



Preface

The material covered within the staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any district policy, administrative regulation, negotiated agreement or changes in state or federal law. Information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

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

The Superintendent has been designated to coordinate the compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the district office for additional information and/or compliance issues.

Acknowledgement of Handbook and Job Description

I have received the Umatilla School District handbook and agree to abide by the procedures, expectations and policies set forth therein. I further understand that I am accountable for all Umatilla School District School Board Policies.

I understand that failure to abide by the expectations set forth in the handbook and Board Policy may result in discipline up to, and including, dismissal.

Please click on link below to sign electronically:

<https://docs.google.com/a/umatillasd.org/spreadsheet/viewform?formkey=dHowLWZ2bDEwCjVTeGU4V1c1ZlhmOVE6MQ#gid=0>

Introduction

The Umatilla School District staff handbook was created to provide a general overview of District procedures and expectations. The handbook will serve as a useful resource for staff to answer questions concerning District practices. The language for each section is intentionally broad enough to cover all employees, regardless of job position or union affiliation.

The handbook is not intended to replace a thorough and frequent review of board policies. All staff are expected to abide by all board policies.

Information in the handbook is arranged alphabetically by topic. This document is a searchable PDF document to assist in prompt location of specific information.

Accident/Incident Reports

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

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

A completed accident report must be filed prior to receiving medical attention unless severe medical injury prevents such form completion. Failure to file the report prior to receiving medical attention may result in accident claim denial and/or employee discipline.

All accidents/incidents will be promptly investigated and corrective measures implemented as appropriate. The report form is available in the building principal office.

Administering Medicines to Students – Refer to District Policies JHCD, JHCD-AR, JHCDA

Administration of prescription and/or nonprescription medications in the school setting should be kept at a minimum. When necessary, staff will only administer medication at school when provided with a specific written request from the parent and physician. This request must be approved by the building administrator or his/her designee.

Medication is to be kept in the school office and stored in a locked space.

Unused medications must be returned home or destroyed when treatment is complete, or at the end of the school year.

All medications must be in the original container. Prescription labels are to specify the name of the medication, dosage and frequency. The instruction, "p.r.n." ("as needed"), must include information as to the maximum dosage in a given period of time.

Admission to District Extracurricular Activities

Complimentary admission is provided to all staff for extracurricular activities (excluding OSAA sponsored events such as play-offs). It is expected that all staff attending events assist in supervision of students and general crowd control as needed. Staff attending extracurricular activities without payment of admission fees are expected to abide by all code of conduct expectations.

AIDS, HIV and HBV – Health Education – Refer to District Policy IGAEA

An AIDS, HIV and HBV curriculum has been developed.

All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS causing virus and to assist them in making decisions about protecting their health and the health of others.

Teachers are expected to notify parents of minor students in advance that the material regarding AIDS, HIV, and HBV will be taught.

Asbestos Statement

In accordance with The Asbestos Emergency Response Act (AHERA) a tri-annual reinspection/reassessment of the Umatilla School District facilities were performed by Paulsen Environmental Inc. In accordance with the U.S. EPA 40 CFR part 763 and 763.85(b) regulations.

The condition of the asbestos containing materials in student and employee related areas continue to be in good condition. The District Office, Umatilla High School and the Maintenance Building are asbestos free facilities. The district has received Asbestos Certification Letters for McNary Heights Modular buildings and Clara Brownell Middle School Modular Buildings.

Asbestos Management Plans are available for review at the District's Maintenance Office, Clara Brownell Middle, School Principal's office and McNary Heights Elementary School's Principal's office.

If you have any questions please contact David McPheeters at 922-4256.

Assemblies

Staff and students are required to attend all assemblies. All staff are assigned to specific supervision duties during assemblies and are expected to be in assigned areas.

Students may be removed from an assembly as deemed necessary by a staff member. Generally, students should be dealt with and/or referred to the office in accordance with established discipline procedures.

Assignment of Students to Classes

The assignment of students and classes to teachers is the responsibility of the building principal. Parents have the right to discuss student class assignments with counselors and the building principal.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the counselor.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the counseling office or when otherwise notified by the office.

Any student with the proper add slip or who has otherwise been added to a particular class by the counseling office, is to be admitted to class. Teachers with questions regarding a student's placement should contact the counseling office.

Associations

The Umatilla Education Association (UEA) is the bargaining unit for all licensed staff. Names of association officers and building representatives are made available through the District Office. Negotiated agreements are available through union representatives.

The Oregon School Employees Union (OSEA), Chapter #69, is the bargaining unit for all classified staff. Names of association officers and building representatives are made available through the District Office. Negotiated agreements are available through union representatives.

Athletic Conference Affiliation

The District's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Eastern Oregon League (EOL) with schools comprised of comparable enrollments and activity programs.

Blood and Body Fluid Borne Pathogens

Annual blood borne pathogen training is provided. All employees are required to complete the training and follow all procedures and guidelines therein. If you have questions about the procedures or instructions for handling situations involving bodily fluids, please contact your supervisor. Exposure plans are available in each school office. First aid kits are available in each classroom. Gloves are available in first aid kits. Hepatitis B vaccinations are available; please contact your supervisor if you wish to schedule a vaccination. If you are exposed to bodily fluids, please notify your supervisor as soon as possible and discuss any medical follow-up requests with him/her.

Board Meetings/Agendas

Board meetings are held the second Tuesday of each month at 7 pm in the District Office unless otherwise indicated. Updated meeting dates and agendas are available on the District website as are prior meetings' minutes.

Board Members

The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools. The names of current Board members are available from the District Office.

Board Policies

All Board policies are available on the District website under "Board Policies." The policies are searchable and printable. Please remember, it is the employee's responsibility to remain current on, and abide by, all Board policies.

Building Use – Refer to District Policies KG, KG-AR (1), KG-AR (2)

Buildings are open to community groups during the week and weekends for approved use when such use does not interfere with District programs. As classrooms may be scheduled for outside regular business hours, all staff are encouraged to leave their rooms in order and to secure personal items. The District is not responsible for personal items left on District property.

To allow for proper scheduling, cleaning and staffing, it is important to remember to request building use for any after-school or after-hours activities. Please contact building administration to obtain a facility use request.

Calendar

The District calendar is posted each year on the District website under the "Parent Resources" and "District Resources" sections. Copies of the calendar are also available at the District Office.

Care/Use of District Property – Refer to District Policies KG, KG-AR (1) KG-AR (2)

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Incidents of theft and/or willful destruction of property should be reported immediately to the employee's supervisor.

In the event of loss or damage, a fee may be assessed by the District according to repair and /or replacement costs.

Cash in District Buildings

Money collected by staff as a result of fund raisers or other school related purposes is to be deposited in the office daily. At no time is the money to be kept overnight or held during holidays in an employee's personal possession. At no time is money to be kept beyond the school day in classrooms. At no time shall school funds be deposited in personal accounts.

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

Child Abuse Reporting – Refer to District Policy JHFE, JHFE-AR

As per Board policy and Oregon state law, any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or any adult with whom he/she is in contact has abused a child shall immediately report to Services for Children and Families (800-547-3897) or police (541-922-3789). A child abuse reporting form must also be completed and given to the building principal or direct supervisor.

