



**EMPLOYEE HANDBOOK**

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Klamath Falls, Oregon 97601

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RECEIPT OF EMPLOYEE HANDBOOK

## SECTION 1 - INTRODUCTION

The [EagleRidge High School](#) (EHS) Employee Handbook is designed to communicate the major policies, procedures, working conditions, and benefits affecting your employment.

The most current version of the EHS Employee Handbook can be found in PDF format in the EagleRidge All Staff Folder in Canvas, online at our official website, and may be printed and handed to the employee. EHS has used several resources to create this handbook. Resources include: Federal and State laws; EHS Board Policy and Procedures; Oregon School Board Association; and Administrative Procedural Considerations of the EHS Executive Director. This document is current as of the date noted in the lower right-hand corner of each page.

Throughout this document, you will find blue, underlined hyperlinks to additional online policy manual and other useful information sources. Follow the links to learn more. **If you have questions** — Ask the EHS Executive Director, Business Manager, and/or follow the hyperlinks to the online sources. Employee Benefit questions can be directed to the Business Manager.

No handbook can include or anticipate every issue, question or concern that may arise. Each employee is required to be knowledgeable about the policies, procedures, and regulations of EHS and implement them in a spirit of good faith. When in doubt, **please ask** before you make a decision that could violate a law or policy and endanger your employment with EHS. The contents of this handbook are intended to provide a brief overview of the most referenced policies — it may not include every piece of information you need to know.

The policies and procedures described in this Handbook are considered a condition of continued employment. However, the contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between EagleRidge High School with any of its employees. The Handbook is a summary of our policies and procedures which are presented here only as a matter of information. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth. You should take advantage of opportunities to learn as much as possible about your job and how it fits into the work and progress of EagleRidge High School. By making a concerted effort to learn as much as you can about your job, you will greatly improve your chances of success with EagleRidge High School. Please ask about additional Professional Development opportunities in addition to regularly scheduled Professional Development.

EHS reserves the right to revise, expand or discontinue this information at any time. Only the Board may approve changes to EHS Policies and Procedures or the Executive Director to Administrative Regulations and Procedures specified in this handbook.

If there is a conflict between the information in this handbook and any law, rule, policy, procedure, or regulation of the United States, State of Oregon, or EHS School Board, the law, rule, policy, procedure, or regulation is the controlling authority.

## 1.1 EAGLERIDGE HIGH SCHOOL VISION AND MISSION

**Vision:** Graduating inspired students prepared for life-long success.

**Mission:** We provide a caring, small school environment where students learn to respectfully communicate and collaborate through projects and technology while preparing for a smooth transition to either college or career and service to their community.

### **Culture:**

- Relationships – I will discover and honor my value and the value of others.
- Relevance – I will discover how my learning connects to my life.
- Rigor – I will make sure everything I do is achieved with great care and accuracy.

## 1.2 SCHOOL HISTORY

Originally named the Riverside Project in its planning stages, EagleRidge High School is the product of the efforts of community members with a vision for a school that could provide a small school learning environment to no more than 210 students in the Klamath Basin who were not thriving in a larger high school setting. After several years of planning and the help several grants, the school opened its doors in the 2007-2008 school year. In the fall of 2009, the school moved into a newly renovated building specifically designed to accommodate its students using an emphasis on technology and its project-based learning programs.

EagleRidge High School (EHS) is a free, publicly funded charter high school designed to provide rigorous academics so that students will have a smooth transition to post-secondary education, industry and/or military service. Above and beyond normal graduation requirements, our students are asked to complete requirements in these additional areas: four college classes; 40 hours of community service; 40 hours of Service learning (internship) in a work environment; four credits each of math, science, English, three credits of social studies, and four credits of Fine and Applied Arts (one credit will be Digital Media/Computer Applications). Students will also complete required electives in an area of their choice. Technology standards and skill development are embedded into our curriculum.

Placement of students at EagleRidge High School is strictly voluntary. Every student who attends EagleRidge has gone through an application process. Our school design is to serve 210 students. Students are encouraged to apply in the winter or spring of their eighth grade year. If we exceed 210 applications, we implement a blind lottery system. Note: [ORS 338.125](#) allows a charter school to give priority to (1) students who were enrolled in the school during the prior year without withdrawing, and (2) siblings of students who have been enrolled in a prior year. By contract (3) after students from Klamath Falls City School District have been enrolled then EHS may enroll students from other districts only if there are vacancies. After these priorities, we ensure equity by conducting a blind lottery for remaining seats.

### 1.3 GENERAL INFORMATION

**EagleRidge High School**  
 677 South 7<sup>th</sup> Street  
 Klamath Falls, OR 97601  
 www.ehr3.org  
 541-884-7627      541-887-8054 fax

Staff Directory		
Name	Position	Email
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Becky Barker	Graduation and Student Success Coach	becky.barker@ehsr3.org
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Karen Nichols	Foreign Language: Spanish	Karen.nichols@ehsr3.org
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Fred Smith	Construction	Fred.smith@ehsr3.org
Terra Whitlock	Math Teacher/Interventionist	terra.whitlock@ehsr3.org



## Building Hours

The school building will be open from 8:00 am to 4:00 pm Monday-Friday with the exception of school holidays. The school may be open longer hours depending on Staff availability to monitor the building.

### Regular Weekly Schedule

Mon, Tues, Wed, Thurs		Fri Only	
Breakfast	8:15 - 8:40	Breakfast	8:15 – 8:40
Block 1	8:45 – 9:52	Block 1	8:45 – 9:27
R <sup>3</sup> Studies	9:55 –10:17	Block 2	9:30 – 10:12
Block 2	10:20 – 11:27	Block 3	10:15 – 10:57
Lunch	11:30 – 12:02	Block 4	11:00 -11:42
Block 3	12:05 – 1:12	Block 5	11:45 -12:27
Block 4	1:15 – 2:22	Lunch to Go	
Block 5	2:25 - 3:32		

Students may come at 8:00 am or stay after school until 4:00 pm to receive extra help from teachers or to complete projects. Organized after hours tutorials will be set on Tuesday and Thursday to receive additional support.

### 1.4 CHANGES IN POLICY

Since our school and our organization are subject to change, the Board of Directors of EagleRidge High School (“the Board”) reserves the right to interpret, change, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time. For example, frequent Board policy is mandated through State of Oregon legislation. The Board, through the Executive Director and Business Manager, will notify all employees of these changes. Changes will be effective on the dates determined by the Board. After those dates, all previous policy and procedural versions will be null.

No individual has the authority to change policies and only the Board meeting in quorum can do so. If you are uncertain about any policy or procedure, speak with the Executive Director. The Executive Director will interpret to the best of their ability in good faith Board Policy and Procedures and apply as operational procedure the provisions. As necessary, the Executive Director will consult with the Board for Policy and Procedural intent and updates.

### 1.5 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application, resume, cover letter and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **1.6 EMPLOYMENT RELATIONSHIP**

According to our At Will Agreements, you enter into employment voluntarily, and you are free to resign at any time. Similarly, EagleRidge High School is free to conclude its relationship with any employee at any time with or without cause subject to State of Oregon Code ([ORS Vol. 14 Title 51](#)) of employment rights. Employees are required to follow the Employment Termination Policy (See [Section 3.8](#)).

## SECTION 2 - DEFINITIONS AND EMPLOYEE STATUS

An “employee” of EagleRidge High School is a person who regularly works for EagleRidge High School on a wage or salary basis. Employees may include exempt, non-exempt, regular full-time, regular part-time, or temporary persons, and others employed with the school who are subject to the control and direction of EagleRidge High School in the performance of their duties.

A formal evaluation of non-classified personnel on-the-job progress will be done after your first 90 days of actual employment performance and annually thereafter. An informal evaluation of all classified personnel will be done after your first 90 days of actual employment performance and annually thereafter. During these evaluations, the Executive Director of EagleRidge High School will review your progress with you. The purpose of these evaluations is to provide you with an opportunity to discuss your progress which will allow you to better understand your job responsibilities, improve your job performance and to provide formal comments and recommendations from you for the betterment of our educational program.

Definitions:

- EagleRidge High School is the charter school to which all described entities belong.
- “User” includes any person who uses a computer at EagleRidge High School, including but not limited to Teachers, Students, Staff, Administrators, Parents, and Volunteers.
- “Student” is any child who is currently enrolled at EagleRidge High School.
- “Parent(s)” is/are legal guardian(s) of the student.
- “Teacher” is any person who has a teaching position, part, or full time, at EagleRidge High School.
- “IT Administrator” is the office/position at EagleRidge High School directly responsible for all computers, technology, and the network at EagleRidge.
- “Executive Director” is the highest-level position at EagleRidge High School.

## SECTION 3 - EMPLOYMENT POLICIES

### 3.1 ABSENCES AND LEAVES OF ABSENCE

#### **Absences**

Staff members unable to report to work for any reason must notify the front office as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the front office as soon as possible and preferably by 2:30 p.m. Whenever possible and as appropriate, substitutes will be retained during the course of your absence.

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

An absence report form must be completed and returned to the front office for all staff absence including absences due to school- or EHS school-related activities. Forms are available in the office.

#### **Leaves of Absences**

All employees of EagleRidge High School who are unable to continue their job responsibilities due to illness, injury, pregnancy, disability, or other reasons may apply to take a leave of absence. This will include any time over amounts specified in the Benefits section in this handbook.

If you wish to take a leave of absence, you must submit a completed Request for Leave Form to the School Executive Director providing the following information:

- The reason for the leave
- The date that the leave would begin
- The date you expect the leave to end

If the leave is to be taken due to an injury or illness, you must provide a letter from your physician stating the nature of your illness, injury, or disability and an estimate as to when you might be expected to be able to return to work. If an injury or illness lasts longer than 7 days, employees may apply for Short Term Disability Benefits.

Requests for leaves of absence will be considered on a case-by-case basis, and the determination to grant or deny a request for leave without pay shall be in the sole discretion of the Executive Director. Such leave will also affect summer payments on a prorated basis. For example, an employee missing a week (5 days) of approved leave of absence will be adjusted in compensation by 5/186 of pay and will be reduced in equal installments over the summer.

When returning from a leave of absence, you will be eligible to rejoin our staff. If it is appropriate for the school program as determined by the Executive Director, you will be reinstated in your original position

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or in another position of similar pay and responsibility. If no openings exist at the time you plan to return to work, then you will be given first preference for any subsequent position openings for which you may be qualified.

When you return from a leave of absence granted for medical reasons, you must provide the Executive Director with a statement from your physician releasing you to work.

If you wish to change the date of return from your leave of absence, you must notify the Executive Director as soon as possible, in writing, of your change in plans, provide the reason for your change in plans and any physician's statements supporting this change. Such written notice must be received by the Executive Director prior to the date you originally intended to return. The Executive Director may, in their sole discretion, approve the new date of return to work or may deny the extension.

The maximum amount of leave time of a non-medical reason that may be granted is twelve weeks per year based on a rolling 365-day period. If you fail to report back to work as scheduled, or if you exceed the maximum amount of leave time available, you will be considered to have voluntarily terminated and summer wages will be terminated.

## **3.2 BUILDING SECURITY**

### **Identification Badges**

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

1. Identification badges are the property of EHS for use by EHS employees. Any employee who duplicates or lends an identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of EHS duties while on EHS property;
3. A report of a lost or stolen badge must be made to the Business Manager immediately;
4. An identification card lost, stolen, or damaged due to circumstances beyond the employee's control will be replaced by EHS at no cost to the employee;
5. EHS will not disclose the identification badge or card of an employee without the written consent of the employee if:
  - a. The badge or card contains the photograph of the employee;
  - b. The badge or card was prepared solely for internal use by EHS to identify employees.

### **Keys**

Keys are issued to staff by the Business Manager to the building, classrooms and offices and staff are responsible for their safe keeping. 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 EHS;

4. Lost or stolen keys must be reported to the Executive Director within 24 hours of discovery of the loss or theft so that measures may be taken to protect EHS 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 form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
  - a. Room or other keys – \$25;
  - b. Master key – \$45;
  - c. Maximum charge – \$100.

### **Leaving the Building**

The last employee, or a designated employee, who leaves the school at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with the exception of lights normally left on for security purposes.

Student computers and other technology systems should be turned off to help conserve energy. If automatic turn off systems are NOT working, please notify the IT Administrator to rectify this situation.

### **3.3 CORRECTIVE ACTION**

EagleRidge High School believes in the philosophy of “Positive Discipline.” We believe that all of our employees are intelligent adults who have self-respect and who take pride in their work. A person who has self-respect and who takes pride in their work will rarely lapse from excellent work behaviors. EagleRidge High School views discipline not as a way to punish employees, but as a way to simply remind employees of what is expected.

EagleRidge High School holds each of its employees to certain work rules and the Code of Conduct (see Sections 4 and 8). When an employee deviates from these rules and standards, EagleRidge High School’s Executive Director will take corrective action. Corrective action may consist of:

1. A Friendly Reminder
2. Written Warning
3. Work Plan
4. Suspension without or with pay
5. Discharge

The level of corrective action will be determined by the Executive Director, in their sole discretion. Certain rule infractions and violations of standards are grounds for immediate termination of employment. These include, but are not limited to:

1. Theft in any form
2. Insubordinate behavior
3. Inappropriate behavior toward students, parents, staff, or members of the public
4. Vandalism or destruction of school property
5. The use of school’s equipment for non-school business
6. Untruthfulness about personal work history, skills or training

Divulging of confidential records, and misrepresentations of EagleRidge High School to a parent or child, a prospective parent or child, the general public, an employee or prospective employee or other businesses

associated with EagleRidge High School will be cause for corrective action determined by the Executive Director, based on the criteria listed above.

