



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Employee Handbook



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WELCOME

Dear Staff Member,

Welcome to PTS Rising! I often share with prospective candidates why they need to give Phoenix-Talent serious consideration when choosing a place to serve kids and the community. I truly believe we have something special in this district and our mission to serve, with relationships being the foundation of all we do, this is what keeps me coming to work everyday. We are all part of this amazing PTS Family!

This is my 18th year with the district and starting my 5th year as your superintendent. I am excited about the team we have built and the people who have been so dedicated to our students and families. The team that interviewed you when you were hired recognized something special in you. Thank you for choosing us!

As you know, in the last two years we have experienced a number of challenges responding to the pandemic and then the devastating Alameda fire on September 8th, 2020. I commend and admire you for wanting to be a part of the recovery and rebuilding process. You will find that our staff is committed to ensuring the success of all students with a special focus on supporting our fire survivors and helping them continue to access our schools and programs.

Finally, we recognize that this career we all chose is not an easy path. Educators face a variety of challenges, but the rewards are great. I want to share with you that we are committed to supporting you as you endeavor to have a positive impact on PTS students. Please do not hesitate to reach out to your supervisor or myself if there is anything you should need as you begin this journey with us.

Again, we are grateful for each and every member of our PTS Rising Family...you are in the right place!

Talk with you soon,

Brent Barry, Superintendent
Phoenix-Talent Schools

VISION STATEMENT

*TOGETHER WE SHALL MEET THE CHALLENGES
OF PREPARING RESPONSIBLE, CREATIVE,
LIFE LONG LEARNERS*

GUIDING PRINCIPLES

WE BELIEVE....

- Education is the joint responsibility of the community, school, family and students.
- Our schools must provide a safe, secure environment where healthy values, minds and bodies can grow.
- Everyone can learn.
- The needs, interests, feelings, and developmental stages of each individual deserve recognition.
- It is our responsibility to encourage the development of self-worth and the full potential of each individual.
- Our educational program shall provide a core of knowledge that cultivates personal excellence for success in a global environment.

HISTORICAL OVERVIEW

The Phoenix-Talent Schools is located in what the Rogue Indians called the Valley of the Rogue. With the discovery of gold in 1852, miners thronged to the valley in search of a fortune. Farmers soon followed, lured by fertile soil and favorable growing conditions. Small towns sprang up almost overnight. As the California-Oregon Stage Road grew with increasing loads of goods and supplies, the communities of Phoenix, Talent and Medford grew as trading centers.

Today, Medford stands as the business, commercial and professional center of Jackson County. Livability is the prime reason people reside in the Phoenix-Talent. The climate is mild, being protected by the surrounding mountains. The District is situated largely in a rural environment with agriculture as the major industry. While being located in a rural environment, the Phoenix-Talent District has many of the advantages of urbanization.

September 25, 1959, the Talent School District #22 was merged with the Phoenix School District #4. This was based on a resolution adopted by the Jackson County Reorganization Committee in 1958. At the suggestion of this same committee, Barnett Road was made the northern boundary of District #4. On September 16, 1959, by a vote of the people, Phoenix and Talent

consolidated. This made a district of 1,238 students, comprising two grade schools (one in Talent and one in Phoenix), grades one through eight, and a high school in Phoenix (which had to be remodeled to accommodate 330 students).

Today, Phoenix-Talent Schools has a K-12 student population of approximately 2,800. The District has three elementary schools (grades K-5), one middle school (grades 6-8) and one high school.

Phoenix-Talent Schools have a reputation for providing a quality education through dedicated staff and innovative programs. Over the years, the District has enjoyed a good relationship with the community.

We welcome you to the Phoenix-Talent Schools and look forward to the positive contributions you will make. Together we shall meet the challenges of preparing responsible, creative, lifelong learners.