Classroom/Building Security

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

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

Complaints- Parents/Students – Refer to District Policy KL, KL-AR

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with the necessary formal complaint procedures as identified in district policy.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

Communication

Professional communication is key to a successful work environment. The Professional Communication rubric (available in the shared google drive to all employees) sets forth the expectations for professional communication within the district.

Complaints- Staff – Refer to District Policies GMB, GMB-AR

Staff member complaints should be handled informally and at the lowest level possible. Staff with complaints regarding another employee should start by communicating with the employee directly unless the staff member reasonably believes there is a personal safety risk in doing so. If staff members

have done so and not achieved successful resolution, the staff complaint procedure as provided by board policy must be followed.

The complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

For grievance procedures, please refer to the negotiated agreement.

Communicable Diseases/Students with HIV, HBV, AIDS – Refer to District Policies JHCC, JHCCA, JHCCB

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon revised Statutes and rules of the County Health Department.

Parents of a student six years or older, who is infected with HIV, or HBV and not a special risk as defined by the Oregon Health Division, are not required by law to report their condition to the district and the student has a right to attend school.

Parents of a special risk student as defined by the Oregon Health Division, who is HIV positive or a student with AIDS, are required to notify the school superintendent of the student's condition for continued educational services.

Computers and Equipment

Employees shall care for laptops and electronic equipment issued by the district and are personally responsible for damage to assigned devices. Stickers (non-school related) or other markings are not to be placed on equipment.

Conferences

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring. The student may be included. Teachers are required to attend.

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

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

Confidentiality

Employees are expected to maintain student confidentiality. This means that student performance, records, behavior and activities are not to be discussed without relevant and appropriate cause and only with Umatilla School District staff. When in the community or on social media, employees are encouraged to remember that they are often seen as representatives of the school District and information they share or discuss may be perceived as the District's official perspective, even when it is simply the sharing of a personal opinion or observation.

Revision: July 2016

Contests

The District cooperates with individuals, community organizations and agencies desiring to sponsor contests for students when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable work load on staff. All such contests must be consistent with the purposes and educational aims for the District.

Staff sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of participant's work.

The school may not be used to promote private or commercial interest. The school may not be used for the direct sales promotion of individual competitive goods or services. Materials or activities initiated by private sources are to be referred to the building principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

Copyright – Refer to District Policy GCQBA and EGAAA

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

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer programmed materials, is a serious offense against federal law, a violation of District Policy and contrary to ethical standards required of staff and students. Staff members breaking copyright law may be personally responsible for any fines/legal consequences for doing so.

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

Corporal Punishment – Refer to District Policies JGA, JGAB, JGAB-AR

The use of corporal punishment in any form is strictly prohibited by the district.

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

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

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

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;

4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individual education program which has been signed by the parents and is carried out according to district procedures.

Counseling and Guidance Program

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students.

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative educational programs, progress towards meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and state-wide resources for students with academic, personal/social or other needs.

Counselors are also available to assist students with academic, social and personal problems and define and arrive at positive solutions through a variety of conference settings.

Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many appointments.

Teachers may refer a student to a counselor by contacting the counselor directly or by completing a referral form, available in the office. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

Counselors and teachers with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the telephone.

Criminal Records Checks/Fingerprinting – Refer to District Policies GCCDA/GDDA, GCDA/ GDDA-AR

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

All current employees not requiring licensure as a teacher, administrator or personnel specialist and working in a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting according to district policy as identified above.

All applicants' employment with the district is pending review of reports from prior education employers and any offer of employment may be retracted if there are reports of sexual conduct, child abuse or crimes listed in ORS 342.143

Curriculum

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal.

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

Dismissal of Classes

Teachers shall never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic as students reporting to class late will need to account for their tardiness.

Disposal of District Property- Refer to Policy DN

District property (materials, equipment, etc.) not needed for educational purposes may be declared surplus and disposed of by the superintendent with approval by the Board. To submit a request for surplus, identify the item (with tag numbers if available) and turn it in to the appropriate supervisor for submission to the district office. Do not throw the item away until the process is complete. Items of value will be auctioned or sold.

District Email

The District supplies an email address for business use by employees. Employees using District sponsored email are expected to comply with professional conduct expectations and represent the District appropriately. When employment with the District ends, employee access to the email system will be disabled. The District maintains the rights to monitor, disable, and/or restrict access to District email systems at any time. User name and password records for District owned email accounts may be collected.

District Locations

The District Office is located at 1001 6th Street, Umatilla, OR 97882. Our elementary school, McNary Heights Elementary, is located at 120 Columbia, Umatilla, OR 97882. Our middle school, Clara Brownell Middle School, is located at 1300 7th Street, Umatilla, OR 97882. Our high school, Umatilla High School, is located at 1400 7th Street, Umatilla, OR 97882.

District Office Hours

The district office is open between the hours of 7:00 A.M. and 4:00 P.M.

District Website

The Umatilla School District website may be found online at <http://www.umatilla.k12.or.us>

Drug-Free Workplace – Refer to District Policy GBEC

No employee engaged in work in connection with a direct federal grant or contract of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11-1308.15.

Emergency Drills – Refer to District Policy EBCB

Emergency drills shall be scheduled and conducted by the building principal.

All teachers grades K-8 are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with requirements of law.

At least one fire drill and earthquake drill will be conducted each month for grades K-12. At least one chemical release drill shall be conducted each semester for grades K-12. A map/diagram of the fire escape route to be followed shall be posted near the classroom doorways and reviewed with students.

The warning signal for a fire alarm/drill is an uninterrupted bell/siren. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and close doors;
3. Take roll book;
4. Escort class to at least 50 feet from the building and take roll. Report any unaccounted students to the building principal;
5. Upon "all clear" signal, (announced by administration), escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is an announcement and/ or shaking. In the event of an earthquake teachers are required to:

1. Immediately direct all students to "duck, cover and hold". Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted students to the administration;
5. Upon "all clear" signal (announced by administration, not bell/alarm signal) escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

The warning signal for the chemical release drill is a constant siren. In the event of a chemical release teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and close doors;
3. Take roll book;
4. Escort class to the gymnasium and take roll. Report any unaccounted students to the building principal;
5. Upon "all clear" signal, (announced by administration), escort students directly back to class. Check roll.

Emergency Procedures and Disaster Plans

All staff will be provided with a copy of the buildings emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, bomb threat, illness or injury of a student or staff member and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the Office, Library and other strategic locations throughout the building.

Employee Access Center Login

The Employee Access Center (<https://dmz-web-b.spihost.net/EAC/EAC3uml/Login.aspx>) is available to employees for leave information, payroll check copies and tax information. The information is updated each pay period. Please use the Employee Access Center to monitor your leave. Absences without corresponding leave available will result in unpaid leave. Unapproved unpaid leave may result in discipline up to and including dismissal from employment. Unpaid leave will not be approved until all relevant paid leave is exhausted.

Evaluation of Staff – Refer to District Policies GCN/GDN, GCN/GDN-AR

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to have clear opportunities to make improvement within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal and discipline.