### **3.4 CRIMINAL RECORDS CHECKS/FINGERPRINTING PROCEDURES**

All newly licensed or registered educators are required to submit to a nationwide criminal records check including fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum, or internship as a teacher, administrator, or personnel specialist who has not submitted to a criminal records check by TSPC within the previous three years. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All staff not requiring licensure or registration as a teacher, administrator, personnel specialist, or school nurse and newly hired are required to submit to a criminal records check including fingerprinting as required by Board policy and Oregon law.

Individuals employed as or by a contractor and considered by EHS to have direct, unsupervised contact with students are required to submit to a criminal records check or fingerprint-based criminal records check.

A volunteer allowed by EHS into a position that has direct, unsupervised contact with students will undergo a fingerprinting and criminal records check.

EHS shall require a fingerprint-based criminal records check for volunteers and contractors allowed direct, unsupervised contact with students in the following positions:

1. Volunteers transporting students, other than their own, in a private vehicle off EHS property for an EHS-sponsored activity.
2. Overnight Chaperone
3. Any EHS contractor, whether part-time or full-time, or an employee of an EHS contractor, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

The EHS Executive Director will identify contractors subject to such requirements.

4. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with Fieldprint.
5. Any person authorized by EHS for volunteer service in a position having direct, unsupervised contact with students will be required to undergo a criminal records check. EHS shall not begin the employment of a subject individual before the return and disposition of the required criminal records check and/or fingerprinting.

EHS's use of criminal history must be relevant to the specific requirements of the position, services, or employment.

## **Exceptions**

A newly hired employee is not subject to fingerprinting if EHS has on file evidence that the newly hired employee previously and successfully completed an Oregon and a FBI criminal records check for a previous employer that was an ESD or school district.

Evidence will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer. Furthermore:

1. The ODE or TSPC verification of a previous check shall be acceptable only in the event EHS can demonstrate records are not otherwise available;
2. EHS shall maintain evidence that the employee has not resided outside the state between the two periods of time working in EHS.

## **Notification**

1. EHS will provide notification to individuals subject to criminal records checks and fingerprinting of the following:
  - a. Such criminal records checks and fingerprinting are required by law and/or Board policy;
  - b. Any action resulting from such checks that impact employment or contract may be appealed as a contested case;
  - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
  - d. A refusal to consent to criminal records checks and fingerprinting shall result in immediate termination from employment or contract status or the ability to volunteer at EHS.
  - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on EHS employment applications, contracts, ODE forms, or EHS volunteer forms written or electronic may result in immediate termination from employment, contract status, or the ability to volunteer in EHS.
2. EHS will provide written notice through such means as employment applications, contract, or volunteer forms.

## **Processing/Reporting Procedures**

The following procedures will be used for all employees subject to criminal records checks and/or fingerprinting:

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting, per state law, they are responsible for reporting to an authorized finger printer as directed by EHS.
3. To ensure the integrity of the finger printer collection and prevent any compromise of the process,
4. EHS will provide the name of the individual to be fingerprinted to the authorized finger printer.
5. The authorized finger printer will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify EHS of said results as well as the



- identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract, or volunteering.
6. A copy of the form will be kept at EHS.

## **Fees**

Fees associated with criminal records checks and fingerprinting for individuals applying for employment with EHS including contractors and their employees shall be paid by EHS.

## **Termination of Employment or Withdrawal of Employment/Contract Offer**

1. Any individual required to submit to criminal records checks and fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will be made by the EHS Executive Director upon:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification from the Superintendent of Public Instruction or their designee that the employee has a conviction of any crimes prohibiting employment with EHS as specified in law.
2. Any individual required to submit to a criminal records check and fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the Executive Director upon notification from the Superintendent of Public Instruction or their designee that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any EHS policies regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who will have direct, unsupervised contact with students that refuses to submit to a required, criminal records check to acquire or maintain a volunteer status in EHS in accordance with law and/or Board policy will be denied the ability to volunteer at EHS.
5. If EHS has completed a required criminal records check and EHS has been notified by the Superintendent of Public Instruction that the individual knowingly made a false statement on an ODE form as to conviction of any crime that may otherwise prevent a volunteer status in EHS, the individual will be denied the ability to volunteer.
6. Any volunteer who knowingly makes a false statement, as determined by EHS, on an EHS volunteer application form, may be denied the ability to volunteer in EHS.

## **Appeals**

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with EHS to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

### **3.5 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS**

The purpose of evaluation is to aid the teacher in making continued professional growth and to determine the teacher's performance of the teaching responsibilities. The EHS program also provides for the assessment of classified employees and current performance of their job assignments.

The EHS evaluation process is designed to: provide an opportunity for staff to set goals and objectives; receive the Executive Director's feedback; to have peer support to assist teachers to enhance instruction to meet the needs of students; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for areas of growth; and provide opportunities to make improvement(s) within specific timelines.

The evaluation process also provides a tool for administrators who are responsible for making recommendations about promotion, demotion, contract extension or non-extension, contract renewal or nonrenewal, discipline, and dismissal.

Licensed or registered staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.

Licensed or registered probationary staff will be formally evaluated after the first 90 days of employment and at least annually. Evaluations will be based on at least two observations and other relevant information developed by EHS. All other licensed or registered staff will be formally evaluated at least annually.

Classified staff will be formally evaluated after the first 90 days of employment and annually thereafter.

Copies of the EHS evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy, applicable EHS evaluation procedures, collective bargaining agreements, and Oregon law.

### **3.6 EMPLOYEE REQUIRING MEDICAL ATTENTION**

EagleRidge High School believes in the dignity of our employees and their right to be safe at their place of work. Because of this belief, EagleRidge High School requires that all job related accidents and injuries be reported at once to the Executive Director. By promptly reporting any accidents or illnesses, EagleRidge High School will be able to quickly identify and resolve potential safety problems. Your failure to report such an accident or illness could result in serious problems for EagleRidge High School.

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician will be notified if appropriate. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges.

Furthermore, EagleRidge High School's employees will not be responsible for transportation of another employee due to liabilities that may occur.

#### **Workman's Compensation Injury Procedures**

- Immediately assess the condition of the injured worker.
- If the injury is serious, call 911

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- Report to Business Manager to complete a Report of Industrial Injury
- Go the nearest Medical Center (if this is applicable)
- Once treated, provide the proper documents to return to work. A physician’s “return to work” notice may be required.

### **3.7 EXPENSE REIMBURSEMENT AND TRAVEL PROCEDURES**

Expense reimbursement for staff traveling on approved EHS business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for EHS business purposes and directly attributable to it will be reimbursed. As used in this procedure an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct EHS business. Reimbursement allowances will be in compliance with government, state, and district reimbursement rates.

Out-of-state travel requires prior Executive Director approval.

#### **Insurance Coverage**

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct EHS business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of EHS for damages resulting from vehicle accidents is not the same as set forth in EHS’s general liability insurance policy. The employee’s insurance coverage provides primary coverage when the employee is driving their own vehicle on approved EHS business.
3. All EHS employees operating private vehicles on approved EHS business are required to complete and maintain on file with EHS verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required annually. Employees are required to update their verification of vehicle liability information maintained on file with EHS upon **any** change in the employee’s vehicle insurance coverage.

#### **Meals and Meetings**

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for EHS business. Meals include amounts spent for food, beverage, taxes, and related gratuities. Alcoholic beverages will not be reimbursed by EHS.
2. Expenses in excess of EHS’s established limit are ordinarily the responsibility of the employee and may be reimbursed only with Executive Director approval. Receipts for all meal expenses must be secured and attached to the claim.

#### **Travel Advances**

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds \$50. The travel advance may be requested by completing the form provided by EHS.
2. The cost of commercial travel tickets will not be included in a cash advance request.
3. In the event of loss, the employee is personally responsible for cash advances issued and for any third-party use of an EHS-provided credit card.
4. At least 15 working days are required for processing an advance check after the approved request is received by the business office.
5. Only one cash advance may be outstanding to any employee at any time.

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### **Reservations, Commercial Carrier, and Lodging**

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by EHS.
2. The Business Manager is responsible for making reservations with the local travel agency, commercial carrier or online reservation site.

### **Vehicle Rentals**

1. Rental vehicles may be used only when use will affect a savings or otherwise be more advantageous to EHS or when the use of other transportation is not feasible.
2. Rental of a compact vehicle is recommended when suitable for approved EHS business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.
3. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if EHS carries the rental car endorsement as part of its insurance coverage. In the event EHS does not carry the rental car endorsement, the employee will be authorized to purchase insurance coverage from the rental agency.

### **Cancelled Trips**

1. If an employee cannot leave at the scheduled time, it is their responsibility to inform the Business Manager who arranges to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the Business Manager or employee as soon as possible to avoid a cancellation charge.
4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.
5. In the event that an employee fails to notify the Business Manager in sufficient time to have expenses cancelled or exchanged, then the employee will be responsible for expense.

### **Personal Travel Combined with EHS Business Travel**

1. If an individual traveling on approved EHS business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of EHS business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved EHS business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.

3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other personal leave may be taken in conjunction with approved EHS travel subject to the following:
  - a. Time delays related to approved EHS business are charged as working time even if no work is performed;
  - b. If the employee travels by less than the most cost-effective manner, as determined by EHS, for approved EHS business or for personal travel combined with travel for EHS business purposes, they must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
  - c. All subsistence and local transportation (i.e., taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
  - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved EHS business, even though they spend a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved EHS business;
  - e. A traveler who decides on their own to conduct EHS business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have EHS pay their basic transportation cost from EHS to the location visited, or submit a request for other expense reimbursement.

### **Expense Reimbursement Request and Accounting Procedures**

1. Reimbursement requests detailing actual expenditures must be submitted on EHS's travel expense form and approved by the Executive Director in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference, and workshop fees. All requests must be submitted to the EHS office within 10 working days of the conclusion of the trip.
  - a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 10 working days to the business office with the report.
  - b. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
  - a. The names of guests;
  - b. The organizations involved;
  - c. A full explanation of the EHS business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the

travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.

4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 90 calendar days of incurring the expense. Reimbursement claims later than 90 calendar days of the expense may be denied.
5. Mileage for approved EHS business travel in a private vehicle will be reimbursed at the current rate per mile established by the Internal Revenue Service (IRS).
6. Meal expenses for approved EHS business travel purposes, may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved EHS business purposes in which public EHS business is conducted with at least one or more other persons, or that is incurred on approved EHS business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.
7. In the event the total of the amount charged to, and/or received from EHS by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

### **Reimbursable Expense Limitations**

1. Meal expenses may be reimbursed with receipt subject to a \$55 per day maximum.
2. Gratuities should be reasonable and generally must not exceed 15 percent and must be included as a part of the receipt.
3. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing and laundry may be reimbursed if the length of a trip or circumstances demand.
4. Mileage reimbursement for actual miles traveled on EHS business, may be approved subject to the following limitations:
  - a. Mileage reimbursement will not be granted to an employee, other than an EHS-approved tutor, for traveling from their residence to the place where work begins for the day or for returning home from the last place worked during the day;
  - b. Reimbursement will be made only for those miles actually traveled in the course of completing approved EHS business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
  - c. Group travel may be requested on one travel request form for a group traveling together as long as advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;
  - d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;

- e. Individuals requesting reimbursement for use of a private vehicle on approved EHS business must meet insurance requirements. See **Insurance Coverage** above.
- 5. Lodging will be reimbursed at reasonable commercial rates and within the government, state and district reimbursement allocations.
- 6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to EHS's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by EHS.
- 7. All purchases must be pre-approved by the Executive Director or Business Manager.
  - a. Receipts must be presented for reimbursement within 30 days of the purchase.
  - b. Only original receipts showing the following will be reimbursed:
    - o Date
    - o Items purchased
    - o Company name the money was paid to
    - o Total amount paid

### **3.8 EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- 1. Resignation – voluntary employment termination initiated by an employee.
- 2. Termination – involuntary employment termination initiated by EagleRidge High School.
- 3. Layoff – involuntary employment termination initiated by EagleRidge High School for non-disciplinary reasons.

While we hope that your association with EagleRidge High School will be an enjoyable one, we realize that at some time in the future it may be necessary for you to leave School employment. If you do decide to leave, you should notify the School Executive Director, in writing, at least 30 days prior to your last day of work so that the Executive Director can make the appropriate arrangements. The resignation shall be effective as of the date specified in the resignation notice. If no effective date is specified in the resignation notice, the resignation shall be effective as of the date specified in the Executive Director's acceptance letter. EagleRidge High School reserves the right upon the submittal of any resignation of any employee to release that employee immediately and all benefits will cease accordingly.

Any employee who terminates employment with EagleRidge High School shall return all files, records, keys, software pass codes, and any other materials that are property of EagleRidge High School.

Employee benefits will be affected by employment termination in the following manner: All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 6, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

### **3.9 HEALTH-RELATED ISSUES**

#### **Health Status**

Employees, who become aware of any health-related issue, including pregnancy, shall notify the Executive Director of their health status.

A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in their job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees shall notify the Executive Director.

### **Resuscitation Decisions/Life-Sustaining Emergencies**

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 jurisdiction and supervision of EHS staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained EHS 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.

### **3.10 INCLEMENT WEATHER and EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, snow, fires, or power failures can disrupt school operations. The decision to close the office will be made by the Executive Director and may be based on closure notices of the Klamath Falls City School District.