GOVERNANCE AND ORGANIZATION

BOARD OF EDUCATION

There is a seven member Board of Directors that supervises the District's operations. Board elections are held in the spring of odd numbered years. The terms of office are for four years commencing on July 1 following the election. Board members for positions 1, 2, 6 and 7 must qualify by residing in Zone 2. Board members for positions 3, 4 and 5 must qualify by residing in Zone 1. All Board Members must qualify by zone, but are elected at large.

SALARIES AND BENEFITS

Employees in the Phoenix-Talent Schools bargaining unit are represented in collective bargaining with the School District by the Oregon School Employees Association (OSEA) and the Oregon Employees Association (OEA). Please take time to read the collective bargaining agreement negotiated between OSEA, OEA and the School Board that sets salaries and benefits. Copies should be available online at www.phoenix.k12.or.us, in school and department offices, from the Human Resources Office, or from your building representative.

PUBLIC SERVICE LOAN FORGIVENESS PROGRAM

The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.



<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Alert! If you are ineligible for PSLF only because some or all of your payments were not made under a qualifying repayment plan for PSLF, you might still be eligible for forgiveness through Temporary Expanded Public Service Loan Forgiveness. [Learn more.](#)

VACATIONS AND LEAVES

See the collective bargaining agreement for specific information. Vacation and leave requests must be requested via the District web page, be approved by your supervisor and the Business Office.

PAYCHECKS

District employees are paid on the 20th of every month. Pay checks that are not electronically deposited will be delivered to the school buildings the morning of the 20th. Employees who work on a timesheet basis must submit their timesheets to the Office Manager on the 1st of each month. If you need to have someone else pick up your paycheck, please notify the Business Office in writing. This written request will be retained in the personnel file.



PAYROLL DEDUCTIONS

All employees shall be required to have deductions from their monthly salary as required by law. Voluntary deductions from paychecks may be made with the employee's written authorization, which will be retained in the personnel file. These deductions may include Rogue Federal Credit Union or other bank accounts, select voluntary contributions, Tax Deferred Annuities, HSA deposits, and Section 125.

CHANGE OF ADDRESS

So that we can keep personnel and payroll records current, please submit in writing to the Human Resources Office any changes in your name, address, phone number or number of dependents.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Eligibility

You are automatically a member after you have completed six (6) months of employment. If you are a prior member and have not withdrawn your funds from PERS, you are eligible immediately.

Costs/Payment

Both the employee and employer portions are paid by the District.

Withdrawal upon Termination

When an employee leaves the District, a “notice of separation” is sent to PERS. When the “notice” is received by PERS, the employee’s share may be withdrawn under some conditions.

POSITION OPENINGS/TRANSFERS

Position openings are emailed to staff and posted in each building five (5) days for Classified and seven (7) days for Licensed. If you are interested in a posted position, please go to the Employment Page of our District Website and submit an application by the listed deadline date. Summer job posting requests are sent to each building for classified employees in June.

RESIGNATIONS

Please submit resignations in writing to the Human Resources Office.

SAFETY

In order to provide and maintain the safest working conditions possible, the District has formed a safety committee. This committee meets once a month and also conducts safety inspections. The minutes of the meetings are posted at each building. Please report any unsafe conditions to your supervisor immediately.

ACCIDENT REPORTS

If you are injured on the job, please report the incident immediately to your supervisor. If you are seeking medical attention for the injury, please fill out Form 801 which is available at the District Office. You will also need to take a Physical Status Update form to your doctor and return it to your supervisor. Keep your supervisor informed at all times about your medical condition and your return to work status.

TRAVEL

Upon approval from a supervisor, employees driving their vehicles for District use need to complete Form A-505 for mileage and submit it to the Business Office for reimbursement. Employees who incur travel expenses need to submit Form A-504 with receipts attached to the Business Office for reimbursement.

WORKSHOPS AND CONFERENCES

Employees attending workshops, conferences or inservice training need to submit a “Request for Leave to Attend” two weeks prior to the event. Please use Form B-502 for classified or Form C-506 for Licensed and have your supervisor sign it and send it to the Business Office.



PURCHASE ORDERS

Purchase orders must be authorized by your supervisor and submitted to your office manager or business office for processing. Our requisition and purchase order system must be used to place orders.