Licensed staff shall be evaluated according to the approved evaluation handbook.

Classified staff will be evaluated according to the classified contract with a minimum of one formal evaluation required.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established District policy and applicable district evaluation procedures, negotiated agreements and Oregon Revised Statutes.

Fair Labor Standards Act

Regular working hours for all classified staff will be set by the classified contract. Classified staff is not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal or supervisor. Overtime requests must be made ahead of time via email and must be approved by the supervisor prior to working the overtime hours.

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

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

Overtime is defined as time worked above forty-hours of actual work.

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) – Refer to District Policies GCBDA, GDBDA and all corresponding GCBDA/GDBDA-AR's 1 – 6

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

Under FMLA leave, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums if any. A 30 day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 days late.

Under OFLA leave, benefits are not required to accrue unless required by district policy and/or provisions of negotiated agreements related to paid and unpaid leaves.

Following and FMLA or OFLA leave, a staff member is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions. Contact the district office Business Manager for details of this or any other provision of FMLA or OFLA leave.

Field Trips and Special Events

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

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

Field trip requests must be approved by the building principal prior to any fundraising activities or grant applications for the field trip.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity.

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

Films/Videos-Refer to District Policy IIABB, IIABB-AR

Supplementary materials from non-school sources require building principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

Feature films/videos with a rating other than "G" must have prior parental consent after approval of the building principal. Parents should be provided the opportunity to preview a feature film/video, whenever possible.

Fund Raising – Refer to District Policy IGDF, IGDF-AR

To limit conflicting fundraising activities, all fundraising requests must be approved by the direct supervisor and superintendent. Request forms are available in the school offices. Please review board policy for further information.

Gifts and Solicitations – Refer to District Policies KI, KJ, GBI

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

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$50.00 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other non-materials related to fund drives through the school without building principal approval.

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

Grading

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers shall use a variety of communication devices including telephone and personal conferences as well as written grade reports to keep parents well informed. At the beginning of the grading period, students are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Weekly grades shall be submitted into Powerschool by the end of the work-day each Wednesday to allow parents to view up-to-date grading progress.

Final grading will be on a quarterly or semester system as decided by the building principal.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

Grant and Outside Funding Requests- Refer to District Policy DD

The District appreciates the efforts of staff to secure outside funding for school projects. To ensure compliance with state and federal laws and prevent conflicting grant requests, staff members interested in seeking outside funds and/or grants must receive prior approval from the Superintendent and/or School Board. Grant funds above \$500 shall be accounted for at the District Office.

The Board shall, before an acceptance of such funds, consider the district's obligations, expectations or

encumbrances when the grant ceases.

Guest Speakers/Controversial Speakers

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

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

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

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Smoking/alcohol consumption is not permitted;
3. Sexist, racial remarks or derogation of any group or individual prohibited.

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

Harassment – Refer to District Policies GBN, GBN-AR, GBNA, GBNA-AR, JBA, JBA-AR

Harassment (staff to staff, staff to student, student to student, and student to staff) is strictly prohibited on district property including non-district property while a staff member is at any district-sponsored, district approved or district related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, racial, religious, national origin, age, parental or marital status, disability and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of District policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of District policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA. 98174-1099.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

Homebound Instruction

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

Instructional Plans

The quality of the instructional program reflects the effort invested by teachers in developing instructional plans consistent with district curriculum and appropriate to the individual needs of students. Teachers are expected to prepare instructional plans on a regular basis, at the direction of the building principal. Instructional plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

Keys

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the building principal within 12 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 48 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued, in the following amounts:
 - a. Individual room or lock keys - \$100.00
 - b. Front door master keys- \$300.00
 - c. Building master key - \$500.00
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate

Leave Requests

Employees wishing to use leave of any kind must process their request through the Aesop system. Employee identification numbers and passwords as well as Aesop instructions are provided to employees at the start of each year.

If circumstances change it is the employee's responsibility to modify the leave prior to the date of the leave; however, modifications after the date of approved leave may not be made.

It is the employee's responsibility to monitor his/her leave balances. If the employee surpasses his/her granted leave, the exceeded hours will be deducted from his wages. Absences without pre-approved leave (paid or unpaid) may result in discipline up to and including termination. Unpaid leave will not be approved until all relevant paid leave has been exhausted.

Library/Media Support Services

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher provided the teacher has phoned the library first to make arrangements.

License Requirements

Teachers offered employment in the district must present their original teaching license to the district office. Applicants not presenting their license prior to the beginning of school or the first day employment is to begin will not be paid until such license has been submitted.

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

If a certified employee allows his/her license to lapse, he/she may be removed from employment and/or duty immediately.

Mail and Delivery Services

The interschool mail service is established for school related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. To avoid overburdening the service, staff is not allowed to use interschool mail for the delivery of personal purposes.

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

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

Items mailed from school/District locations shall be prepared for mailing by the employee. Personal mail is not to be delivered to District locations. District mailing and postage may be used for school district business only.

Materials Distribution

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

Media Access to Students

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

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Staff must receive permission from their appropriate supervisor prior to inviting the media to events or facilities and/or issuing press releases.

Meetings

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

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

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

Moving Class/Holding Classes Outdoors

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise approved by the building principal.

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

Multicultural Education

The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society.

The development of community partnerships and curriculum which use every opportunity to present the many ethnic, racial and religious strands that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program.

Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women and of various ethnic groups in society.

Non-School Sponsored Study & Athletic Tours/Trips/Competitions

The district does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise monies for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fund raising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities.

Participation in Political Activities – Refer to District Policy GBG

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

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

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

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

Payroll Information, Processes and Procedures

Direct Deposit- Direct deposit is available to all regular and substitute employees. If you choose to use direct deposit, your paycheck will be in your account at 12:01 a.m. on payday, several hours earlier than you could deposit it yourself. The money can be deposited directly to a savings or checking account. It takes two payroll cycles to establish direct deposit. A \$40 administrative fee will be charged to the employee for a direct deposit that was stopped because an employee closed his account and did not inform the payroll department. Ask Cheryl Dunham about Direct Deposit by phoning 541-922-6502.

Fee for Check Replacement- A \$40 administrative fee will be charged to the employee for a check that is lost or destroyed.

Hours- Extra-duty hours must be pre-approved by the principal or supervisor responsible for the activity. Hours are recorded on a time report available from building secretaries. All overtime and comp time must have prior approval from your supervisor.

Insurance- Please be sure to complete all enrollment and renewal information through OEBC. If additions or deletions need to be made to family insurance coverage or if you wish to change

beneficiaries you need to complete a change of status form which is available on line at OEGB

(<http://cms.oregon.gov/oha/OEGB/Pages/forms.aspx>).

New Employees- Please check with the District office to be certain you have completed all paperwork prior to beginning work.

Payroll Deductions- Payroll deductions for AFLAC Insurance, Oregon First Community Credit Union, and/ or United Way are available. Please bring your completed deductions forms (available through United Way and AFLAC) to the District Office for processing.

Payment of Salary- Contracted employees will be paid in twelve monthly installments, with the final three checks paid in June.

Records- Be sure that the district office has your current teaching licenses and all official transcripts.