When the decision is made to close the office, employees will be notified by the school staff as soon as reasonably possible.

Time off from scheduled work due to emergency closings may be made up at a later time and will be determined by the master schedule and to maintain compliance with the State of Oregon legislated school attendance laws.

### **3.11 IMMIGRATION LAW COMPLIANCE**

EagleRidge High School employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with United States laws and regulations.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with EagleRidge High School within the past three years or if their previous I-9 is no longer retained or valid.



### **3.12 INSURANCE ON PERSONAL EFFECTS**

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the school. EagleRidge High School assumes no risk for any loss or damage to personal property. You should take care to protect any personal property you have on EagleRidge High School's premises, as the school can assume no liability in the event that any of your personal property may be lost or stolen from our premises. Your personal property is considered to include, but not be limited to the following types of property:

- Car and its contents
- Radios
- Calculators
- Purses
- Coats
- Personal Office Supplies
- Pictures
- Personal Computer and Technology Equipment

### **3.13 JOB SHARING**

EHS may consider a request for job sharing. "Job sharing" is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

EHS's overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits normally assigned to one employee position is shared in a manner agreeable to both job-sharing employees, providing the total dollar amount does not exceed the amount designated for one employee in a non-job-sharing position.

Job sharing requests are considered on an individual basis and subject to Executive Director approval. Applications and additional guidelines are available in the office.

### **3.14 LICENSE/REGISTRATION REQUIREMENTS**

For all positions that require licensing, EHS must be able to verify the current license/registration of those offered employment before approving their employment. It is the responsibility of each licensed/registered staff member to keep their license/registration and all endorsements current and to submit them to the Business Office. Teachers are cautioned that failure to maintain license/registration and endorsements may invalidate their contract with EHS.

### **3.15 NEW EMPLOYEE ORIENTATION**

New employee orientation is conducted by the School Executive Director, Dean of Curriculum and Instruction and Business Manager within 30 days, and includes an overview of the school history, an explanation of the school's core values, vision, and mission, and School goals and objectives. In addition, the new employee will be given an overview of benefits and will complete any necessary paperwork. Employees are provided with all codes, keys, and procedures needed to navigate within the workplace. The School Executive Director will introduce the new hire to staff throughout the school, review their job description and scope of position, explain the school's evaluation procedures, and help the new employee get started on specific functions.

The following information may be required before any agreement of hire is established:

- Application
- Resume with references (we suggest that resumes be done on Word format, so they are easily e-mailed.)
- Cover Letter
- Interview
- Fingerprinting – copy of fingerprint clearance application form.
- Criminal background check.
- Verification of TSPC Certification or Registered Teacher status
- I-9 Form
- W-4 Form
- Identification Card and Social Security Card
- Photo ID (Wallet Size) Not older than 30 days
- Drug Screen

### **3.16 NON-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at EagleRidge High School will be based on merit, qualifications, and abilities. EagleRidge High School does not discriminate in employment opportunities or practices due to race, color, religion, gender, sexual orientation, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veteran's status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged or disability. This policy will be made known to all employees of EagleRidge High School and all recruitment sources as well as all persons who come to EagleRidge High School for the purpose of seeking employment.

EagleRidge High School will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Executive Director, who serves as the Title IX Coordinator. Employees may speak to the Board of Directors if any issues have not been resolved to their satisfaction. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

### **3.17 NON-DISCLOSURE and CONFIDENTIALITY**

EagleRidge High School is subject to Oregon's public records law. The school is also subject to federal (FERPA) and state laws, rules, and regulations that govern the dissemination of personally identifiable information, student records, medical records and information, and other records. In order to properly balance the public's right to know about our school, staff, and students, with the rights of our staff and students and parents to privacy afforded by the law, no staff or student records shall be provided to the public without the prior review and consent of the Executive Director.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **3.18 OFFICE HOURS**

The Executive Director will establish your hours of work. They will be established based on EagleRidge High School's need to provide our students and teachers with the most convenient and efficient service possible. EagleRidge High School's normal office hours are 8:00 a.m. to 4:00 p.m. during the regular school year. Summer hours will be adjusted to 8 a.m. to 1 p.m. daily or as determined by the Executive Director. Some positions, because of business demands, may require work outside these hours as determined by the Executive Director. In addition, in order to satisfy our students' needs, there are some positions that require evening and Saturday work.

### **3.19 OUTSIDE EMPLOYMENT**

An employee may hold outside jobs as long as the employee meets the performance standards of their job description with EagleRidge High School and the outside job does not interfere with their work. EagleRidge High School's office space, equipment, and materials shall not be used for outside employment.

#### **Tutoring**

No private tutoring for which a staff member receives a fee is permitted in EHS on school time. EHS school facilities, materials, or equipment may not be used. EHS facilities, materials, or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

### **3.20 PARKING**

Employees must park their cars in areas indicated and provided by EagleRidge High School. Students have reserved spots and should NOT be infringing on Employee Parking. If you notice a student parking in an undesignated area, please notify the office.

### **3.21 PERSONNEL FILES**

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

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited and inspection only by the following or as otherwise required by law:

1. An employee may arrange with the Business Manager to inspect the contents of their personnel file on any day the Business Manager is available.
2. Others designated by the employee, in writing, may arrange to inspect the contents of the employee's personnel file in the same manner described above.

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3. The comptroller or auditor when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from the business office for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection, without approval by the Executive Director;
5. Attorneys for EHS or designated representative on matters of EHS business; Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
6. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination.

The Executive Director may permit persons other than those specified above to use and to inspect employee records when, in their opinion, the person requesting access has a legitimate official purpose. The Executive Director will determine in each case the appropriateness and extent of such access.

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

There are certain types of information that EagleRidge High School needs in order to effectively handle any unusual or emergency situations.

**It is your responsibility to notify the Business Manager regarding any changes in the following information:**

1. Your Name
2. Your Complete Address (including Zip Code)
3. Your Home Telephone Number
4. Your Insurance Beneficiary
5. Who To Contact in Case of Emergency

You are encouraged to promptly report any changes in the above information to the Business Manager.

### **3.22 PERSONAL LEAVE**

EagleRidge High School recognizes that personal and family emergencies, personal illness, and special events are a part of the fabric of life. If you need time off for illness, family emergency or a special event, you must notify the Executive Director as soon as possible. The Executive Director will work with you to address your needs in a reasonable manner, taking into consideration the best interests of the school program. Sick Leave and Personal Leave may be used by employees who are victims of domestic violence, harassment, sexual assault, or stalking.

## **Sick Leave**

- Each staff member shall have five (5) days sick leave at full pay each academic year for the employee's or a family member's mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick leave will be credited to staff members on the first day of fall semester. In the case of staff members who begin service after the beginning of the school year, sick leave will be credited on the first day of work and will be calculated at one day for every two payroll months remaining in the school year. For staff members who work year-round, the sick leave will be credited to them on July 1<sup>st</sup> each year.
- Sick leave and sick time will run concurrently.
- Sick leave will not accumulate but will be credited at the beginning of each academic year.
- Sick leave in excess of three (3) consecutive school or workdays will be allowed upon certification by the staff member's attending physician that illness or injury prevents the staff member from working.
- Staff members who anticipate illness and disability during the school year shall promptly notify the school's Executive Director. The Executive Director may require a physician's certificate that a staff member can perform their duties prior to and after anticipated illness and disability.

## **Personal Leave**

- Each staff member may use two (2) school days per year (non-accumulative) when required, to transact personal business or legal matters which cannot be handled at any time other than a school day. No specific reason needs to be given for Personal Leave, but anticipated absences must be arranged with and approved by the Executive Director in writing at least twenty-four (24) hours in advance.
- Additional Personal Leave greater than two (2) school days per year is considered a Leave of Absence and is unpaid. (See Leave of Absence above).

## **Family Medical Leave (FMLA)(OFLA)**

### **Eligibility**

In accordance with federal law, staff members employed by EHS 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 EHS at least 180 calendar days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week, may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA.

### **Length/Purpose of Leave**

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

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child is older than 18 if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. The staff member's own serious health condition;

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5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter, or parent is on covered active duty or called to covered active-duty status during the deployment with Armed Forces to a foreign country (29 C.F.R. § 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent, or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. EHS is not required to grant leave for routine medical or dental appointments (OFLA only);
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member, or to grieve the death of a family member (OFLA only);
9. Military Family Leave, allows leave for a spouse of a military personnel per each deployment of the spouse when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed, or on leave from deployment (OFLA only).

Contact the Business Manager for additional information regarding length of leave, intermittent leave and alternative duty assignments under state and federal law, and provisions governing two family members eligible for FMLA or OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the Business Manager for details.

Contact the Business Manager for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

### **Calculating the 12-Month Period for Leave**

EHS will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. EHS will use the 12-month period measured forward from the date the employee's leave begins. Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of EHS's method of calculating the 12-month period for leave.

### **Paid/Unpaid Leave**

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the Business Manager for information on accessing any accrued paid leave for a qualifying event.

EHS will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by EHS, that accrued paid leave shall be used during the leave period. In the event EHS is aware of an OFLA qualifying exigency, EHS shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When EHS does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, EHS will provide the required notice promptly when the information is available

but no later than two working days after the EHS has received the information. Oral notices will be confirmed in writing no later than the subsequent payday.

### **Application**

Staff members requesting FMLA and/or OFLA leave shall submit to EHS a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of EHS and instructional responsibilities.

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the leave becomes known to the employee.

Failure to provide the required notice for FMLA leave may result in EHS delaying the staff member's leave for up to 30 days after the notice is ultimately given.

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. EHS realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify EHS during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work.

Failure to provide the required notice for OFLA leave may result in EHS deducting up to three weeks from the staff member's leave period.

### **Medical Certification**

If the staff member provides 30 or more days' notice when applying for FMLA and/or OFLA leave, they may be required to provide medical documentation when appropriate to support the request for leave. EHS will provide written notification to employees of this requirement within three working days of the staff member's request for leave. If the staff member provides less than 30 days' notice, they are required to submit such medical certification no later than 15 calendar days after receipt of EHS's notification that medical certification is required.

Under federal law, a second medical opinion at EHS's expense may be required whenever EHS has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by EHS. The health care provider shall not be an individual employed by EHS on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. EHS and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by EHS.

If the leave is for the purpose of an employee's own serious health condition, they may also be required to provide a fitness-for-duty medical release from the health care provider before returning to work.

EHS may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. EHS will pay the cost of the medical certification not covered by insurance or other benefit plans.

### **Continuation of Health Insurance Benefits**

[Updated August 2022]

Under federal and state law, 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. EHS will continue to pay EHS'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. EHS's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. EHS will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

### **Return to Work**

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

### **Bereavement Leave**

- Upon the death of an immediate family member living in a staff member's household, staff member is entitled to three (3) consecutive school days leave without loss of pay.
- Upon the death of an immediate family member not living in the staff member's household, the staff member shall be entitled to two (2) consecutive school days leave without loss of pay. Additional approved time must be requested and is considered a Leave of Absence.
- Immediate family members means: spouse, same-sex domestic partner, children, (including step, foster, and adopted), parents, grandparents, grandchildren, fathers-in-law, mothers-in-law, brothers, sisters, brothers-in-law, and sisters-in-law.
- Leave for the death of other persons or additional days of bereavement leave may be granted in unusual circumstances on an individual basis at the discretion of the Executive Director. The granting of leave will not be considered to entitle any other member in like or similar circumstances to a similar leave.
- Bereavement leave shall not accumulate, nor is it limited to any number of deaths during any school year.

### **Military Leave of Absence**

The school will grant military leave to employees on duty<sup>1</sup> with a uniformed service<sup>2</sup> in accordance with applicable state and federal law. Employees requesting military leave are required to provide written notice as soon as practicable following notification of military call up or reservist duty, unless precluded by military necessity.

Military leave exceeding 15 days is unpaid leave and is a Leave of Absence. Employees may use any accrued vacation or similar leave during the period of service exceeding 15 days.

While on military leave, the employee will receive the same benefits as other employees on leave, as well as the following:



- The employee may continue enrollment in the school’s health insurance plan. During the first 18 months of leave, the employee may be required to pay any employee contribution required of other employees on a leave of absence. If the leave extends beyond 18 months, the employee will be required to pay not more than 102 percent of the full premium;
- Upon return from military service, the school will give retroactive employer contributions to the Public Employees Retirement System on the same basis as if the employee had not left, provided the employee was an enrolled member at the time of the leave. The employee may repay any required employee contributions over a period of three times the military service leave period or five years, whichever is less.

An employee on duty with a uniformed service is entitled to reemployment for a maximum of five years, unless retained on active duty because of war or national emergency. An individual returning from military leave shall notify the school of his/her intent to return as follows:

- Employees who are veterans and reservists returning from training must only inform the school of their training obligations and report back at the next regularly scheduled working period;
- Employees returning from active duty must notify the school of their intention to return to their former jobs within 90 days of release from duty.

An individual reemployed under this policy is entitled to the seniority and other currently existing rights and benefits the individual had when service started, plus the additional seniority and similar rights and benefits that would have been accrued if employment had been continuous.

This policy does not apply if the employee has been separated from service with a dishonorable or bad conduct discharge or under other than honorable conditions.

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<sup>1</sup>”Duty” means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and absence to determine fitness for duty.

<sup>2</sup>”Uniformed service” means the Armed Forces, the National Guard, the commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or national emergency.

