.5 The teacher makes provision for the prompt evaluation of the homework and notifies the student of the results.
  - 3.6 The student and parent understand that homework is an integral part of the course of study, and that there are consequences for failure to complete assigned homework.

# CLASSIFIED PERSONNEL POLICIES

## HUM-A010 — Administration of Discipline, Education Support Professionals

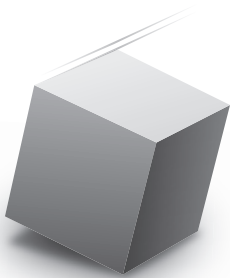
1. Discipline will normally be progressive (e.g., oral and/or written warning, proceeding to written reprimand, suspension and/or demotion and, finally, termination of employment). However, one act, in and of itself, of a serious enough nature may be cause for suspension, demotion, or termination of employment without the employee having received prior disciplinary warning.
2. A permanent employee may not be immediately terminated from employment. If an employee commits an act that is serious enough to warrant immediate removal from his/her position, he/she should be suspended or placed on administrative leave while an investigation is conducted, and a due process meeting held.
3. All disciplinary conferences should be held in private settings and only those persons with a need to be involved should be allowed to attend such conferences. All disciplinary correspondence and/or communications should be confidential.
4. By way of illustration, but without limitation, the following are grounds for disciplinary action:
  - 4.1 Admission to or conviction of a crime in one or more of the following:
    - 4.1.1 Offenses against the State and public justice as defined in ORS 162.005-162.465.
    - 4.1.2 Offenses against persons as defined in ORS 163.005-163.755.
    - 4.1.3 Offenses against property as defined in ORS 164.005-164.415.
    - 4.1.4 Offenses involving fraud or deception as defined in ORS 165.002-165.815.
    - 4.1.5 Offenses against public order as defined in ORS 166.005-166.735.
    - 4.1.6 Offenses against public health, decency and animals as defined in ORS 167.002-167.388.
    - 4.1.7 Drug related offenses as defined in ORS 475.950-475.999.
    - 4.1.8 Other similar criminal conviction from other states or the federal government.
  - 4.2 Incompetence.
  - 4.3 Inefficiency.
  - 4.4 Absence without authorization.
  - 4.5 Insubordination.
  - 4.6 Misappropriation, destruction, theft, or conversion of District property, time or equipment.
  - 4.7 Misconduct.
  - 4.8 Excessive tardiness and/or absenteeism.
  - 4.9 Falsification of any information required by the District.
  - 4.10 Failure to report accidents or personal injuries.
  - 4.11 Neglect or carelessness resulting in damage to District property or equipment.
  - 4.12 Introduction of or sale of, possession, or use of intoxicating liquors or controlled substances, including possession by ingestion on District property or in District equipment.
  - 4.13 Actions of discrimination, harassment, prejudice or racism.
5. An employee who has been demoted or dismissed shall be entitled to a hearing before the School Board if a written request is filed with the Board within fifteen (15) days after such demotion or dismissal.



## **HUM-A012 — Evaluation, Education Support Professionals**

1. Each employee shall be evaluated on an annual basis.
2. The basic purposes of the evaluation are:
  - 2.1 To let an employee know how he/she is performing assigned duties and responsibilities in relation to the District's standards for his/her position/classification.
  - 2.2 To have both the supervisor and the employee assume responsibility for improving organizational efficiency through improvement of employee performance.
  - 2.3 To provide an opportunity for the supervisor and the employee to develop performance goals.
    - 2.3.1 These may be developed mutually or may be assigned to the employee by the supervisor.
3. The evaluation process may also be used to help a supervisor determine areas of an employee's performance that are unsatisfactory and aid in the development of a plan for improvement designed to correct the performance deficiencies.
  - 3.1 Failure to correct performance deficiencies may result in termination of employment.

For questions or requests for additional information,  
contact Human Resources at  
503-399-3061.



**Christy Perry, Superintendent**

Salem-Keizer Public Schools 24J does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. This policy implements state and federal laws (including Title IX); inquiries about the non-discrimination policies should be directed to the Compliance Officer, Executive Director of Human Resources, 2450 Lancaster Dr. NE, Salem, OR 97305. Phone: 503-399-3061.

*Manuals are continually revised and improved. Users of this manual should check the QAM website for the most recent version.*