Reimbursable Travel Expenses- Forms for reimbursement are available in the school offices. Please review a form prior to traveling to be certain all procedures are followed. Itemized receipts must be submitted with the forms. Please read your form carefully and complete it fully prior to submitting your form to your supervisor.

Substituting Assistants- An assistant substituting for another assistant must record the hours as substitute hours, on a separate time sheet, and the name of the assistant for whom they are working.

Status Changes- Notify the district office of change of address, phone, or marital status.

Please Note: Reports and forms received by the District Office with illegible signatures and or illegible penmanship will not be processed.

Personal Items

All staff are asked to refrain from keeping personal items of value in or about their desks or on District premises. The District will not be responsible for the loss of, or damage to, personal property of any kind.

Petty Cash

In order to expedite the purchase of minor supplies, postage, freight and other emergency items, a petty cash account has been established. Prior approval of the building principal or superintendent is required on all purchases.

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

Requests for reimbursement for pre-approved purchases may be authorized only upon submission of appropriate receipts to the building principal or superintendent.

Pregnant/Parenting Student Programs – Refer to District Policies JFE, JFE-AR

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with their educational program and to participate in all school-sponsored activities unless physically unable.

Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly provided school program.

Program Exemptions – Refer to District Policy IGBHD

Students may be excused from a state required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the building principal, upon written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities as needed.

Progress Reports

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the mid-way point of the first, second third and fourth quarter grading periods indicating academic and/or citizenship progress to date. Schools on semester systems may provide progress reports at weeks 4, 9, and 13.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers, or as requested by parents or administration.

Forms are available in the office.

No grade of "D" or "F" or "Incomplete" shall be issued without a written progress report having been sent home prior to notifying the student and their parents of academic deficiencies.

Psychological Testing Services

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrics employed for this purpose or by interns under their supervision.

Psychological evaluations may be made only with the informed and written consent of parents.

Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

Purchase Orders- Refer to District Policy DJ-AR

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

Any staff that chooses to make purchases outside the purchase ordering process shall be personally liable for the cost of the order(s).

For a guide on purchasing, please see the Addendum to the handbook entitled, "How To Order Supplies."

Release of General Staff Information- Refer to District Policy GBLA

A staff members address and personal home number may be released by the district. Such information will not be disclosed if a staff member provides evidence that disclosure would cause danger to the staff member or to other members of his/her family. The district may consider such evidence as the employee and/or family has been a victim of domestic violence, has contacted law enforcement officials involving domestic violence or other physical abuse, and has obtained a temporary restraining order or other no contact order or has filed criminal or civil legal proceedings regarding physical protection.

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

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

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

Release Time for Religious Instruction- Refer to District Policy JEFB

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

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

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

Research/Copyrights and Patents

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

Privacy rights of students or other individuals involved in such research projects must be maintained. Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district.

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

Resignation of Staff – Refer to District Policy GCPB/GDPB

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

The superintendent is authorized to receive resignations of classified employees effective the day they are received.

Resuscitation

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

Life sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth to mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

Retirement- Refer to District Policy GCPC/GDPC

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

Safety Committee- Refer to District Policies EBAC, EBAC-AR

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

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

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

Security

When leaving the classroom, locker room or other work area between classes or at the end of the day, staff is expected to turn out the lights and securely lock all doors and windows. Doors with openers are to remain locked from the outside at all times during the school day. In case of an emergency, this allows the doors to be shut and locked rapidly.

Sexual Conduct- Refer to Policy JHFF

Overview

House Bill 2062 was passed by the Oregon Legislature in 2009. The bill's provisions, now ORS 339.370, require that district boards adopt a policy on reporting sexual conduct by a district employee that is directed toward a student. In addition, HB2062 modifies hiring procedures for districts as well as impacting information shared through the employee reference process. This law and policy took effect July 1, 2010.

The Umatilla School District is committed to providing a learning atmosphere free of all forms of abuse, assault, harassment and coercive employee conduct, including sexual misconduct. All employees of the District have an obligation to know what sexual conduct is, to discourage it at all times, and to report to supervisors when the employee becomes knowledgeable that such conduct has occurred or is occurring

Sexual Conduct Defined

Sexual conduct is defined as any verbal or physical contact by a school employee that is sexual in nature; is directed toward a K-12 student; has the effect of unreasonably interfering with a student's educational performance; and creates an intimidating, hostile or offensive environment. Sexual conduct is separate from sexual abuse, which commonly involves inappropriate physical contact with a minor. Sexual conduct may include grooming behavior (behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse). Examples of sexual conduct may also include (but not be limited to):

- Staff performing back rubs on a student
- Kissing students
- Touching students frequently
- Commenting on students' bodies or appearance in a sexual manner
- Exchanging romantic gifts or communications with a student
- Showing obscene or suggestive photos to the student
- Videotaping or photographing a student in revealing or suggestive poses

- Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures, and innuendos or engaging in inappropriate banter with students (e.g. discussion of student's dating behavior)
- Sharing your own sexual exploits or marital difficulties
- Intentionally invading a student's privacy
- Using e-mail, text messaging, or instant messaging to discuss sexual topics with individual students

If an employee becomes aware that a student is exhibiting inappropriate or excessive interest in the employee, the employee must report that immediately to his/her supervisor.

Prohibited sexual conduct may also include sexual harassment which means unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly as a condition of an individual's employment or academic advancement; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; and/or, such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working environment.

Employees also have a duty to report (both to the District and to the Department of Human Services and/or law enforcement), and to refrain from any kind of "child abuse," including "sexual abuse." Child abuse includes physical abuse, emotional abuse, sexual abuse, threatening with abuse, and/or, in some cases, neglect. Sexual abuse is any incident of sexual contact including, but not limited to rape, sodomy, incest, and sexual penetration with a foreign object, as those acts defined in ORS Chapter 163.

Applying Policy JHFF

All District employees are required to follow policy JHFF. This means that if an employee has reasonable cause to believe that another employee or volunteer has engaged in sexual conduct with a student, he/she must immediately notify his/her immediate supervisor of this. Failure to do so would be a violation of this policy and could result in disciplinary action against the employee for failure to report.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect the reporting employee's condition of employment or the work environment of the complainant.

Students, parents and volunteers may also initiate complaints if they have reasonable cause to believe that a district/school employee or volunteer has engaged in sexual conduct with a student. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined for such action.

Investigative Procedures

When the District receives a report of suspected sexual conduct by a District employee, the District may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while an investigation occurs.

If the District receives a report of suspected sexual conduct by a volunteer, the District may decide to suspend the volunteer from being on any school property and making any contact with students during the investigation.

If following the investigation, the report is substantiated, the District will inform the accused employee that the report has been substantiated and provide information regarding the appeal process to the employee. The accused employee may appeal the District's decision through the applicable appeal process.

If the employee decides not to appeal the determination, or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee's personnel file. The employee will be notified that this information may be disclosed to a potential employer.

Since sexual conduct may involve violations of state law, the District may report such conduct to local law enforcement. Local law enforcement may conduct an additional investigation to determine what charges, if any, would be filed against the individual.

Annual Training

The District is required to provide training at the time of hire and an annual training to all employees and to make such training available to parents and students regarding the prevention, identification and reporting of sexual conduct and child abuse.