### **Procedure For Taking Leave**

If you need to take leave time, you must notify the Executive Director a minimum of 24 hours in advance to secure the approval and to allow your supervisor and/or designated Substitute Manager to plan for your absence. If you must miss work due to illness, you should notify the School Executive Director before the beginning of the workday. If you are forced to miss work for more than one day due to illness, you should keep the School Executive Director informed as to your status on a daily basis. Leave forms must be completed and submitted by all employees out of the school.

The Executive Director is responsible for granting or not granting leave. When you return to work after having taken leave due to illness, you may be required to provide written documentation of your illness from your physician if the illness caused you to miss more than three days of work.

### **3.23 SAFETY**

EagleRidge High School provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memoranda
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the School Executive Director or Business Manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees shall notify the Business Manager (See Section 3.6, Employee Requiring Medical Attention).

### **3.24 SUPPLIES, EXPENDITURES, and OBLIGATING THE SCHOOL**

Only authorized persons may purchase supplies in the name of EagleRidge High School. No employee whose regular duties do not include purchasing shall incur any expense on behalf of EagleRidge High School or bind EagleRidge High School by any promise or representation without written approval on EHS forms and approved by the Executive Director.

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

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

All building purchase orders will be processed in the order received by the business office and must be completed with the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Name of requestor;
9. Signature of individual authorized to sign purchase orders.

All other purchases are subject to the Board’s policy governing bidding requirements, procedures regulation specifying exemptions from competitive bidding, and such other requirements as may be specified by law. Staff members with questions should contact the Business Manager for details.

### **3.25 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees, visitors, and the facilities at EagleRidge High School, only authorized visitors are allowed in the workplace. They are required to wear a visitor’s pass. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

**All visitors and invited guests must report to the main office upon arrival.**

Former students are considered visitors and do not have authorization to be on campus unless they have a school related reason for being here and are issued a Visitors Pass by the Office. All invited guests including former students must first be cleared by the office after checking in. All teachers should notify the office of all planned visitors including visitors who may be assessing presentations.

Parent/Guardians are considered “Invited Guests” any time, but must be cleared by the office. If a parent wants to visit a class they may do so, but they are NOT allowed to have interaction with students or teachers or disrupt the class in any manner without Teacher permission. If you find a parent disrupting a class or there without a Visitors Pass, please notify the office immediately.

## **SECTION 4 - STANDARDS OF CONDUCT / CODE OF CONDUCT**

### **4.1 ATTENDANCE/PUNCTUALITY**

#### **Attendance**

Each and every employee of the School has been hired because a specific need for their services exists within our organization. When an employee is not at work, for whatever reason, this need is not being met. For this reason, it is important that all employees are regular and consistent in their attendance. If the School finds that an employee cannot come to work on a regular and consistent basis, then the School may elect to find another person who can be more regular in their attendance.

The School expects that every employee will be regular and punctual in attendance. This means being in the school, ready to work at 8:00 am starting time each day. Teachers are expected to stay accessible in the building until 4:00 pm. Absenteeism and tardiness places a burden on other employees and on the school.

If you are unable to report for work for any reason, notify the School Executive Director or designee as soon as possible and always before regular starting time. You are responsible for speaking directly with the School Executive Director about your absence. It is not acceptable to leave a message on the School Executive Director's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day.

#### **Fair Labor Standards Act**

Regular working hours for all classified staff will be set by the Executive Director. Nonexempt staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the Executive Director.

All employee's 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 may result in disciplinary action in accordance with applicable provisions of Board policy and procedures.

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

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed. Compensatory time is capped at 240 hours and is cashed out at the employee's current rate.

### **4.2 BREAKS**

#### **Scheduled Breaks**

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency, and to meet the requirements of law. All nonexempt staff members who work 4 or more consecutive hours are entitled to one 10-minute break. Those working 8-hour days are entitled to two 10-minute breaks.

#### **Lunch**

A 30-minute lunch break is mandatory for all employees who work more than 6 consecutive hours in one day. Nonexempt (e.g., includes some confidential) employees are expected to adhere to the break and lunch schedule established by the Executive Director. Deviation from the regularly scheduled break period requires prior Executive Director approval.

### 4.3 CODE OF CONDUCT

The ethical conduct of EagleRidge High School and its employees is our first and primary responsibility. We are committed to a personal example that manifests in the following six core value pillars and behaviors:

- Trustworthiness:** Be honest in communications: sincere, truthful and avoid all manner of deception. Be honest in conduct: don't steal or cheat. Be loyal, reliable, punctual, and keep promises.
- Respect:** Be civil, courteous, and decent. Be tolerant of differences regardless of age, race, religion, gender, or sexual orientation. Seek to resolve conflict creatively and peaceably. Encourage autonomy in oneself and in others.
- Responsibility:** Be accountable for actions. Pursue excellence (e.g., diligence and perseverance). Show self-restraint. Lead by example.
- Fairness:** Be open-minded and relentless in the pursuit of truth. Show impartiality in decision-making and implementation of decisions. Avoid careless accusations and taking advantage of others. Be consistent. Follow due process.
- Caring:** Be concerned with the wellbeing of others. Be kind. Express gratitude. Empathize with and forgive others. Help others in need. Be careful to care for self in order to be available to care for others.
- Citizenship:** Volunteer in the community. Cooperate. Stay informed about professional development and community affairs. Obey the law. Obey the rules and policies of the organization. Respect of authority.

A simple tool we use for purposes of performance review in this area is the "Four Question Test." If an employee answers "yes" to any of these questions relative to a workplace behavior or pattern of behaviors, they may be seriously compromising their integrity, character, and/or relationships with others; in which case, their future employment with EagleRidge may also be compromised.

- Are there other people (stakeholders who could be affected) my choices are likely to hurt?
- Are there negative consequences for this behavior?
- Do my actions fail the test of universality? (Am I willing for the violation/ to become a universal standard of behavior applicable to all people in similar situations?)
- Do my actions violate any of the other character pillars or principles?

### 4.4 COPYRIGHT

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

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

All reproduction of copyrighted materials 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.

“Fair use” guidelines are as follows:

## 1. Printed Materials

### a. Permissible uses – EHS employees may:

- 1) Make a single copy of the following for use in teaching or in preparation to teach a class:
  - i. A chapter from a book;
  - ii. An article from a periodical or newspaper;
  - iii. A short story, short essay, or short poem, whether or not from a collective work;
  - iv. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- 2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
  - i. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
  - ii. A complete article, story, or essay of less than 2,500 words;
  - iii. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
  - iv. One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
  - v. An excerpt from a children’s book containing up to 10 percent of the words found in the text.

### b. All permitted copying must bear an appropriate reference. References should include the author, title, date, and other pertinent information.

### c. Prohibited uses – EHS employees may not:

- 1) Copy more than one work or two excerpts from a single author during one class term;
  - 2) Copy more than three works from a collective work or periodical volume during one class term;
  - 3) Copy more than nine sets of multiple copies for distribution to students in one class term;
  - 4) Copy to create or replace or substitute for anthologies or collective works;
  - 5) Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets;
  - 6) Copy the same work from term to term;
  - 7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- d. All sound recordings will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries or media centers.

## 2. Sheet and Recorded Music

### a. Permissible uses – EHS Employees may:

- 1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;

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- 2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement, or aria, but in no case no more than 10 percent of the whole work;
  - 3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
  - 4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
  - 5) Copy complete works that are out of print or unavailable except in large works and used for teaching purposes;
  - 6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
  - 7) Make a single copy of a sound recording of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
- b. Prohibited uses – EHS employees may not:
- 1) Copy to create or replace or substitute for anthologies, compilations, or collective works;
  - 2) Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests, and answer sheets;
  - 3) Copy for the purpose of performance, except as noted above (1.a.) in emergencies;
  - 4) Copy to substitute for purchase of music except as noted above (1.a., b., and c.);
  - 5) Copy without inclusion of the copyright notice on the copy;
  - 6) Downloading/file sharing of music from the internet that was originally intended for sale.
3. Television Off-the-Air Recording
- a. Permissible uses – EHS employees may:
- 1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission, and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.
    - i. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
    - ii. Unless authorized by the Executive Director at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately.
    - iii. The Executive Director will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-consecutive calendar day retention period.
  - 2) Retain recordings of commercial programs only with written approval of appropriate copyright holders;
  - 3) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
  - 4) Request that a libraries or media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts are not included in the definition of daily newscasts of major events of the day. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).
- b. Prohibited uses – EHS employees may not:
- 1) Hold the recording for weeks or indefinitely because:
    - i. Units needing the program concepts are not taught within the 45-day use period;
    - ii. An interruption or technical program delayed its use; or
    - iii. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.

- 2) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
  - 3) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
  - 4) Exchange program(s) with other schools in the district where EHS is located, or other schools, without approval. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
  - 5) Use the recording for public or commercial viewing;
  - 6) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;
  - 7) The downloading of programs originally intended for sale or pay for use from the internet.
  - 8) “Pay” programs received via satellite dish are also subject to these prohibitions.
4. Rental, Purchase, and Use of Video Recordings
- a. Permissible uses – EHS employees may:
    - 1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with EHS policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
    - 2) Use only rented lawfully-made video recordings;
    - 3) Arrange for the local school to transmit video recordings over their closed-circuit television for direct instruction;
    - 4) Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and EHS policy.
  - b. Prohibited uses – EHS employees may not:
    - 1) Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;
    - 2) Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment, or other applications outside the scope of direct instruction without public performance rights.
5. Computer Software
- a. Permissible uses – EHS employees may:
    - 1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
    - 2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
    - 3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
    - 4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
    - 5) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
    - 6) Load a software program from a single source into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
    - 7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
  - b. Prohibited uses –EHS employees may not:



- 1) Load the contents of one source or download a program or software into multiple computers at the same time in the absence of a license permitting the user to do so;
  - 2) Load the contents of one source or download a program or software into local network or disk-sharing systems in the absence of a license permitting the user to do so;
  - 3) Make or use illegal copies of copyrighted programs on EHS equipment;
  - 4) Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
  - 5) Make copies of software provided by a software publisher for preview or approval;
  - 6) Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within EHS;
  - 7) Make replacement copies from an archival or back-up copy;
  - 8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
  - 9) Make multiple copies of the printed documentation that accompanies copyrighted software.
- c. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.
6. Performances  
Permissible uses – EHS employees must contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.
7. Violations  
Employees in violation of copyright law may be required to remunerate EHS in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

#### **4.5 DRUG FREE WORKPLACE**

EagleRidge High School is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the use or abuse of alcohol and or drugs by any employees of EagleRidge High School while they are employed by EagleRidge High School or elsewhere on school business is strictly prohibited.

EHS shall provide a drug-free workplace.

##### **1. Definitions**

- a. “Controlled substance”: A controlled substance shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance.
- b. “Alcohol”: Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers or liquor.
- c. “Conviction”: A finding of guilt (including a plea of no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- d. “Criminal drug statute”: A federal or state criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol.
- e. “Drug-free workplace”: A site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol. “Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school

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activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip, where students are under the jurisdiction of EHS where work on a federal grant is performed.

2. Purpose: The purpose of this policy is to promote safety, health, and efficiency by prohibiting, in the workplace, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol.
3. Applicability: This policy applies to all employees, including, but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract.
4. Compliance with Policy: An employee shall, as a condition of employment, abide by the provisions of this policy.

No staff member, engaged in work for EHS, 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 section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. §§ 1308.11 through 1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of EHS where work on a federal grant is performed.

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

Each staff member must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member must abide by the terms of EHS’s drug-free workplace policy.

EHS, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession, or use, on or in the workplace, of a controlled substance or alcohol, or upon having reasonable suspicion of a staff member’s use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take appropriate action with regard to the employee. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Within 30 days of a staff member’s criminal drug statute conviction for a violation occurring in the workplace, EHS shall:

1. Take appropriate action with regard to the employee, which may include discipline up to and including dismissal; and/or

2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

#### **4.6 EXPECTATIONS**

As an employee of EagleRidge High School, you are expected to adhere to the high standards of integrity and professionalism, which are vital to our success in the charter school setting. Your conduct and behavior, both on and off the job, reflect on EagleRidge High School's image in the community.

In general, you will be expected to conduct yourself in such a manner as to enhance the professional image and effectiveness of EagleRidge High School in its mission of serving the needs of our students. Any behavior which would detract from the effectiveness or professional image of EagleRidge High School is considered grounds for disciplinary action.

The work rules and standards of conduct for EagleRidge High School are important, and the School regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the school's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.3, Corrective Action).

In order to assist employees in understanding what EagleRidge High School expects from them in this respect, the following "Standard of Conduct" has been established. While it is impossible to compile a complete list of all possible actions which might result in disciplinary measures, including termination, the following guidelines are examples of misconduct which may subject an employee to disciplinary actions up to and including discharge:

- Violation of EagleRidge High School's cash handling policy.
- Unauthorized disclosure of confidential information.
- Breach of confidential trust; either within or outside the organization.
- Violating the confidentiality of employee or student records.
- Failure to obtain advance approval for personal time off.
- Dishonesty.
- Insubordination or argumentative reluctance.
- Sexual or other unlawful or unwelcome harassment.
- The use of expletives or racial or ethnic slurs.
- Consumption of alcoholic beverages, drugs in or while conducting business as EagleRidge High School.
- Theft.
- Use of EagleRidge High School supplies or premises for personal reasons without specific permission.
- Unauthorized use of telephones, or other School-owned equipment (See Section 4.13, Telephone Use).
- Using School equipment for purposes other than school business (i.e., playing games on computers or personal Internet usage).
- Fighting or threatening violence in the workplace.

