



Employee Handbook



This handbook is a guide and reference to some District procedures and policies. This document does not include every District policy or procedure nor does it include specific school building processes and information. If you are a school building employee, please speak with your building administrator for a student handbook.

Portland Public Schools • PO Box 3107, Portland, Oregon 97208-3107 • 503-916-2000

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Welcome

Welcome to Portland Public Schools! We are delighted that you have chosen to join the largest and most diverse school district in the state of Oregon. Portland Public Schools has approximately 8,000 staff serving more than 49,000 students, who speak over 125 languages in over 80 schools. We are committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of our students. You are joining a school district that brings outstanding leadership, collaborative partnerships, innovation, and expertise in advancing racial equity, workforce diversity, and inclusive practices. In our school district, employees utilize their creativity, skills, talents, and relationships to support students' knowledge, competence, and performance.

Additionally, the Board of Education for Portland Public Schools is committed to the success of every student in each of our schools. [The PPS Vision](#) core team presented an innovative, interactive exhibit and our district launched the Visioning initiative in 2018 as a way to identify and define what PPS can be, what it should be, and how students, staff, families and community can get to a defined and shared "North Star" for the district. We believe that every student has the potential to achieve, and it is the responsibility of our school District to give each student the opportunity and support to meet their highest potential (Portland Public Schools Racial Educational Equity Policy [2.10.010-P](#)).

With highly trained teachers and staff, an engaged parent community, strong partnerships, and a focus on closing the racial educational achievement disparities amongst our students, we are at our highest graduation rate in at least 16 years. Thanks to the state legislature and Portland voters, school funding is improving and a PPS School Building Improvement Bond is now fueling the modernization of our aging school buildings for 21st-century learning. With your active involvement and support, Portland Public Schools will continue to achieve its goals. We sincerely hope you will take pride in being an important part of our District's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.





Human Resources Department

To ensure the school District's success in accomplishing its mission, this handbook contains information that you will need to understand and reference periodically throughout your tenure. The goal of the handbook is intended to support you as you navigate PPS, and it has been prepared to make you aware of what you can expect from the District and what the District's expectations are of you. Furthermore, most of the information is hyperlinked and, by clicking on the information, it will take you directly to that page on our website.

This handbook is not an employment contract or an agreement for employment for any specified period of time. Our colleagues who are part of a bargaining unit should also refer to their respective collective bargaining agreement for the specific provisions and benefits. The information we have included in this handbook may be subject to change.

While there are many topics covered in the handbook, all of us, from educators to administrators to support staff, are here to empower students and provide outstanding learning opportunities in every building, in every classroom at every school.

Sincerely,

Human Resources





You can quickly navigate this handbook by clicking on the preferred subject area in the table contents or the page number, and you will directly be sent to the actual page of interest.

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Employment at Will

Employment at Portland Public Schools is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Superintendent or Chief Human Resources Officer. In addition, no District representative is authorized to modify this handbook for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Represented employees have rights and responsibilities as described in their Collective Bargaining Agreements.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Portland Public Schools employees have the right to engage in or refrain from such activities.

Payroll

We process payroll for most of our employees on the last business day of each month, with the exception of the District Council of Unions employees, who are paid weekly. If a payday falls on a PPS-recognized holiday, employees will receive their paycheck on the preceding business day. If you would like to review the payroll schedule, please click [here](#).

Equal Employment and Affirmative Action Commitment

Equal Opportunity

The District provides equal employment opportunity for all applicants and staff in recruitment, hiring, assignment, training, retention, transfer and promotion. All employment actions are governed by our Policy of Non-Discrimination, [1.80.020-P](#), and we comply with all federal, state and local laws relevant to equal employment and non-discrimination. We do not tolerate retaliation against any individual who reports discrimination or harassment, or who testifies, assists, or participates in any manner in an investigation, proceeding, or hearing, regardless of the outcome of the complaint. Any conduct that would likely deter an individual from reporting or supporting a claim may constitute retaliation.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations in compliance with Title I of the Americans with Disabilities Act, as amended, which requires an employer to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause an undue hardship on the operation of the District. Employees who may require a reasonable accommodation should contact the Human Resources Department at ADA@pps.net.

Affirmative Action [5.10.025-P](#)

In order to close the racial achievement gap, better serve all students, and comply with Oregon law, our staff must reflect the diversity of the students we serve. Our Racial Educational Equity Policy,



[2.10.010-P](#), requires that we “recruit, employ, support and retain racially and linguistically diverse and culturally competent administrative, instructional and support personnel.” We prohibit discrimination on the basis of race or any other protected class and follow our Affirmative Action/Equal Employment Opportunity Plan (AA/EEO Plan).

Non-Discrimination/Anti-Harassment Policy [1.80.020-P](#)

The District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual’s perceived or actual race, color, religion, sex, sexual orientation, gender expression or identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran’s status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veteran’s status of any other persons with whom the individual associates. The District prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered to students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and in accommodating the public at public meetings.

Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Employee Rights

Portland Public Schools values a workplace in which all are welcomed and supported. Portland Public Schools prohibits discrimination based on sexual orientation, gender identity or gender expression. If you feel you are being discriminated against, or your school or Department is not a welcoming environment, please contact your supervisor, your union, the District Title IX Director, or the Human Resources Labor Relations Department directly (See 659A.003 Purpose of ORS Chapter 659A—Unlawful Discrimination in Employment, Public Accommodations and Real Property Transactions; Administrative and Civil Enforcement).

LGBTQ employees have the right to be out in the workplace, whether working in a school or other District facility. All employees, regardless of gender identity or sexual orientation, should feel comfortable sharing age- and content-appropriate information about their partners, families and personal life with students, staff and/or families, if they so choose. All PPS employees have a right to use the restroom that corresponds with their gender identity.