Contact Information

Please report suspected sexual conduct to one of the following individuals:

- MHES: Rick Cotterell, 541-922-6651
- CBMS: Liz Durant, 541-922-6629
- UHS: Bob Lorence, 541-922-6557
- Maintenance: David McPheeters, 541-922-4256
- Food Service: Rikkilynn Larson, 541-922-6504
- District: Jody Durfey, 541-922-6503
- Employee Protection Line: 1-800-576-5262, code: 10219

Social Media and Electronic Communications- Refer to policy GCAB

The district recommends that employees utilize privacy settings to protect their online identity to the greatest extent possible. It is recommended that employees do not "friend" students on social media sites. No employee shall create a social media page or membership representing the district or any district programs without written consent from the employee's supervisor. Facebook pages established with permission for school clubs must be connected to the relevant Umatilla School District official site.

Staff members, while on duty and off duty, will utilize social network sites (e.g., Facebook, MySpace and

Twitter), public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal communication devices will be appropriate and professional. Communication with students using personal communication devices regarding non-school-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 e-mail using mailing lists to a group of students rather than individual students.

Failure to abide by the guidelines set forth in policy may result in disciplinary action up to and including dismissal.

Staff Absences

Staff members unable to report to work for any reason must notify their direct supervisor as soon possible to ensure appropriate substitute coverage and complete the absence approval process in Aesop. Substitutes are assigned on a daily basis unless a longer duration is specified.

Complete arrangements for absences must be made no less than one hour prior to the start of the work day. In order to facilitate continuity during absences, staff members unable to return to their duties the following day should complete leave arrangements no later than 2:30 pm. Failure to abide by these guidelines may result in discipline up to and including dismissal.

Extended leave for medical reasons may be available as per FMLA, OFLA and/or Board policies. Please review Board policies for further information or contact Jody Durfey at the District office.

Staff Conduct

All staff are expected to conduct themselves in a manner that conforms with District policy and administrative regulations.

Additionally, all licensed staff are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules (<http://www.tspc.state.or.us>).

The Ethical Educator

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

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

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

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

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

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

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

Staff Development

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school office and district office.

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

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

Staff Dress and Grooming – Refer to District Policies GBCB, GBCB-AR

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

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

Please refer to the Board approved expectations for staff dress found in Policy GBCB. Failure to abide by this policy may result in discipline.

Staff Ethics

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

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in anyway.
4. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work.

Staff Health and Safety – Refer to District Policy GBE

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is

provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;

- c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands for any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load;
 - h. Employees shall not remove, deface or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
 - i. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
 - j. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
 - k. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
3. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
 4. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
 5. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
 6. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
 7. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
 8. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
 9. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Staff Involvement in Community Activities

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

Staff/Parent Relations

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

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education. Non-custodial parents will not be granted visitation or telephone access to their student the school day. Students may not be released to the non-custodial parent without written permission of the parent having sole custody.

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

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

Staff Room

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

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

Student Activity Funds – Refer to District Policy IGDG

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

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

Student Dismissal Precautions

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

Student Performances

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the building principal.

The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

Student Transportation in Private Vehicles – Refer to District Policies EEAE, EEAE-AR, EEBB

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

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior building principal approval. Insurance information and parental permission forms will be required prior to private vehicle transport.

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

Student Withdrawal from School – Refer to District Policy JN

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs. Submit the list to the office.

In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.

Supervision of Students – Refer to District Policy JHFA

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

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

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily

leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

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

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

Talented and Gifted Programs-Refer to District Policies IGBB, IGBBA, IGBBA-AR, IGBBB, IGBBC

The district has developed a written plan for the identification of and provision of programs and services for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97th percentile on selected district tests. Additionally, talented and gifted students from special populations such as cultural and ethnic minorities, disadvantaged, underachieving gifted and disabled learners may also be identified.

Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading as may be necessary to meet the needs of identified students.

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the building principal.

Tax Sheltered Annuities

Employees wishing to participate in Tax Sheltered Annuities (TSA/403b) must access the Caruth Compliance Consulting firm site by going to the main Umatilla School District webpage, then selecting "District" and then "403 (b) and TSA Plans to complete the necessary paperwork.

District approved 403b vendors for employee deductions are:

403 (b)

American Funds Distributors, Inc. First Investors Corporation

Horace Mann

ING Life Insurance & Annuity Company

Kansas City Life

Putnam Investments

Teaching about Religion-Refer to District Policy INB

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

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

Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

Technology Use

The District is pleased to offer a variety of technology for instructional use. Please refer to the Acceptable Use Policy (available online) and the Expectations of Technology use (found in Appendix B of this handbook).

Telephones

Telephones are available throughout the building for business use. Personal phone calls or texting on district owned, or personally owned devices, are allowed during scheduled break and/or lunch times only. Long distance codes are provided for business use only. Staff members are responsible for all costs related to long distance calls made for personal use.

Tobacco-Free Environment – Refer to District Policies GBK, JFCG, JFCH, JFCI, KGC

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

For the purposes of the listed policies, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form.

Tuition Reimbursement

Tuition reimbursement forms are available at the school office. Legibly complete the form with required signatures and return the form to the district office for prior approval. Upon completion of the class submit official transcripts and tuition receipts for reimbursement.

Tutoring

No tutoring for which a staff member receives a fee is permitted in district schools or on school time and no district-owned materials or equipment may be used unless the tutoring is district authorized and/or sponsored program.

Use of Private Vehicles for District Business- Refer to District Policies EEAE, EEAE-AR, EEBC

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No

staff member may use a private vehicle for district business without written permission from the superintendent.

Staff members who are authorized to use a private vehicle on district business will be reimbursed at the Internal Revenue Service rate.

Veritime

Classified employees are required to check in/out each day using the Veritime system. Employees may use their individual devices, or the provided kiosks and school computers, to log-in; however, district wi-fi must be used to login. Failure to check in/out each day using the district wi-fi may result in discipline up to, and including, dismissal.

Visitors-Refer to District Policy KK

The Board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees.

To assure that no unauthorized persons enter a school, all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the building.

Any unauthorized person on school property will be reported to the principal or superintendent. The person may be asked to leave. Police may be called if the situation warrants such measures.

Students will not be permitted to bring visitors to school without prior approval of the building principal

Volunteers – Refer to District Policy IIC

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets.

The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal records check.

The administration and volunteer coordinator are responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

All volunteers shall comply with current Board policy and state and federal laws.

Work Day Checkout

Staff may leave the building and District grounds during the 30 minute duty free lunch as necessary. Departures during preparation periods must be approved by the building principal or supervisor. Staff are required to be on District premises during break periods.

All staff are required to check in/out with the office when leaving to enable staff to respond appropriately in the event of emergency situations.

Work Place Injuries

If injured, an employee must complete an 801 form and accident form prior to seeking medical attention. The District reserves the right to send a District representative to accompany the employee to a medical facility. Should an employee be injured but not need medical treatment, only an accident form is necessary.

Year End Checkout

Supervisors will collect all staff keys prior to the issuance of final paychecks unless assigned duties require continued access.