- Negligence or improper conduct leading to damage of School-owned property.
- Violation of safety or health rules.
- Failure to perform assigned duties in a satisfactory manner.
- Failing to adhere to the high standards of ethics and conduct required by EagleRidge High School.
- Engaging in conduct that is detrimental to the development of a cooperative “team” work environment or otherwise disrupting harmonious working relationships.
- Any other violation of EagleRidge High School policies or procedures.
- Falsification of timekeeping records (See Section 5.2, Timekeeping)

Our belief is that staff and their behavioral expectations must be reflective of the Relationships, Relevance, and Rigor (R<sup>3</sup>) that we seek to promote in our students. We must first and foremost help students form caring attachments to adults and each other. All adolescents have a basic need to belong, and they are more likely to internalize the values and expectations of those who meet this need.

The Culture that we strive to create and maintain is dependent on the conduct of all participants. We ask that all employees understand and agree to the following Code of Conduct.

#### **4.7 HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

Sexual harassment is a form of illegal sex discrimination and is prohibited by Federal Law. In addition, this type of behavior does not characterize the professional behavior that EagleRidge High School expects of its employees. Therefore, it is the policy of EagleRidge High School to provide a workplace free from sexual harassment.

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

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

Examples of sexual harassment may include, but not be limited to: physical touching; graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually; talking about one’s sexuality in front of others;

spreading rumors about or rating other students or others as to appearance; and sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the EHS Executive Director who has overall responsibility for all investigations. A student may also report concerns to a teacher or counselor, who will promptly notify the EHS Executive Director. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by EHS against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the EHS board that appropriate corrective action will be taken by EHS to stop the sexual harassment, prevent its recurrence and address negative consequences. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the EHS Executive Director or EHS board.

Additionally, EHS may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The EHS Executive Director shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff, and students and that annually, the name and position of school officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. EHS's policy shall be posted in EHS. Such posting shall be by a sign of at least 8 1/2" by 11".

The EHS Executive Director or compliance officer has responsibility for investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the EHS Executive Director. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. If the compliance officer is the subject of the complaint, the complaint will be submitted to the EHS Executive Director. If the Executive Director is the subject of the complaint, the complaint will be submitted to the EHS board.

Step 2 The EHS Executive Director receiving the information or complaint shall promptly initiate an investigation. They will arrange such meetings as necessary to discuss the issue with all concerned parties within 10 working days after receipt of the information or complaint. All

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findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The EHS Executive Director conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

**Step 3** If a complainant is not satisfied with the decision at Step 2, they may submit a written appeal to the EHS board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The EHS board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The EHS board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services 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. Additional information regarding filing of a complaint may be obtained through the EHS Executive Director or compliance officer.

All documentation related to sexual harassment complaints may become part of the employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the EHS office.

The EHS Executive Director shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under OAR Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, Community Human Services, as possible child abuse. In the event the EHS Executive Director is the subject of the investigation, reports, when required, shall be made by the EHS board chair.

EagleRidge High School is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately to the Executive Director. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment shall promptly advise the Executive Director or any member of the school's Board of Directors who will handle the matter in a timely and confidential manner.

#### **4.8 WORKPLACE HARASSMENT**

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between EHS employees or between an EHS employee and EHS in the workplace or at a work-related event that is off EHS premises and coordinated by or through EHS, or between EHS and an EHS employee off EHS premises. Board members, volunteers and interns are subject to this policy.

Any EHS employee who believes they have been a victim of workplace harassment may file a report with the EHS employee designated in the Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The EHS employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault<sup>1</sup> or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

EHS, upon receipt of a report from an EHS employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The EHS employee receiving the report, whether a supervisor of the employee or the EHS employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying procedures to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

EHS may not require or coerce an EHS employee to enter into a nondisclosure<sup>2</sup> or non disparagement<sup>3</sup> agreement.

EHS may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a non-disparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between EHS employees or between an EHS employee and EHS, in the workplace or at a work-related event that is off EHS premises and coordinated by or through EHS, or between an EHS employee and employer off EHS premises.

EHS may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when an EHS employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or non-disparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with EHS as a term or condition of the agreement. The agreement must provide the EHS employee at least seven days after signing the agreement to revoke it.

If EHS determines in good faith that an employee has engaged in workplace harassment, EHS may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

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<sup>1</sup> “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

<sup>2</sup> A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

<sup>3</sup> A “non disparagement” agreement or provision prevents either party from making disparaging statements about the other party.

It is the intent of the Board that appropriate corrective action will be taken by EHS to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, volunteers and interns) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Executive Director or the Board.

EHS shall make this policy available to all EHS employees and shall be made a part of EHS orientation materials provided and copied to new EHS employees at the time of hire.

The Executive Director will establish a process of reporting incidents of workplace harassment and the prompt investigation.

#### **4.9 HAZING/HARASSMENT/INTIMIDATION/CYBERBULLYING/MENACING**

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing and acts of cyberbullying by students, staff or third parties toward staff are strictly prohibited and shall not be tolerated in EHS. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

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

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

The EHS Executive Director has developed procedures to implement this policy. Procedures are available in the Policy and Procedures Manual on the EHS website or in the Business Manager's office.

#### **4.10 INTERNET USE, COMPUTER SYSTEMS, SECURITY and USAGE POLICY**

EagleRidge High School employees are allowed use of the Internet and e-mail when necessary to conduct the school's business.

Employees may use the Internet when appropriate to access information needed to conduct business of EagleRidge High School. Employees may use e-mail when appropriate for school business correspondence.

Use of the Internet must not disrupt operation of the school computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. EagleRidge High School reserves the right to access and monitor all files and messages on its systems.

Computer information systems and networks are an integral part of business at EagleRidge High School. The school has made a substantial investment in human and financial resources to create these systems. The following policies and directives have been established to:

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- Protect this investment.
- Safeguard the information contained within these systems.
- Reduce business and legal risk.
- Protect the good name of the school.

Violations may result in disciplinary action in accordance with school policy. Failure to observe these policies may result in disciplinary action by the school depending upon the type and severity of the violation, whether it causes any liability or loss to the school, and/or the presence of any repeated violation(s). Criminal violations may result in police involvement and criminal prosecution.

Access to the Internet is provided to employees for the benefit of EagleRidge High School. Employees are able to connect to a variety of business information resources around the world. Conversely, the Internet is also replete with risks and inappropriate material. To ensure that all employees are responsible and productive Internet users and to protect the school's interests, the following policies have been established for using the Internet and e-mail.

Employees using the Internet are representing the school. Employees and students are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

- Using Web browsers to obtain business information from commercial and education Web sites.
- Accessing databases for information as needed.
- Using e-mail for business and official school contacts.

Employees must **not** use the Internet for purposes that are illegal, unethical, harmful to the school, or nonproductive. Examples of unacceptable use are:

- Sending or forwarding chain e-mail, e.g., messages containing instructions to forward the message to others.
- Broadcasting e-mail, e.g., sending the same message to more than 10 recipients or more than one distribution list.
- Excessive personal business using school resources.
- Transmitting any content that is offensive, harassing, or fraudulent.

Application downloads from the Internet are **not** permitted unless specifically authorized in writing by the Executive Director.

An employee who uses the Internet or Internet e-mail shall:

- Ensure that all communications are for professional reasons and that they do not interfere with their productivity.
- Be responsible for the content of all text, audio, or images that they place or send over the Internet. All communications should have the employee's name attached.
- Not transmit copyrighted materials without written permission of the Executive Director
- Know and abide by all applicable EagleRidge High School policies dealing with security and confidentiality of school records.

- Run a virus scan on any executable file(s) received through the Internet.
- Avoid transmission of confidential information. If it is necessary to transmit confidential information, employees and students are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.

Employees using the Internet are **not** permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given express written permission of the Executive Director to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the school and/or legal action by the copyright owner.

All messages created, sent, or retrieved over the Internet are the property of the school and *may be regarded as public information*. EagleRidge High School reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a business need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.**

It is important to know that:

- Computer viruses are much easier to prevent than to cure.
- Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

These directives apply to all employees:

- Employees shall not knowingly introduce a computer virus into school computers.
- Employees shall not download internet programs of unknown origin.
- Incoming programs shall be scanned for viruses before they are read.
- Any employee who suspects that their workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the IT Administrator.
- Employees shall be responsible for all computer transactions that are made with their own user ID and password.
- Employees shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that others know them. Passwords should not be recorded where they may be easily obtained.
- Employees should log out, lock the computer, or shut it down when leaving a workstation for an extended period.

The Executive Director shall notify the IT Administrator promptly whenever an employee or a student leaves the school or transfers to another department so that their access can be revoked. Involuntary terminations, expulsions or suspensions must be reported concurrent with the termination.

### Care/Use of EHS Property

All staff members are encouraged to exercise continuous and vigilant care of all EHS owned property. Incidents of theft or willful destruction of EHS property through vandalism or malicious mischief should be reported immediately to the Executive Director.

Certain EHS owned equipment, including, but not limited to, computers or laptops will be loaned to all staff, if needed to complete their assigned jobs. Such equipment may not be used for personal financial gain or avoidance of personal financial loss.

In the event of loss or damage, a fee will be assessed by EHS according to the repair or replacement costs.

**It is school policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.**

The directives below apply to all employees:

- Electronic Storage Devices should be stored out of sight when not in use. If they contain highly sensitive or confidential data, they must be locked up.
- Electronic Storage Devices should be kept away from environmental hazards such as heat, direct sunlight, and magnetic fields.
- Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). A surge suppressor should protect other computer equipment.
- Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
- Since the IT Administrator is responsible for all equipment installations, disconnections, modifications, and relocations, employees and students are not to perform these activities. This does not apply to temporary moves of portable computers for which an initial connection has been set.
- Employees shall not take assigned portable laptops, digital cameras, and other portable equipment out of the building for personal use. Portable equipment can be taken out of the building for educational purposes.
- Employees should exercise care to safeguard the valuable electronic equipment assigned to them. Employees and students who neglect this duty may be accountable for any loss or damage that may result.

It is EagleRidge High School's policy to comply with all laws regarding intellectual property.

EagleRidge High School and its employees and students are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose EagleRidge High School and the responsible employee(s) to civil and/or criminal penalties.

This directive applies to all software that is owned by EagleRidge High School, licensed to EagleRidge High School, or developed using EagleRidge High School resources by employees and students or vendors.

Employees shall not:

- Install software unless authorized by the IT Administrator. Only software that is licensed to or owned by EagleRidge High School is to be installed on EagleRidge High School computers.
- Copy software unless authorized by the IT Administrator.
- Download software unless authorized by the IT Administrator.

Violations of copyright law expose the school and the responsible employee(s) to the following civil penalties:

- Liability for damages suffered by the copyright owner
- Profits that are attributable to the copying
- Fines up to \$100,000 for each illegal copy

Violations of copyright law that are committed “willfully and for purposes of commercial advantage or private financial gain (Title 18 Section 2319(b)),” expose the school and the employee(s) responsible to the following criminal penalties:

- Fines up to \$250,000 for each illegal copy
- Jail terms of up to five years

No User shall engage or make reference to illegal activities involving technology, computers, or the Internet, including but not limited to pirating, hacking, cracking, spamming, phreaking, denial-of-service attacks, posing as someone else and identity theft.

In accordance with the Child Internet Protection Act (CIPA), no student under the age of 13 shall use a computer or transmit information across the Internet without parent or teacher consent and supervision.

#### **4.11 PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA**

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

A “personal electronic device” is a device, not issued by EHS, that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. Personal electronic devices shall be silenced during instructional time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video, or audio shall not be used for such purposes while on EHS property or while a staff member is on duty in EHS-sponsored activities, unless as expressly authorized by the Executive Director or designee for a use directly related to and consistent with the employee’s assigned duties. Computers brought to school will be restricted to academic activities only. EHS will not be liable for loss or damage to personal communication devices brought to EHS property and EHS-sponsored activities.

Staff members, while on duty and off duty, will utilize social media websites, public websites, and blogs, judiciously by not posting confidential information about students, staff or EHS business. Staff may not post images of school facilities, staff, students, volunteers, or parents without written authorization from

persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding 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 EHS e-mail using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

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

Staff is subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this procedure. Staff actions on social media websites, public websites, and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes but is not limited to, one or more parents threatens to remove their children from a particular class or the school, actual withdrawal of a student or students from a particular class or the school, and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers.

#### **4.12 PUBLIC IMAGE**

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.

Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact the Executive Director for additional information/guidance.

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.

Consult the Executive Director if you have any questions about appropriate work attire.

#### **4.13 STAFF CONDUCT AND ETHICS**

##### **Staff Conduct**

All staff is expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy, and procedures. Additionally, all licensed staff is expected to adhere to the *Standards for Competent and Ethical Performance* of Oregon Educators as specified in Oregon Administrative Rules.

### ***Application of Rules***

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon law or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon law.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
  - a. The commission may, at its discretion, defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local EHS level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or Executive Director of EHS.
  - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

### ***Definitions***

The following definitions apply to OAR 584-020-000 through 584-020-0045 unless otherwise indicated by context:

1. "Administrator" means any educator who holds a valid Oregon administrative license or registration, and who works in a position requiring an administrative license.
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered or certified person, who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, administering, and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.

The following definitions apply to OAR 584-020-000 through 584-020-0045 unless otherwise indicated by context:

5. "Sexual contact" means any conduct with a student that includes, but is not limited to:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging, or permitting a student to touch the breast or sexual or other intimate parts of the educator;
  - c. Sexual advances or requests for sexual favors directed toward a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment; or
  - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile, or offensive educational environment.

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6. “Sexual harassment” means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.
7. “Teacher” means any person who holds a teacher’s license as provided in ORS 342.125.