After receiving the merchandise, please submit the packing list to your office manager, business office for payment.

EXPENSE REIMBURSEMENTS

Requests for reimbursement of approved purchases must be authorized by your supervisor, and appropriate receipts must be submitted to your office manager or business office within 30 days of purchase to process payment.

EQUIPMENT

Prior to removing District equipment or materials from District buildings, employees will need to submit Form 404 and obtain authorization from the building supervisor.

MAIL

The District provides courier service to all buildings on a daily basis. Please check your building office for the delivery schedule.

The ESD also provides courier service to all buildings in Jackson and Josephine Counties during the school year. A schedule of delivery times is printed and distributed each fall.

All U. S. mail is processed in the warehouse. The deadline for outgoing mail is 2:30 p.m.

EMERGENCY SCHOOL CLOSURE

If a school or the whole District must be closed because of inclement weather or another emergency, the Superintendent's office will work with the media to announce information about the closure. In cases of snow or icy roads, radio stations normally will be notified by 6:00 a.m. Complete emergency closure plans have been outlined and are available in each building.

DISTRICT REGULATIONS

- All personal telephone calls should be made during break or lunch periods unless they involve an emergency.
- No information regarding District employees or students shall be released without proper authorization.
- Procedures for calling in sick will be established by building principals.
- Solicitations for donations shall not be allowed without permission of the Superintendent.

- School District keys are issued to specific personnel and must not be duplicated or loaned to other people.
- District vehicles are to be used for District business only and must be checked out according to District policies and procedures.
- All District property, including trucks, lockers, desks, etc., is subject to unannounced inspection by District officials. Please do not expect privacy, or store personal articles, on District premises.

POLICIES

School Board Policies are on-line and may be accessed through the District web-site; Administrative Memos are available at each building office and at the District Office. All employees should be familiar with these policies.

We have placed the following policies in this handbook because they are particularly important for staff to know. A few have been condensed to main points; you can access the complete policy by clicking on the hyperlink attached to the title of each. Additionally, **please familiarize yourself with every board policy in full located on our District website at www.phoenix.k12.or.us.**

NONDISCRIMINATION

POLICY CODE: AC

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

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



STAFF CONDUCT

POLICY CODE: GBCB

The Board expects staff members to conduct themselves in a manner that reflects credit on the school system, bearing in mind that staff, by virtue of their position as Phoenix Talent School employees, become models for students. Staff members shall comply with the terms and conditions of employment and directives of the supervisory staff.

Essential to the success of ongoing school operations and the instructional program are the following responsibilities, which shall be required of all personnel:

- Compliance with the terms and conditions of employment and directions of supervisory staff.
- Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.
- Support and enforcement of policies of the Board and regulations of the school administration
- Promptness in attendance at work.
- Care and protection of school property.
- Regular attendance on the job, free from influence by alcohol and/or controlled substances.

EMPLOYEE ACCEPTABLE USE OF NETWORK

POLICY CODE: GBCC

District Network Use Guidelines:

All district employees must sign and return this form to their building Office Manager before accessing e-mail or the Internet.

District Network Use Guidelines

- A. Acceptable uses of the network are activities that primarily support teaching, learning, school and district business.
- B. State ethics policies forbid public employees from using access or equipment for personal gain. The network should not be used for any commercial or illegal activity.
- C. Users are responsible for abiding by copyright law pertaining to computer software. Computer software protected by copyright is not to be copied from, into, or by using district computing facilities, except as permitted by law or by the contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner.
- D. Faculty members are expected to review and evaluate sites before assigning activities involving the Internet. Faculty members assigning activities that include Internet use are

expected to make sure students have returned signed parent permission forms to the school.