Checkout forms must be fully completed and signed by relevant supervisors prior to issuance of final paychecks.

Appendix A: HOW TO ORDER SUPPLIES

PLEASE PLAN AHEAD. The Accounts Payable Clerk works 3 days per week. Rush orders will be prioritized depending on the work load and schedule of the district office personnel responsible for the requisition process.

The district's priority vendor is the Umatilla-Morrow ESD / Intermountain Coop. Requests can be filled by the Coop for items ranging from pencils to furniture. Check with the Coop prior to ordering from other vendors.

A standard requisition form will be used and can be found on the district web site under the Staff Resources section.

Requisitions shall be typed or written in **blue** or black ink. Requisitions written with pencil or **red** ink will be returned.

Read and follow all directions from the vendor's order form. Enter catalog numbers on all items when applicable. Requisitions shall not be rounded to the nearest dollar. Check your math. Accurate shipping and handling charges shall be included in the requisition. Consult the vendor for accurate shipping costs.

Requisitions that read "see attached" must have two (2) copies of the attachment sent to the AP Clerk.

If a check needs to be sent with the purchase order, so note on the requisition. (i.e. hotels, conference, dues and membership).

If the Purchase Order needs to be faxed, or, if the requestor wants to mail the purchase order himself instead of the AP Clerk, so state on the requisition in **BIG** and **BOLD** letters.

Proof read your work before submitting to your supervisor.

The requestoroftheorder and supervisor shall sign the requisition.

Incomplete or incorrect requisitions will be returned.

Packing slips from **summer** orders shall be signed, dated and sent to the District Office no later than **August 30**. Items shipped over the summer were also billed over the summer and are past due for payment. It is essential the packing slips are returned immediately.

As packages arrive, pack slips must be sent to the AP clerk the same day the package arrives. Pack Slips shall be signed and dated indicating receipt of items. Missing items or back orders shall be noted.

If a package arrives without a pack slip, the recipient shall find the copy of the *Purchase Order* (Not Requisition) previously sent to him for that vendor. Confirm on the PO what items and how many were received. Sign, date and return the PO to the AP Clerk. E-mail will not suffice; a signature from the recipient is required.

Expense reimbursements under \$20 will not be written through the district's accounts payable department. Those expenses will be reimbursed through your school/departments petty cash. Standard petty cash protocol will be followed.

A \$40 administrative fee will be charged to the employee for replacing a lost or damaged expense or tuition reimbursement or travel reimbursement check.

Peggy, AP Clerk (6515) and Jody, Business Manager (6503), are available to answer questions.

Appendix B: Umatilla School District Expectations for Technology Use

Expectation of Prep Time: Prep time is paid time intended for use in improving and supporting instruction. Prep time is to be used for lesson planning, assessment review and development, standards review and analysis, collaboration with other teachers, grading, data management and contacting parents. Well used prep time is evident during classroom instruction. Well prepared teachers use engaging lessons tied to student needs based on relevant educational objectives.

Expectations of Technology Use: District technology is provided for educational use. It is important to note that the majority of employees use the technology in our District appropriately and to the benefit of our students. To ensure that ALL employees use our resources and time appropriately, we've developed some common expectations for use. This list was developed with involvement from administration and both unions. As technology evolves, new issues will arise. Please work with your supervisors and/or union leadership to clarify any new concerns or questions.

Requests for Sites: Our filtering software blocks groups of sites, not individual sites. We may open individual sites for use. If you believe a site should be opened for use, please submit a helpdesk ticket. In your ticket, please be sure to include both the specific web address of the site and a brief explanation of the site's instructional merit for student use or classroom planning.

Further Questions? Most questions may be answered by reviewing applicable board policies: <http://policy.osba.org/umatilla/i/iibga%20g1.pdf>
<http://policy.osba.org/umatilla/i/iibga%20r%20g1.pdf>

Appropriate and Encouraged Instructional Use:

- Gathering research for content/objective relevant subject matter or professional development
- Student games with content/objective relevant educational value and specific purpose
- Developing classroom/school webpages for classroom use
- Utilizing lesson planning resources and classroom idea sharing sites
- Gathering and utilizing assessment data

- Carefully selected and pre-screened Youtube or other video sites with content/objective relevant educational purpose
- PowerSchool
- Participating in activities (webinars, coursework, etc.) related to approved professional development

Unacceptable Use of School Time/Technology:

- Using computers for unsupervised or unguided web surfing to make up for poor instructional planning
- Browsing the latest news in Sports/Movies/Celebrity Gossip when it detracts from instructional time or lesson preparation
- Personal shopping
- Personal activities (banking, family web pages, photos) when it detracts from instructional time or lesson preparation
- Viewing or participating in dating or social networking pages on school time
- Subscribing to RSS feeds that are not relevant to education/content area on school computers
- Additional restrictions set forth by Board Policy
<http://policy.osba.org/umatilla/i/iibga%20r%20g1.pdf>,
<http://policy.osba.org/umatilla/i/iibga%20g1.pdf>

Illegal Use/Activities:

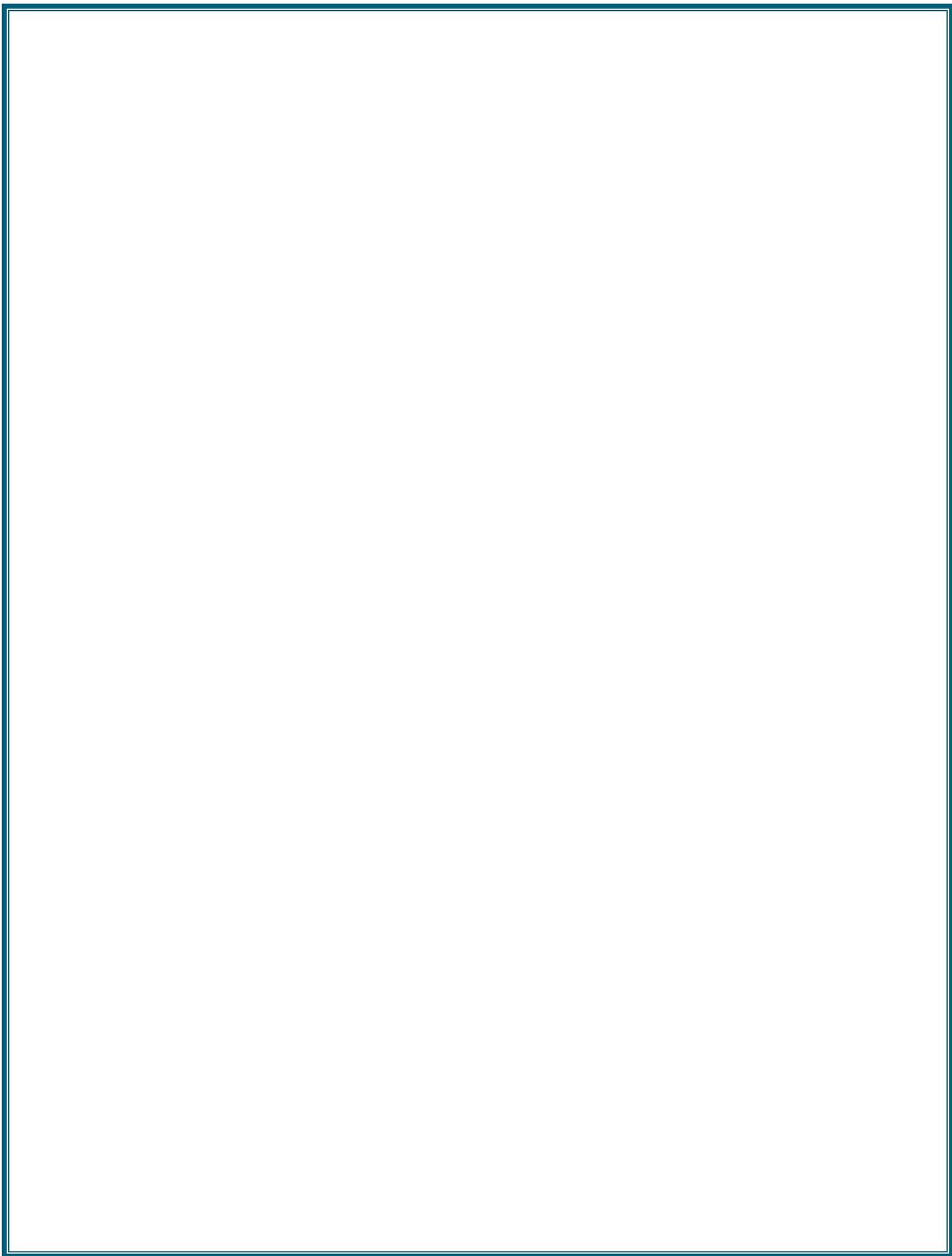
- Pornography
- For profit (selling on Etsy, Ebay, Craig's List, etc.)
- Attempts to bypass District filters or networks