### ***The Competent Educator***

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
2. Encourage scholarship;
3. Promote democratic and inclusive citizenship;
4. Raise educational standards;
5. Use professional judgment; and
6. Promote equitable learning opportunities.

### ***Curriculum and Instruction***

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

### ***Supervision and Evaluation***

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

### ***Management Skills***

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

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining EHS property, equipment, and materials appropriately;
3. Using and maintaining student records as required by federal and state law and EHS policies and procedures;
4. Using EHS and school business and financial procedures; and
5. Using EHS lawful and reasonable rules and regulations.

### ***Human Relations and Communication***

The competent educator works effectively with others – students, staff, parents, and stakeholders. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can

communicate with knowledge, clarity, and judgment about educational matters, the school, and the needs of students. The competent teacher demonstrates:

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

### ***The Ethical Educator***

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, EHS, 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;
3. Maintain an appropriate professional student-teacher relationship by:
  - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
  - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
  - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator; and
  - d. Honoring appropriate adult boundaries with students in conduct and conversation at all times.

The ethical educator, in fulfilling obligations to EHS, will:

1. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
5. Not use EHS's name, property, or resources for noneducational 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 Ethics**

EHS employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regards to their duties and responsibilities as employees of EHS. This also applies to any personal financial benefit for the EHS



employee's relative or member of household of the employee, or any business with which the EHS employee or a relative or member of the household of the EHS employee is associated.

This means that:

1. Employees, relatives, or members of the EHS school employee's household shall not solicit for financial remuneration, use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, or other staff;
2. Any device, publication, or any other item developed during the staff member's paid time shall be EHS school property;
3. Employees shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.
4. No EHS employee may serve as a Board or budget committee member for the sponsoring district;
5. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.
6. 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.

EHS school facilities, equipment, or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

#### **4.14 TELEPHONE USE**

EagleRidge High School's telephones are intended for the use of serving our students and in conducting the school's business.

#### **4.15 TOBACCO PRODUCTS**

The reason that EagleRidge High School exists is to satisfy the needs of our students, the families, our staff, and the community. We profit by treating them with the utmost in dignity and respect. Because of our desire to treat our people with respect, and in order to project a professional image the use of tobacco products, which includes chewing tobacco, is not permitted anywhere on the school's premises except in authorized and designated locations off campus.

**IT IS UNDERSTOOD THAT EMPLOYEES HAVE READ, UNDERSTAND, AND COMMIT TO FOLLOWING THIS *CODE OF CONDUCT*. THIS WILL BE FURTHER WITNESSED BY EMPLOYEE'S SIGNATURE ON A FORM HANDED OUT BY THE BUSINESS MANAGER TESTIFYING THAT YOU HAVE RECEIVED THE EMPLOYEE HANDBOOK.**

## **SECTION 5 - PAYDAYS**

All employees are paid on the fifth day of the following month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the day of operation prior to the holiday or weekend.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon their return from vacation. Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

School year salaries for certified teachers run from August 1<sup>st</sup> to July 31<sup>st</sup>. Administrative staff salaries run from July 1<sup>st</sup> to June 30<sup>th</sup>. A work week is considered to run from Sunday to Saturday for purposes of calculating overtime when appropriate.

If an employee chooses to terminate their At-Will Agreement prior to the end of the school year, the final paycheck will be payable on the fifth day of the month following their last day of employment.

## **SECTION 6 - BENEFITS AND SERVICES**

EagleRidge High School offers a benefits program for its regular employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

In order to provide employees of EagleRidge High School with a measure of financial protection against the high cost of medical care, we offer a health insurance contribution to all employees of EagleRidge High School who have completed at least 30 days of half-time continuous service. We also offer Short Term Disability Coverage to all employees.

### **6.1 COBRA BENEFITS**

The Federal Consolidated Budget Reconciliation Act (COBRA) gives some employees and their qualified beneficiaries the opportunity to continue health insurance coverage under EagleRidge High School's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at EagleRidge High School's group rates plus an administration fee. EagleRidge High School provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under EagleRidge High School's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **6.2 EDUCATIONAL ASSISTANCE (dependent on available funds)**

EagleRidge High School recognizes that the skills and knowledge of its employees are critical to the success of the school and its vision. EagleRidge High School offers educational assistance programs; please see the Executive Director to see if you qualify. EagleRidge High School offers educational assistance programs to encourage personal development, improve job-related skills and enhance an employee's ability to compete for reasonably attainable jobs in the school.

EagleRidge High School provides all of our full-time employees with assistance in pursuing job-related educational training in order to further professional development. If you would like to take advantage of this benefit, you should submit a written request to the Executive Director containing the following information:

- What course you would take
- Who is offering the course
- The dates of the course
- The approximate cost of tuition and books
- How this course relates to your job

The Executive Director will, depending on the funds that are available, make a determination as to whether the course is job-related. If it is decided that the course is job related and may be of benefit, they will indicate their approval on your written request.

After obtaining approval, you will be responsible for enrolling for the course and may be required to pay the full cost of the tuition and books. You should keep all receipts for tuition and books so that you can submit these for the agreed upon reimbursement after you have successfully completed the course. After you have successfully completed the approved course, you should forward the original of your grade report and your receipts for tuition and books to the Executive Director.

If EagleRidge High School pays any or all of tuition fees, including books, the employee must commit to offer service for a fair term as agreed upon by the Executive Director and yourself. If the contract is broken by the employee, the full amount paid by EagleRidge High School must be reimbursed by the employee.

### **6.3 FLEXIBLE SPENDING ACCOUNTS**

EagleRidge High School sponsors pre-tax flexible spending accounts for health care spending and dependent care spending. Employees who are interested should contact the Business Manager who will inform them of the process to set up and use those accounts.

### **6.4 GROUP INSURANCE**

You will be enrolled in all of EagleRidge High School's insurance programs upon your request during your employee orientation. The Business Manager will assist you in making sure that the enrollment forms are accurately and completely filled out.

If you wish to add a dependent to your insurance coverage (i.e., after having a baby, after marrying into a family etc.), you should contact the Business Manager to enroll your new dependents. Employees who fail to enroll their dependents within 31 days after the date they become eligible for coverage (which in most cases is the employee's date of eligibility) may be required to submit evidence of insurability to the insurance company. The employee will be responsible for paying to provide for this evidence. Because of this, it is important that you enroll your dependents as soon as possible.

The effective date of your insurance, referred to as your date of eligibility, is defined as the first day of the month after you have completed thirty (30) days of continuous employment. However, if you are not actively at work on this date, or on the date the amount of your insurance would change due to change in your classification, you will become insured on the date you return to active full-time employment.

Your dependent's insurance will become effective on the first day that you become eligible, or, if you acquire a dependent, on the date that you first acquired the dependent, provided that you have properly enrolled the covered dependent in our insurance program. However, if the covered dependent is confined in a hospital on the date that your coverage would become effective, your dependent's coverage will become effective only after they have been discharged from the hospital. In the case of a newborn dependent, their insurance will become effective immediately, but only for the treatment of an illness contracted after birth, an abnormal congenital condition in the newborn child, or in the case of premature birth.

EagleRidge High School pays \$900.00 toward the insurance premiums for employees and employees and spouse and \$1,300 for employee, spouse and family for full time employees and half those amounts for half time employees. Employees who do not work at least half time are not eligible for benefits. Employees will be responsible for paying the remaining through a voluntary payroll deduction. If you wish to enroll your dependents in EagleRidge High School's insurance program, you will be responsible for paying the premiums for this benefit through an additional optional payroll deduction.

[Updated August 2022]

The benefits provided by EagleRidge High School's Group Insurance program are described in great detail in the Insurance Booklet provided to each employee. If you have questions about your annual deductibles, what is covered and the percentage of the bill which will be paid by the insurance company, you should refer to your insurance booklet.

If you wish to file an insurance claim, you should contact EagleRidge High School's Group Insurance Company to obtain appropriate forms.

EagleRidge High School offers the following health insurance programs for all employees (as determined by the carrier of the policies).

- Eligible after 30 days of employment
- EagleRidge High School pays up to the first \$900.00 for employee or employee and spouse, \$1,300 for employee, spouse, and family
- Employee pays the balance
- Employee pays premium through payroll deduction

The employee's premium deduction for the health insurance coverage will be deducted one (1) month prior to the coverage start date.

This Handbook does not contain the complete terms and/or conditions of any of the school's current insurance benefit plans. It is intended only to provide general explanations. If there is ever any conflict between the Handbook and any documents issued by one of the school's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.

### **Health Insurance Portability and Accountability ACT (HIPAA)**

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

"Protected health information" means individually identifiable health information that is:

- i. Transmitted by electronic media;
- ii. Maintained in electronic media;
- iii. Transmitted or maintained in any other form or medium.

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

Individuals with questions about how medical information may be used and disclosed, how to access medical information, or how to file a complaint about EHS compliance with HIPAA should contact the Business Manager.

## **6.5 HOLIDAYS**

EagleRidge High School observes the following paid holidays per year for all full time and half-time employees:

- New Year's Day
- President's Day

- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve and Christmas Day

## **6.6 JURY DUTY**

EagleRidge High School encourages employees to participate in our judicial process when called for jury duty and will continue to pay the employee’s full salary while the employee is participating on jury duty. An employee called for jury service shall promptly notify the school Executive Director prior to each day of service.

## **6.7 MOTHER FRIENDLY WORKPLACE PROCEDURES**

The EHS Executive Director shall ensure that EHS makes a reasonable effort to provide a room or other location in close proximity to the employees’ work areas, other than a restroom, where an employee can express milk in privacy. This procedure directs the EHS Executive Director to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

- The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
- The plan shall include an accessible, private room with a lock that would allow a mother:
  - To pump breast milk to be stored for later use.
- The room shall include:
  - Electrical outlets for electric pumps;
  - Sanitation facilities including a sink close by for hand washing and the rinsing of containers; and
  - A sign-up sheet and a sign posting the room as “private during use.”

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member’s responsibility.

EHS shall provide the employee a 30-minute rest period to express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by EHS.

The designated location is the kitchen.

**6.8 RECORD KEEPING** Each employee is responsible for verifying his/her pay stub as to the correct amount.

## **6.9 SOCIAL SECURITY, MEDICARE and PERS**

EagleRidge High School withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

EagleRidge pays into the PERS retirement program as prescribed by law and the employee pays their share through payroll deduction.

## **6.10 TRAINING AND PROFESSIONAL DEVELOPMENT**

EagleRidge High School recognizes the value of professional development and personal growth for employees. Therefore, EagleRidge High School encourages its employees who are interested in continuing education and job specific training to research these further and get approval from the Executive Director before committing staff for seminars or courses. Approval will be based on available funds specifically set aside for staff training.

## **SECTION 7 - EMPLOYEE COMMUNICATIONS**

### **7.1 BULLETIN BOARDS**

EagleRidge High School maintains a bulletin board for the purpose of disseminating information to its employees about the operation of the High School or other information, which may be of interest to its employees.

The posting of individual notices on EagleRidge High School's bulletin boards, Facebook or websites is a privilege and should not be abused. If employees abuse this privilege by posting notices that are tasteless, obscene, or counter to EagleRidge High School's interests, this privilege may be revoked.

Employment Opportunities will also be posted on the bulletin board for a period of 7 days at which time all applicants (including walk-ins and referrals) will be reviewed.

### **7.2 GIFTS**

Board members, teachers, and other employees shall not accept items of material value from students. The Board welcomes as appropriate writing of letters by students to staff members expressing gratitude and appreciation. Material value is defined as \$100 from a single source in a single year.

Individual employees will refrain from giving gifts of material value to staff members who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement, serious illness or for retirement gifts. Staff-initiated "sunshine funds" are exempt from this policy.

Board members and all employees are prohibited from accepting items and/or benefits having a combined material value in excess of \$100 in any one year from any company or organization doing business with EagleRidge.

### **7.3 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 cocurricular activity in which the participating students are involved. 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.

Teachers are expected to inform the Executive Director of the date, time, and nature of the presentation whenever such use is planned. Prior approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

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

- a. Profanity, vulgarity, and lewd comments are prohibited;
- b. Use of a tobacco product or inhalant delivery system or other similar device is prohibited;
- c. Sexist, racial remarks, or derogation of any group or individual is prohibited.

Guest speakers will also be given any curriculum guidelines that address controversial subject matter (e.g., religion, sexuality education, evolution).

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.

[Updated August 2022]



#### **7.4 PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the School Executive Director. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and Executive Director cannot solve the problem, EagleRidge High School encourages employees to make contact with an EagleRidge Board member.

Forms for filing a complaint can be found on the EHS website and in the front office.

#### **7.5 RETIREMENT**

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

Retiring staff members under the age of 65 who have put in 10 years of service with EHS and have not previously retired from another employer, will have the option to continue OEGB medical, dental and vision insurance for the employee only. The insurance would continue to be under EHS. For further details please see **Personnel Procedure 500.31**.

#### **7.6 SAFETY COMMITTEE**

A building safety committee has been established to help implement EHS's safety program and as a part of any ongoing effort to help ensure the safety and health of student, staff, and others while on EHS school property.

The building safety committee meets monthly, 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 the Executive Director or Custodian

#### **7.6 STAFF CONFLICT OF INTEREST**

EagleRidge employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as school staff members. This means that:

1. Employees will not participate for financial remuneration in outside activities for which their position on the staff is used to sell goods or services to students or their parents.
2. Any device, publication or any other item developed during the employee's paid time shall be EagleRidge property; and
3. Employees will not engage in any work where the source of information concerning customer, client or employer originates from information obtained through the school system.