- E. Users agree never to use a system to perform an illegal or malicious act. Faculty shall not intentionally access (or attempt to access) pornography, lewd, or obscene material, nor display offensive messages or pictures, use obscene language, harass, insult or attack others.
- F. Assume that any information that travels through the network is like a postcard in the mail and is NOT private. Network sites accessed may be recreated/monitored. The school district reserves the right to access, review and remove communications and files.
- G. District employees are responsible for the use of their passwords. Sharing of a password will be considered a violation of confidentiality and this policy. Note: Sharing a password with a member of the TIS (Technology and Information Services) staff for the purpose of troubleshooting or repairing a computer would not constitute a violation of this policy.
- H. Since everyone shares network resources, employees are expected to use network resources efficiently. Avoid sending or receiving unnecessary large files or mass mailings. Downloading large files (music, games, etc.) or email attachments that are not related to your professional position is inappropriate.
- I. Any attempt to increase the level of access to which a user is authorized shall be regarded as malicious and may be treated as an illegal act; this includes accessing the files of others.
- J. Unauthorized or personal computers or computer devices are not to be connected to the district computers, computer systems, or networks without specific authorization.

User Agreement

Unacceptable use is prohibited and may be grounds for limiting computing privileges. Violations of this policy will be dealt with in the same manner as violations of other district policies and may result in disciplinary action and/or legal sanctions under federal, state, and local laws. As a user of the Phoenix-Talent School District #4 network, I agree to comply with the above stated guidelines.

DISTRICT EQUITY

POLICY CODE: JBB

Phoenix-Talent Schools believes in, and is committed to, honoring the inherent worth and dignity of every human being. We believe in, and are committed to, creating an inclusive culture where every student, staff member, and family feels seen, heard, and validated in their existence as a human being. We believe in, and are committed to, fostering a culture of belonging where people can show up as their full and authentic selves. In short, we believe, and are committed to, creating and maintaining an antiracist and equitable school environment.

In order to best accomplish this vision, as well as hold ourselves and one another accountable to it, we affirm the following:

1. A student's success should not be predicated upon, or influenced by, their race, gender, socioeconomic status, sexual orientation, gender identity, language, ability, age or any other demographic factor beyond their control. We therefore commit to using disaggregated data - - as much as possible - - to inform district decision-making.
2. Equity should ensure that all students have an opportunity to reach their fullest potential. We therefore desire to see that no student demographic group is disproportionately overrepresented in our disciplinary systems nor is underrepresented in our academic success rates. Because we believe in addressing systemic inequities rather than blaming those who suffer from such inequities, we therefore commit to measuring equity in our district according to outcomes, not intentions.
3. Diversity is an asset that broadens not only our understanding of the world and others, but ourselves as well. We believe in the value of diverse perspectives and diverse experiences not only because of the enriching educational value they offer, but because they also make us and our students more well rounded, better, and more empathetic human beings. We therefore commit to recruiting, hiring, and retaining a workforce that reflects the diversity and demographics of our student body.
4. Professional development should be designed to help staff grow professionally as well as personally. We therefore commit to providing professional development that is culturally competent, culturally responsive, and curriculum that is culturally relevant in order to affirm the identity of both students and staff.
5. Schools should seek to narrow the opportunity (i.e. achievement) gap. In order to help accomplish this, resources should be distributed equitably, not equally. We therefore commit to directing resources based on need in order to address issues of equity first and foremost.

With this in mind, and to ensure that everyone's voice is heard in the decision-making process, the board will adopt an equity lens using the following questions to guide decisions that come before the board:

- a. What data has been used to inform the initiative, and what does the data tell us about our subgroups?
- b. What subgroups does the decision or initiative affect, both positively and negatively?
- c. How has the community (students, staff, families, and community partners) been intentionally involved in the decision-making process?

EVERY STUDENT BELONGS

POLICY CODE: ACB

Phoenix-Talent Schools believes in, and is committed to, honoring the inherent worth and dignity of every human being. We believe in, and are committed to, creating an inclusive culture where every student, staff member, and family feels seen, heard, and validated in their existence as a human being. We believe in, and are committed to, fostering a culture of belonging where people can show up as their full and authentic selves. In short, we believe, and are committed to, creating and maintaining an antiracist and equitable school environment.