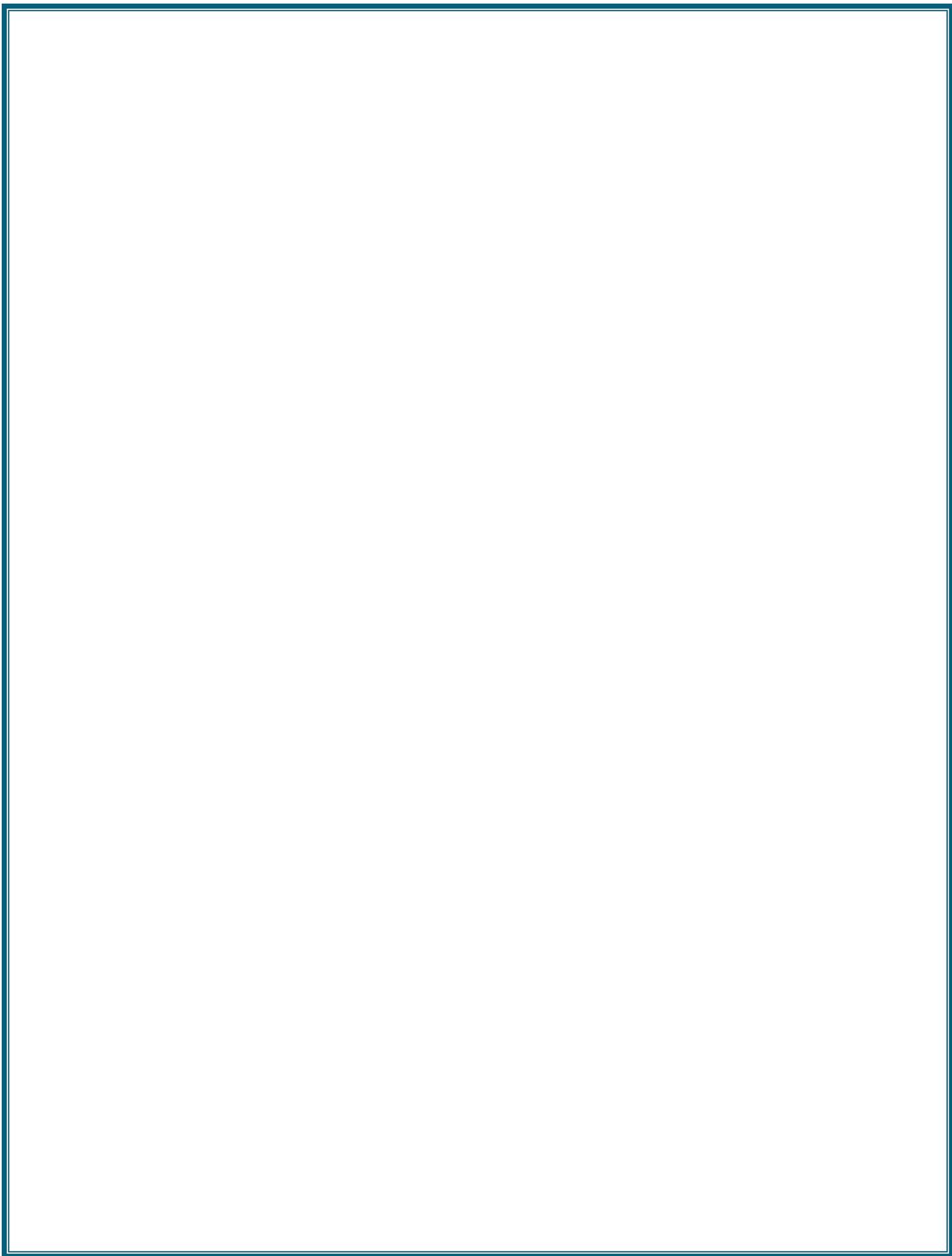
Please Avoid Bandwidth Hogging:

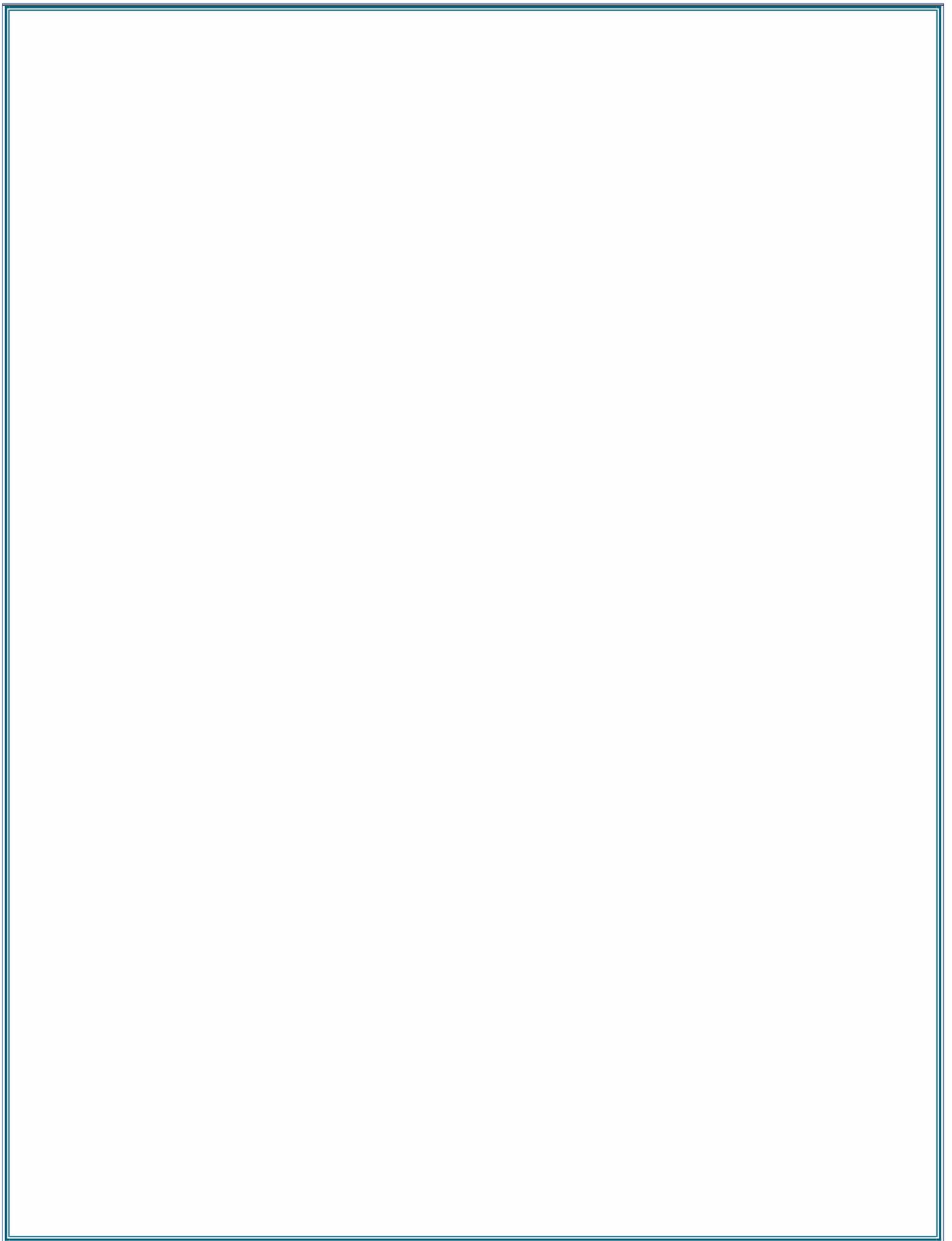
- Streaming radio can use significant bandwidth and create slowdowns during high-use periods. Please refrain from streaming radio sites during OAKS/ELPA testing windows. Be sure music is school appropriate.
- Pop-ups and advertisements can be very active even when not in use. To save bandwidth, please close sites when not in use. Note: PowerSchool is not an issue, it may remain open throughout the day.

Important Safety Reminders:

- Log off your computer when not in use
- Do not allow students to use computers unsupervised







Professional Communication and Conduct

Acting in the Best Interest of Children

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

Words and Music - With Individuals - With Groups - With Families - With Community - With Agencies

Professional Communication and Conduct

1. Verbal Communication

1	2	3	4	5
Verbal communication is frequently very negative, hostile, defensive, blaming, exaggerated, polarized (always/never) and/or sarcastic. Fellow workers feel the need to "walk on eggshells" around this person so as to not set off a hostile or defensive reaction.		Verbal communication is generally respectful, sincere, clear, and win/win oriented. However, periodically this person can temporarily slip into sarcasm, negative exaggeration, etc. When this happens, this person readily recognizes it and makes clear efforts to re-establish positive relationships and communication.		Verbal communication is consistently respectful, friendly, clearly stated and obviously seeking win/win.* Questions are sincere. Contributions of others are frequently acknowledged. Verbal communication is intentionally welcoming of other thoughts and opinions.

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

2. 4:1 Positives to Correctives

1	2	3	4	5
Communication is characterized by comments that are almost always negative or corrective in nature.		This person's communication with any given person is mostly positive but negative or corrective comments are frequent and the ratio is closer to 1:1 or 2:1.		This person's communication with any given person is characterized by comments that are consistently positive – maintaining at least a 4:1 positive corrective ratio.

3. Non-Verbal Communication

1	2	3	4	5
<p>Non-verbal communication is characterized by frequent eye-rolling, pouting/sulking, sighing, "silent treatment" – or other non-verbal signals demonstrating rejection or avoidance of others.</p>		<p>Non-verbal communication is generally very positive and inviting. However, periodically this person can temporarily slip into using defensive or hostile non-verbal signals. When this happens, this person readily recognizes it and makes clear efforts to re-establish positive relationships and communication.</p>		<p>Non-verbal communication is characterized by frequent smiling, comfortable eye contact and posture that is pleasant and demonstrates acceptance. One senses from this person's non-verbal communication that they are engaged, focused and responsive to those with whom they are communicating.</p>

4. "Honoring Those Not Present"

1	2	3	4	5
<p>This person frequently engages in gossip -sharing, or stimulating the sharing of negative information about those not present.</p>		<p>This person is generally honoring of those not present. However, in some situations they find themselves sliding into the sharing of negative information about those not present without a clear and professionally compelling need to do so. When they become aware of this, they quickly change the subject or otherwise disengage from the practice and work to restore honoring and respectful communication.</p>		<p>This person simply refuses to engage in, or encourage, or in any way be part of the sharing of negative information about those not present unless such information is shared with a supervisor or is shared in some other situation where there is a professionally compelling "need to know". This person is polite and respectful as they decline to participate in such communication -but they give the clear message that they do not value, and will not participate in such negative communication .</p>

5. Assuming Responsibility

1	2	3	4	5
<p>The person refuses to acknowledge any portion of responsibility for a communication problem with another staff member. They see themselves as "100% in the right!" and the other person as "100% to blame". They spend their energy on ways to justify and defend rather than on introspection and scanning for ways they can improve communication.</p>		<p>This person most often thinks "who am I in the matter?" -EXCEPT in certain cases with certain people. They believe that these certain people are 100% responsible for particular problems.</p>		<p>This person consistently asks first "who am I in the matter?" "how can I think, respond, and act in such a way as to improve this situation?" They then act on the answers they find to those questions. If those actions don't produce results, they ask again.</p> <p>They do not ignore the contributions of others to the problem and they clearly address those elements as they work to improve the situation -but they subscribe to the general philosophy that there is always something they can personally do to help improve the situation.</p> <p>They consistently refuse to abandon their personal power to make a difference.</p>

6. Professional Conduct - Job Performance

1	2	3	4	5
<p>This person requires a high degree of monitoring and supervision to insure that they are fulfilling the requirements of their job description. He/she is not self-directed and essentially cannot be trusted to accomplish key job tasks without close oversight.</p>		<p>This person understands key job responsibilities and generally works hard to accomplish key tasks. However, he/she is sometimes prone to drift away from key job tasks and engage in non-essential work to the detriment of key tasks at hand. For this reason frequent supervisory check-ins are necessary .</p>		<p>This person understands key job responsibilities and acts in a self-motivated , self-directed manner to accomplish those tasks. They do not hesitate to ask for direction and clarity when needed, but they generally understand what needs to be done and work to accomplish it in a professional, timely, quality manner. They require very little supervision or oversight.</p>