#### **7.7 STAFF INVOLVEMENT IN DECISION-MAKING**

The Executive Director encourages employees to contribute their ideas for the betterment of EagleRidge. The staff will be asked to help in developing policies and procedures, in establishing goals and objectives, and in planning curriculum, services, budget, and facilities.

In devising rules and procedures for the operation of the school, the Executive Director will seek the suggestions of those employees who will be affected by such provisions. The licensed staff is expected to

contribute to curriculum development and to recommend policies and procedures pertaining to students and instruction.

The Executive Director will develop channels for the communication of ideas among staff and Board members and will inform the Board of staff opinion when presenting recommendations for Board actions.

### **7.8 STAFF MEETINGS**

Scheduled staff meetings will be held according to schedule. These formative and informative meetings allow employees to be informed and interact on recent School activities, workplace challenges, guidance, and employee and student recognition and concerns. Part-time employees are required to attend weekly staff meetings.

### **7.9 STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

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

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion, or persuading others. Such discussion and persuasion may not be carried on during the performance of EHS 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 EHS curriculum and 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 EHS official viewpoint.

No staff member may use EHS facilities, equipment, or supplies in connection with campaigning, nor may they use any time during the working day for such political activities.

### **7.10 STAFF PROTECTION**

Job-related assault is defined as any physical assault or battery upon an employee which takes place at any time during an employee's performance of work-related duties, either on school grounds or off.

1. Self-protection: Employees may take reasonable and necessary action to protect themselves from immediate impending assault, but the employee must also use appropriate measures to avoid assault.
2. Reporting the Assault:
  - a. The employee will report the assault to the Executive Director or designee within 36 hours of the event; and
  - b. See that the assault is reported and/or filed with appropriate police agency; and
  - c. Initiate the appropriate insurance notices.
3. Findings of Fault: In the event a court of law finds that the employee was the aggressor in the assault incident, all payments of benefits will cease and EagleRidge will have a cause of action against the employee for repayment of benefits.

### **7.11 SUSPECTED SEXUAL CONDUCT (Reporting Requirements)**

[Updated August 2022]

Sexual conduct by EHS employees, contractors, agents of the charter school, and volunteers will not be tolerated. All EHS employees, contractors, agents, and volunteers of the charter school are subject to Board policy, 500.15 – Reporting Requirements Regarding Suspected Sexual Conduct with Students.

“Sexual conduct,” means verbal or physical conduct; or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are: 1) sexual advances or requests for sexual favors directed toward the student; or 2) of a sexual nature that is directed toward the student or that has the effect of unreasonably interfering with a student’s educational performance or of creating an intimidating, hostile, or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent, or volunteer; and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from EHS that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any EHS employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another EHS employee, contractor, agent, or volunteer; or that another EHS employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the Executive Director. If the Executive Director is the alleged perpetrator, the report shall be submitted to the Business Manager who shall report the suspected sexual conduct to the Board chair.

When EHS receives a report of suspected sexual conduct by an EHS employee, and there is reasonable cause to support the report, EHS shall place the employee on paid administrative leave and take necessary actions to ensure the student’s safety. The employee shall remain on leave until Teacher Standards and Practices Commission (TSPC) or ODE determines that the report is substantiated and EHS takes appropriate employment action against the employee; or cannot be substantiated or is not a report of sexual conduct, and EHS determines either: 1) an employment policy was violated and EHS will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When EHS receives a report of suspected sexual conduct by a contractor, agent, or volunteer of EHS, EHS shall prohibit the contractor, agent, or volunteer from providing services to EHS. If EHS determines there is reasonable cause to support the report of suspected sexual conduct, EHS shall prohibit the contractor, agent, or volunteer from providing services.

An “investigation” means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report; and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is an EHS employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, EHS decides to take an employment action, EHS will inform the employee of the employment action to be taken and provide information regarding the appeal process. The employee may appeal the decision through an appeal process provided by EHS.

A “substantiated report” means a report of sexual conduct that TSPC or ODE determines is founded.

If the employee decides not to appeal the employment action or if the determination of an appeal is sustained, EHS shall create a record of the findings of the substantiated report and the employment actions taken by EHS will be placed in the records of the employee maintained by EHS. The employee will be notified that this information may be disclosed to a potential employer.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a Board member, EHS employee, contractor, agent of EHS, or volunteer in good faith, the student will not be disciplined by the EHS board or any EHS employee, contractor, or agent of EHS.

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

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

<sup>1</sup> “Contractor” means a person providing services to EHS under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup> “Agent” means a person acting as an agent for EHS in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup> “Volunteer” means a person acting as a volunteer for EHS in a manner that requires the person to have direct, unsupervised contact with students.

<sup>4</sup> EHS employee cannot be required to use any accrued leave during the imposed paid administrative leave.

## **7.12 UNMANNED AIRCRAFT SYSTEM (UAS) A.K.A. DRONE**

A small, unmanned aircraft, as defined by law, may be operated by EHS. A small, unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). EHS will register as a user of such with ODA.

Publicly supported K-12 school programs and publicly supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee. Any employee, volunteer, or representative of EHS operating an EHS unmanned aircraft system shall do so in accordance with Board policy, all applicable FAA and ODA regulations, and local laws.

A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with OSAA policies.

Prior to operating a UAS, EHS will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and to be in compliance with current FAA regulations. EHS staff will not operate more than one UAS at the same time.

EHS employees will work with administrators to ensure that proper insurance, registration as required by FAA and ODA, reporting to FAA and authorization from the Executive Director are in place prior to use as a part of the EHS curriculum.

### **7.13 WEAPONS**

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

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

Employees shall promptly report all other conduct prohibited by the EHS weapons policy to the Executive Director.

### **7.14 WHISTLEBLOWER**

When an employee has good faith and reasonable belief the employer has violated any federal, state, or local, law, rule, or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign, or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state, any agency of the state, or political subdivision in the state, or any person authorized to act on behalf of the state, any agency of the state, or political subdivision in the state, with:
  - a. Any member of the Legislative assembly;

- b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
- c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

EHS will use the complaint process in CR 800.4 - Public Complaints Procedure to address any alleged violations of Board policy, 500.4 - Whistleblower.

## **7.15 WORKDAY AND END OF YEAR CHECKOUT**

### Workday Checkout

Teachers may leave the building and EHS grounds during lunch, as necessary. Departures during preparation periods must be approved by the Executive Director. Other staff are permitted to leave the building and EHS grounds during their lunch break. All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

### Year-end Checkout

All staff will complete the following checkout procedures and signed off by the Executive Director:

1. Inventory of all classroom furniture, equipment, and textbooks/instructional materials stored in the classroom.

(List any furniture/equipment/textbooks/instructional materials not accounted for and replacement costs.)

2. Furniture and equipment in need of repair has been labeled and a list has been submitted to the office;

3. Room check completed. Desks, lab, and professional technical equipment is cleaned, whiteboards cleaned, personal property removed, and all EHS equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed;

5. Purchase orders for supplies, instructional materials, and textbooks needed for start of next school year completed and turned in to the office;

6. Student portfolios completed and stored in designated area;

7. Mailbox emptied;

8. Computers unplugged, desktop passwords removed, etc.;

9.. Summer address, phone number, and alternate/emergency phone number turned in to the office.



## SECTION 8 - STUDENT OPERATIONAL PROCEDURES

### 8.1 ABUSE OF A CHILD (REPORTING)

Abuse of a child by EHS employees, contractors<sup>1</sup>, agents<sup>2</sup>, volunteers<sup>3</sup>, or students will not be tolerated. All EHS employees, contractors, agents, volunteers, and students are subject to Board policy, STUDENTS 700.38 – Reporting of Suspected Abuse of a Child, and the accompanying procedure.

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.

Any staff member who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall immediately orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services or local law enforcement agency within the county where the person making the report is located at the time of the conduct.

Any EHS employee who has reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to Oregon Department of Human Services (DHS), its designee, or to the law enforcement agency within the county where the person making the report is located at the time of the contact.

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

Written documentation of this report must be completed and submitted to the Executive Director or Business Manager. If the Executive Director or Business Manager is the alleged perpetrator, the reports shall be submitted to the Board chair.

Forms are available in the office.

Oregon law recognizes these types of abuse:

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

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements, is a violation punishable by law and by EHS disciplinary action up to and including dismissal. A staff member who, based on reasonable cause, participates in good faith in making an abuse of a child report shall have immunity from any liability, civil, or criminal that might otherwise be incurred or imposed as provided by law. Intentionally making a false report of abuse of a child is a Class A



violation. A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

<sup>1</sup>“Contractor” means a person providing services to EHS under a contract in a manner that requires the person to have direct, unsupervised contact with students.

<sup>2</sup>“Agent” means a person acting as an agent for EHS in a manner that requires the person to have direct, unsupervised contact with students.

<sup>3</sup>“Volunteer” means a person acting as a volunteer for EHS in a manner that requires the person to have direct, unsupervised contact with students.

## **8.2 BILINGUAL EDUCATION [ENGLISH LANGUAGE LEARNERS]**

Students whose primary language is a language other than English are provided appropriate assistance through the Klamath Falls City School's English Language Learners (ELL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal, or signed communication in a language they can understand.

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

## **8.3 BULLYING AND HARRASSMENT**

### **Basic Staff Expectations for Bullying/Harassment**

The EagleRidge Staff in a desire to help students be successful in academic and cultural pursuits have developed a procedure to help students who have been bullied or harassed and the consequences to those who have bullied or harassed another student.

The expectations of Teachers and Staff:

1. When a teacher/staff hears of a bullying incident from any student, they will strive to teach the student what bullying/harassment is as specified:

Bullying Prevention in Oregon Schools from Works International: A negative interaction between students to be defined as bullying, must meet three criteria:

- a. Bullying occurs when a person directs a purposeful, negative action at a specific target. The behavior does not need to be extreme to be a negative action. Not allowing others to join an activity or giving intimidating looks are purposeful actions meant to negatively affect another.
  - b. Bullying takes place over time with a series of incidents. For example, when a child calls another child a derogatory name once, or two children get into a fight and it is an isolated incident, neither would constitute bullying. Bullying is a pattern of behaviors occurring over time.
  - c. There is an imbalance of power between the bully and the victim.
2. The teacher/staff will give a student a “Bullying/Harassment” form to complete.

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3. The form will be handed into the office at the Teacher/Staff or Students earliest opportunity.
4. ALL reported bullying will be investigated by the Executive Director. Students will not be forced to meet each other and actions will take place as listed below IF allegations can be substantiated.

Bullying/Harassment	Implies the systematic persecution by using annoyance, threats, or demands	1 <sup>st</sup> Offense	Re-teaching of expectations with Executive Director
		2 <sup>nd</sup> Offense	Behavior Contract and community service
		3 <sup>rd</sup> Offense	Mandatory parent involvement and behavior modification practices.

## 8.4 CANVAS

**Canvas** is the Learning Management System for EHS:

- used by both students and employees and is required by all teachers and students in every class (\*).
- a way teachers can give better feedback and help students feel more connected with audio and video messages and project submissions
- a way to keep track of important dates and events via a calendar.
- a way to allow Parents to access student learning and help their student be successful

(\*) (Note: On/Off Campus College Instructors may use but are NOT required to use Canvas).

## 8.5 EMERGENCY DRILLS

Emergency Drills will be conducted at EagleRidge High School periodically to conform to ORS, EHS Policy and Procedures, and Local Emergency Preparedness Codes.

## 8.6 ENROLLMENT - ATTENDANCE

### Basic Teacher Expectations for Classroom Tardiness at EagleRidge High School

The EagleRidge Staff in a desire to help students be successful in academic and cultural pursuits have developed a Tardy Procedure.

The expectations of Teachers:

- Each period the teacher will mark the students as “Attending” or “Absent” at the start of the Block.
- Procedures will be put in place for reducing the tardiness in school. Teachers will be given training on the “Start On Time” program.
- For up to 5 minutes after the start of class, late arriving students will be marked “Tardy”.
- Students will not be admitted to class without an administrator.

NOTE: Tardiness is a school issue and students will be issued discipline according to the schedule in the Student Discipline Handbook.

## 8.7 FIELD TRIPS

All field trips need at least a three or four week notice and approval for all trips. Additional time for approval may be required if a bus approval is needed and coordination between the District Bus System and EagleRidge is necessary. Please see the Administrative Assistant for trip and bus approval forms.

Field Trips of an educational but minor nature and within walking distance of EagleRidge during the block instruction time generally do not require permission. However, leaving campus requires that the Office be notified. Any non-educational field trips will require permission (e.g., a trip to the store). However, teachers should let parents know in advance of ALL field trips even those that are minor. Parents often have the need to contact or take their students to medical appointments, etc. and have a need to know. Please plan ahead.

P.E. teachers do not need permission, but need to inform the office, to take their classes to the park or other walking exercise areas for physical activities. This is an expectation and “Core Standard.”

## 8.8 FILMS/VIDEOS

Some films and videos are obviously educational and would not need administrative approval. However, if a teacher is in doubt or the rating of material is at all questionable you are required to have permission. Permission may include a signed permission slip from the parent/guardian and is required for any film or video that would be at all questionable. Use good common sense in your selection process for films and videos.

## 8.9 FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance*. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute. Each classroom is required to display a United States flag of an appropriate size.

## 8.10 GRADING BY STANDARDS BASED LEARNING

### Project Based and Standards Based Learning at EagleRidge High School

All teachers at EagleRidge other than Math will follow the **Project Based Learning** format from the Buck Institute, New Tech, and integrated with **Standards Based Learning** as outlined from the State of Oregon as the **Learning Model (PBL)** at EagleRidge High School.