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

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

All visitors are entitled to participate in a school or educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

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

“Symbol of hate” means nooses¹, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property or in an education program³ except where used in teaching curriculum that is aligned with state standards of education for public schools.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

POLICY CODE: GCAB

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

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

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment. Devices, which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty at district sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee’s assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

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

Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.¹ Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff

¹ Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school.

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is discouraged.

Texting a student while off duty is strongly discouraged.

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

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

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards for Competent and Ethical Performance of Oregon Educators. (See Board policy GCAA)

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

STUDYING CONTROVERSIAL ISSUES

Policy Code: INB

The Board supports the inclusion of controversial issues as part of students' education. The presentation and discussion of controversial issues will be informative. The development of ability to meet issues without prejudice and to withhold judgments while facts are being collected, assembled and weighed and to see relationships before drawing inferences or conclusions are among the most valuable outcomes of a free educational system.

Staff members will become knowledgeable concerning major theories and views (and evidence upon which they are based) in their area of instruction, particularly those espoused by their students.

Teachers will present an overall view of controversial issues and will guard against giving personal opinions until students have had an opportunity to:

1. Find, collect and assemble factual material on the subject;
2. Interpret the data without prejudice;
3. Reconsider assumptions and claims and to reach their own conclusions.

By refraining from expressing personal views before and during the period of research and study, the teacher will encourage students to search for truth and to think for themselves. Any personal opinions voiced by the teacher must be stated as such.

Before beginning a class in the study of an obviously controversial topic, a teacher will discuss with the principal: (1) its appropriateness to the course; (2) its appropriateness for the students' maturity level; (3) the approach to instruction; (4) the instructional materials to be used.

ALCOHOL/CONTROLLED SUBSTANCE USE

POLICY CODE: GBCBA

The following conduct is strictly prohibited and will subject an employee to immediate discipline, including possible termination:

- The buying, selling, transportation, possession, providing or use of intoxicants or any controlled substances as defined by law (excluding any substance lawfully prescribed for the employee's use) while on District property, during work hours, including meal periods, and while assigned to extra duty or special projects, including those held after or in addition to regular school hours.
- Reporting for work under the influence of intoxicants or any controlled substance (excluding any substance lawfully prescribed for the employee's use). An individual is considered to be "under the influence of a controlled substance" when, in the District's determination, the controlled substance impairs the individual's ability to safely and/or efficiently perform assigned work, prevent the employee from presenting a positive role model to students, or cause discredit to the District.

The district reserves the right, with prior notice and reasonable suspicion, to conduct searches of district property, vehicles or equipment at any time. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.

USE OF TOBACCO AND INHALANTS ON DISTRICT PREMISES

POLICY CODE: GBK/KGC

In recognition of the dangers associated with the use of tobacco and inhalant delivery systems and the importance of providing positive and appropriate role models for District students; the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on District premises, in any building or facility, on District grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the District, school or public charter school and at all school-sponsored activities.

CHILD ABUSE REPORTING

POLICY CODE: JHFE/GBNAB

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010. If known, the report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors, agents, volunteers, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the Oregon Department of Human Services (DHS) or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the assistant superintendent who shall also report to the Board chair. The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report. A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees.

The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

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

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

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

SUSPECTED SEXUAL CONDUCT WITH STUDENTS AND REPORTING REQUIREMENTS

POLICY CODE: JHFF/GBNAA

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator, or the alternate designated licensed administrator in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

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

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

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the

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

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

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

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

COMMUNICABLE DISEASES - STAFF

POLICY CODE: GBEB

In accordance with state law, administrative rule, the local health authority and the Communicable Disease Guidance, the procedures established below will be followed.

1. "Restrictable diseases" are defined by rule and include but are not limited to COVID-191 , chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis and infectious tuberculosis, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public's health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by the local public health administrator after determining that it poses a danger to the public's health.
2. "Susceptible" for an employee means lacking evidence of immunity to the disease.
3. "Reportable diseases" means a disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health.

Restrictable Diseases

1. An employee of the district will not attend or work at a district school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-192 , unless authorized to do so under Oregon law. When an administrator has reason to suspect that an employee has a restrictable disease, the administrator shall send the employee home.
2. An administrator shall exclude an employee if the administrator has reason to suspect that an employee has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A, or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public's health. The administrator may request the local health

officer to make a determination as allowed by law. If the disease is reportable, the administrator will report the occurrence to the local health department.

3. An administrator shall exclude an employee if the administrator has been notified by a local public health administrator or local public health officer that the employee has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.
4. An employee will be excluded in such instances until such time as the employee presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505 - 677.525, a nurse practitioner licensed under ORS 678.375 - 678.390, local health department nurse or school nurse stating that the employee does not have or is not a carrier of any restrictable disease.
5. An administrator may allow attendance of an employee restricted for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting if the restriction has been removed by a school nurse or health care provider.
6. More stringent exclusion standards for employees from school or work may be adopted by the local health department.
7. The district's emergency plan shall address the district's plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by Oregon Health Authority, Public Health Division and the local health department.
2. An administrator may seek confirmation and assistance from the local health officer to determine the appropriate district response when the administrator is notified that an employee or a student has been exposed to a restrictable disease that is also a reportable disease.
3. District staff with impaired immune responses, that are of childbearing age or some other medically fragile condition, should consult with a medical provider for additional guidance.
4. An administrator shall determine other persons who may be informed of an employee's communicable disease, or that of a student's when a legitimate educational interest exists or for health and safety reasons, in accordance with law.

Equipment and Training

1. The administrator or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The administrator or designee shall consult with the district's school nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All district personnel will be instructed annually to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA). (See policy EBBA).

EXPRESSION OF MILK OR BREAST-FEED IN THE WORKPLACE

POLICY CODE: GBDA



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

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

The following locations have been identified in each facility for milk expression or breast-feeding:

1. **District office:** 401 West 4th Street, Phoenix, OR; kitchen/lunch room;
2. **Orchard Hill Elementary School:** 1011 La Loma, Medford, OR; room 25 in the back hallway around the corner from the office.
3. **Phoenix Elementary School:** 215 North Rose, Phoenix, OR; office down the stairs between the main office and the Media Center.
4. **Talent Elementary School:** 307 Wagner Creek Rd, Talent, OR; office in the music room.
5. **Talent Middle School:** 102 Christian Ave, Talent OR; family resource room.
6. **Phoenix High School:** 745 North Rose St, Phoenix, OR; itinerant office room D125.
7. **Maintenance Shop:** 873 N Rose Street, Phoenix, OR; 2nd floor, west storage room.
8. **Phoenix-Talent Transition Program,** 2841 Juanipero, Medford, OR; staff office.

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

This policy and the list of designated locations is published in the employee handbook. The list of designated locations is available upon request in the central office of each school facility and in the district's central office.

This policy only applies to employees who are expressing milk or breast-feeding for children 18 months of age or younger.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/ CYBERBULLYING-STAFF

POLICY CODE: GBNA

The Board is committed to providing a positive and productive learning and working environment.

Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying of staff, students or third parties by staff, students or third parties is strictly prohibited and shall not be tolerated in the District.

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

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to the Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures and provisions to ensure annual notice of this policy is provided to students, staff and third parties.

WELLNESS, HOPE, AND ENGAGEMENT



These beliefs guide the work that we do and the daily experiences that make our connections with every individual we interact with meaningful and validating. Our unwavering commitment to these beliefs creates a strong community and a positive culture.

- Everyone can learn. Learning is the result of a team effort between community, school, family and student.
- Our schools provide a safe environment where healthy values, minds and bodies can grow and learn.
- It is our responsibility to provide multiple opportunities to succeed.
- Our educational program shall provide a core set of knowledge and skills that cultivates personal excellence for success.
- Diversity enriches the community; each person has a right to be treated with respect and dignity.
- In ensuring all graduates are life-long learners who are respectful, confident and prepared for college, career and citizenship.