The PBL method will be taught to teachers at In-Service Training, Teacher Meetings, Mentor Training, and periodic off campus training. It will be implemented in all non-Math classrooms. On campus classes that utilize a KCC or OIT instructor may or may not choose to use the PBL learning model.

**Grading by Learning Standards** will be determined to be a % grade above 70% and grading may be assigned as follows:

Total Percentage	Letter grade
90% or Greater	A
80%-89%	B
70% -79%	C
69% or Below	NP or F

In Project-Standards based grading, the “**Projects Grade**” is weighted and counted as a weighted percent of the total grade. The Projects Grade is a grade issued after a Presentation to the Teacher, Students, and/or others from the community including parents or other staff at EagleRidge. If the recorded grade is below 70 %, then a student can retake the Presentation Grade, if necessary, until they are PROFICIENT and recorded at 70%. If the grade is below 70%, then it will show as the actual non-proficient grade received until the stated deadline. At the end of the stated deadline the grade the student received by the retake will be placed in the gradebook.

The “**Class Work Grade**” is weighted and counted as a weighted percent of the total grade. At the teacher’s discretion they may allow late Class Work Grades to be recorded.

The Project and Class Work Grade are then averaged and the “Total Grade” in the Project-Standards Based System is recorded. Any grade below 70% will be determined to be “Not Proficient” and will go to the grade of “F” at the end of the grading period.

## **8.11 HALL PASSES**

### **Hall Pass Expectations at EagleRidge High School**

EagleRidge has in place a 15/15 rule. Students are not allowed to leave class the first or last 15 minutes of class with the exceptions of emergencies. A hall pass will be used for all students not in class. The purpose should be specific and not “Visit the Hallway or hang out there.”

There are many reasons for emergencies; you are the judge, so the reason for being out of class should be an emergency – no other reason. A student out of class sitting in the hall without a hall pass is not acceptable. There must be a good reason for people being in the halls written on the hall pass. Working outside the classroom or taking a break are acceptable reasons to be in the hall. When students get checked in a hall sweep, we will be looking for their “work reason.” STUDENT AIDS DO NOT HAVE free rein on the hallways. They should be in class or going to do a specific assignment.

Requesting to see the Administration Team, Counselor, or front office (other than an emergency) is not a reason to get out of class. Students may email the person they wish to see or schedule an appointment.

A teacher may use the “Purple Pass” to accomplish specific purposes that the teacher needs accomplished.

## **8.12 HEALTH-SERVICES PROGRAMS**

EHS has an established health services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Health Authority and the local health department;
6. Assistance for students in taking medication according to established EHS policies and procedures;
7. Services for students who are medically fragile or have special health care needs;

[Updated August 2022]

## 8. Integration of school health services with school health education programs.

All staff will be informed of their responsibilities in these areas.

Nonemergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place under federal law only with prior parental notification and the option for parents to excuse their student from the activity.

Oregon Revised Statute (ORS) 329.025 requires:

One registered nurse or school nurse for every 125 medically fragile students; or

1. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; or
2. One registered nurse or school nurse for every 225 medically complex students.

EHS may use the most cost effective means available to meet the above requirements.

### **8.13 HOMEBOUND INSTRUCTION**

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 10 days. A physician's statement substantiating such absence is required for EHS 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.

### **8.14 HOME TUTORING SERVICES**

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days.

A physician's statement substantiating such absence is required in order for EHS to authorize home tutoring.

The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain their academic progress.

### **8.15 LESSON/PROJECT PLANS**

All Lesson/Project Plans and Grades with all associated notes, rubrics, etc. will be kept on 'Canvas' for access by staff, students, and parents.

Teachers will provide project descriptors for all projects for planning purposes.

Teachers will also post a semester long calendar in their classrooms with posted due dates visible to students.

### **8.16 MAKE-UP WORK**

Each classroom teacher will establish “Make-up Work” criteria for their class. However, the criteria shall consider the following guidelines:

1. For every day of **excused absence**, the student will have that day plus one to hand in any work.
2. Make up work is only for excused absences.
3. If a student fails to turn in an assignment or complete a project by the deadline date, they will be required to attend after-school tutorial and have one week to make up the assignment and receive no more than a 70%.

### **8.17 MEAL PROGRAMS**

EHS participates in the National School Lunch, School Breakfast, Child and Adult Care Food Program (CACFP) and Commodity Programs.

EHS provides breakfast and lunch to all student at no cost to the families.

Parents or guardians may provide written permission to EHS to withhold a meal from a student.

### **8.18 MEDICATIONS**

Students may be permitted to take medication at school, at school-sponsored activities, under the supervision of school personnel and in transit to or from school or school-sponsored activities.

Training will be provided by a qualified trainer to designated personnel authorized to administer medications to students within individual school buildings, while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, EHS policy, and procedures and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping, reporting of medication administration, reporting of errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality.

Students in grades K-12 may be permitted to administer medication to themselves without assistance from designated personnel in accordance with the following procedures:

1. A permission form from a parent or guardian (unless the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675) and written instructions have been submitted for all medication. In the case of prescription medications, permission from the prescriber or other Oregon licensed health care provider is also required and shall include acknowledgement that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Permission from the administrator and a prescriber or a registered nurse practicing in the school setting is also required for all self-administration of medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated personnel. A permission form and written instructions will be required as provided above;

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3. All medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, name of the medication, method of administration, dosage, frequency of administration, and any other special instructions;
  - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in their possession only the amount of medication needed for that school day except for manufactory's packaging that contains multiple dosage, the student may carry one package;
5. Sharing and/or borrowing of any medication with another student is strictly prohibited.

Permission to self-medicate may be revoked by the Executive Director if there are any abuses of these procedures.

All other students will be administered medication only by designated personnel after receipt of required parent permission forms and written instructions.

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on school premises who the designated personnel believes, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

An individualized health care plan will be developed for every student with a known life-threatening allergy and for every student for whom EHS has been given proper notice of a diagnoses of adrenal insufficiency.

### **8.19 MOVING CLASS/HOLDING CLASSES OUTDOORS**

Please have your class be courteous to classes that are in session. The cafeteria should be arranged by contacting the front office. This reservation will be put on the EHS calendar. All outdoor classes need not be scheduled, but please realize another class may be there first.

### **8.20 PREGNANT/PARENTING STUDENT PROGRAMS**

EHS 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.

The EHS staff will work with the staff of Klamath Falls City Schools, 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 regular-provided school program.

### **8.21 PROGRESS REPORTS**

Teachers are expected to report to parents and students their students' progress toward achieving the academic content standards. Progress reports are issued at the mid-way point of each trimester grading

period indicating academic and citizenship progress to date. Parents will receive reports on their student's absences.

Such reports may be issued at other times during a grading period as deemed appropriate by teachers.

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

## **8.22 RECORDS**

All records of students are confidential. Especially sensitive are records from IEP or 504 students. As a teacher you are required to maintain this confidential status and keep records of a sensitive nature under lock or close supervision.

## **8.23 RELEASE TIME FOR RELIGIOUS INSTRUCTION**

Students may be excused from school for religious instruction, not to exceed 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 their return to school or at such other times as may be deemed appropriate by the teacher.

## **8.24 SPECIAL EDUCATION SERVICES**

All resident school-age students who qualify for special education and related services shall be provided a free-appropriate public education (FAPE) per the Individuals with Disabilities Education Act (IDEA). The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

When appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others.

Placements are made by the student's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate; and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.



Teachers with questions regarding the referral and placement process should contact a special education staff member. All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

### **8.25 STANDARDS: MODIFICATIONS**

1. Identify modified students in each class
2. Highlight on rosters
3. At the start of each project/unit:
  - a. Write modifications on a curriculum map for each modified student and keep a copy of each for you (date).
  - b. You may choose to meet with each of these students before making the modification plans, so that they can give input.
  - c. Make sure all Standards are created as assignments (either on the homepage or in the gradebook) in CANVAS for the project.
  - d. Note modifications and the date in the comments box for each standard (even if the eyeball is off) for each modified student.
4. Check in at the introduction to each standard in class to ensure the student remembers what they are required to do.
5. Mark any extensions or changes in due date in CANVAS.
6. Check in regularly with modified students about how they are doing in class.
7. Daily assignments can be modified as well by marking in CANVAS or on the spot for small in class assignments.
8. Include modifications made in the student's folder.

### **8.26 STAFF/PARENT RELATIONS**

EHS 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 EHS any court order or parental plan that curtails the rights of the noncustodial parent.

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

In the case of joint custody, EHS will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff, as appropriate.

Staff members with questions regarding custodial and/or noncustodial parent rights with respect to a particular student should contact the school office.

### **8.27 START AND DISMISSAL OF CLASSES**

EagleRidge High School publishes a "No Bell Schedule." All classes will start and end at the specified times.

[Updated August 2022]

## **8.28 STUDENT ACTIVITY FUNDS/FUND RAISING**

### **Student Activity Funds**

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

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

### **Fundraising**

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the Executive Director prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or EHS goals. Fund-raising request forms are available in the office.

Fund raising must not interfere with or disrupt school.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, or other unsecured areas.

## **8.29 STUDENT/PARENT HANDBOOK**

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into EHS at other times of the year.

All staff are expected to familiarize themselves with the general information and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

## **8.30 SUPERVISION OF STUDENTS - DISCIPLINE**

### **Basic Teacher Expectations for Classroom and Hallway Management**

The EagleRidge Staff, in a desire to help students be successful in academic and cultural pursuits, has developed a classroom to office discipline procedure to help students who have violated classroom rules learn to adjust and be successful. The purpose of this section is to empower teachers to feel confident in conducting their own classroom management and use the EagleRidge Office for support in chronic behavior and major disciplinary issues.

It is expected that the use of discipline in the classroom be conducted with reasonableness and that discipline used be reported. For example, teacher specifies that students will remain after school on the following day after the discipline incidence, then it should be clearly communicated to parents that the discipline will take place after school at the specified time and a Classroom Discipline notice has been generated using Tyler SIS. Lunch time community service may be given; however, students must have a chance to get their lunch from the cafeteria first.

The expectations of Teachers:

1. Use the “Progressive Classroom Discipline” classroom report on Tyler SIS to record minor behavior issues occurring in your classroom.
2. Assign Discipline (See “Action Taken” section of the Progressive Classroom Discipline Form).
3. Please make arrangements with the office to receive a student sent out of class for a cool-down period.

### **8.31 TEACHING ABOUT RELIGION**

Teachers shall be permitted to teach or present to students, information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief, or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.

### **8.32 TRANSPORTATION OF STUDENTS**

Teachers MAY transport students at EagleRidge H.S. IF they have turned in the Insurance Certificate to the Business Manager AND \*\*\* they never transport students alone. For your safety and that of the student, always have at least TWO individuals (teachers and/or students) with the driver at all times.

Obvious Local and State Laws are associated with student transport including obeying all traffic laws, seat belts, soberness, etc.

### **8.33 USE OF RESTRAINT AND SECLUSION**

EHS has developed a policy and procedure to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with students.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, EHS staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
  - a. A description of the restraint or seclusion including:
    1. The date of the restraint or seclusion;

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2. The times the restraint or seclusion began and ended; and
  3. The location of the incident.
- b. A description of the student's activity that prompted the use of the restraint and seclusion;
  - c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
  - d. The names of staff of the school or district who administered the restraint or seclusion;
  - e. A description of the training status of the EHS Staff who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
  - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the Executive Director will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason a person without training administered the restraint or seclusion.
  4. The Executive Director will be notified as soon as practicable whenever restraint or seclusion has been used.
  5. If restraint or seclusion continues for more than 30 minutes, the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, the Executive Director of EHS must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the school or district will immediately attempt to notify a parent or guardian verbally or electronically.
  6. A Restraint and/or Seclusion Incident Report must be completed, and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
    - a. Name of the student;
    - b. Name of staff member(s) administering the restraint or seclusion;
    - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
    - d. Location of the restraint or seclusion;
    - e. A description of the restraint or seclusion;
    - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
    - g. A description of the behavior that prompted the use of restraint or seclusion;
    - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
    - i. Information documenting parent or guardian contact and notification.
  7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken, and a copy of the written notes shall be provided to the parent or guardian of the student.
  8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
  9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident for the affected person, if applicable.
  10. EHS will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

### **8.34 VISITORS**

Students are not permitted to bring visitors to school without prior approval of the Executive Director.

Staff members are expected to report any unauthorized person on school property to the Executive Director.

## RECEIPT OF EMPLOYEE HANDBOOK

This is to acknowledge that I have received a copy of EagleRidge High School's Employee Handbook in one or more of its various forms and that I have reviewed the policies and procedures contained herein. I also acknowledge that I have agreed to abide by EagleRidge High School's policies, procedures, practices, regulations, rules, and Code of Conduct described in this handbook. In addition, I understand that this employee handbook is merely a guide for employees and does not constitute a written employment contract and that the guidelines in this employee handbook may be changed from time to time at the Board of Director's sole discretion or its Executive Director for administrative issues, with or without notice. Finally, I understand that EagleRidge High School follows the Employment-At-Will Policy, which means that my employment may be terminated by the employee or by EagleRidge High School at any time for any reason, or for no reason at all, with or without cause or notice following the Policy and Procedures contained herein.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

Please initial below:

I have received a copy of EagleRidge High School's Handbook with my signature.

I agree to the non-disclosure/confidentiality guidelines of EagleRidge High School's Handbook.