All employee personal information updates, including legal name change requests, address, phone number, happen via Employee Self Service (ESS). Once the name change has been submitted, the employee will need to bring in their new social security card to Human Resources within 30 days. If an employee wishes to change their Preferred First Name only, they can come to HR to fill out a Preferred First Name Request Form, at which time the preferred name is entered into PeopleSoft and all accounts will be updated. All employee personal information updates occur via Employee Self Service (ESS), which can be accessed by logging into the PPS website. For all additional personal information changes, including gender changes, employees can either come to HR and fill out a Personal Information form or email hronline@pps.net to request a change (use your PPS email account). Our current system only allows for binary gender markers, but we are working with our vendor to provide a third option to employees.

Cyberbullying



Cyberbullying is bullying or harassment that happens online or through other electronic communications. It can happen on a social networking site, in a text message, an email, an online game or comments. It might involve rumors or images posted on someone's profile or passed around for others to see, or creating a group or page to make a person feel left out. Because cyberbullying messages can be rapidly sent to many people, they can cause considerable damage.

All employees and students are to treat each other with respect and dignity. As educators, it is especially important to be aware of disability, ethnic, racial, and homophobic harassment and bullying. This behavior can range from abusive jokes, crude name-calling, threats, and bullying to sexual and physical assault. Employees must take all reports and complaints of harassment and bullying seriously and report them to the school administrator or the Human Resources Department. Please click [here](#) to review the Non-Discrimination/Anti-Harassment Policies in complete detail [1.80.020-P](#) and [4.30.060-P](#).

Workplace Harassment [5.10.060-P](#)

Our work environments should be free from any form of harassment, including sexual harassment. All District employees, school board members, volunteers, and contractors, must avoid any conduct or action that could be characterized as harassment of another employee, whether that occurs in the workplace or off District premises. Workplace harassment means conduct that constitutes discrimination based on race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, expunged juvenile record, and any other discrimination prohibited by law and includes sexual assault. 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 and includes any unwelcome sexual advances, requests for sexual favors, physical contact, or any other unwelcome conduct, verbal or nonverbal, of a sexual nature when:

- (a) The employee's submission to the conduct is made either an implicit or explicit term or condition of employment (including but not limited to wages, evaluation, advancement, retention, assigned duties or other employment-related matters);
- (b) The conduct by supervisors or other District employees, school board members, contractors, and volunteers, that has the purpose or effect of substantially interfering with an individual's work performance; or
- (c) The conduct by supervisors or other District employees, school board members, contractors, and volunteers, that has the effect of creating an intimidating, hostile, or offensive working environment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life or experiences, comments about an individual's body, an individual's sexual activity, deficiencies;
- Displaying sexually suggestive objects, pictures, or cartoons;



- Unwelcome leering, whistling, brushing up against the body, sexual gestures, suggestive or insulting comments;

Sexual harassment may occur between students, between a staff member and a student, and between staff members. If you are aware of such an occurrence between staff, notify your principal or supervisor. If you are aware of such an occurrence between students, notify the principal. In certain situations where a Child Abuse referral may be warranted, the child abuse and neglect hotline number is (800) 509-5439. If you have reasonable cause to believe that there has been sexual conduct between staff and student(s), you must immediately report it to the School or Department Compliance Officer as well as to DHS or law enforcement. The School Compliance officer will notify Human Resources and the Title IX Director to begin an investigation. Please refer to the Prohibition Against Employee Child Abuse and Sexual Conduct with Students [5.10.063-AD](#) for additional information.

Unlawful Harassment

We will take all steps necessary to prevent and eliminate unlawful harassment. Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

This District has no tolerance for harassment and bullying between students as well as adults. It is the responsibility of every employee to stop the action as soon as it is seen, identify that the behavior is inappropriate, and notify the school administrator who will follow the appropriate school response that aligns with District policies and administrative directives. Harassment or any other unlawful behavior in the workplace are encouraged to address the concerns with their direct supervisor or with Human Resources.

Sexual Harassment Complaint Procedure

Any employee who believes they have been subject to, or witnessed, illegal discrimination, including sexual or other forms of unlawful harassment, may file a complaint [5.10.061 AD](#). You may speak directly to your immediate supervisor or Department manager, or to a Human Resources representative, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination or harassment of another employee, you may report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above. All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, we will



take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflicts of Interest and Confidentiality

We expect all employees to conduct themselves and District business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests. We also recognize and respect individual employee's right to engage in activities outside of work that are private in nature and do not in any way conflict with or reflect poorly on the District. It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, please discuss the situation with a manager for advice and guidance on how to proceed. These are some of the types of activity that may indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Carrying on District business with an entity in which the employee, or a close relative of the employee, has a substantial ownership or interest.
2. Holding a substantial interest in, or participating in the management of an entity to which the District makes sales or from which it makes purchases.
3. Borrowing money from customers or businesses, other than recognized loan institutions, from which our District buys services, materials, equipment, or supplies.
4. Accepting substantial gifts or excessive entertainment (generally, any item of value over \$50 in a calendar year--see Gifts and Donations to Employees below) from an outside organization or agency.
5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the District.
6. Misusing privileged information or revealing confidential information to external individuals.
7. Using one's position in the District or knowledge of its affairs, including access to documents, for personal gains.
8. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of District business.

Confidential Information

The protection of confidential information is vital to the interests and success of Portland Public Schools. Confidential information is any and all information disclosed to or known by you because of employment with the District that is not generally known to people outside the District about its business. An employee who improperly uses or discloses confidential information may be subject to disciplinary action up to and including termination of employment and potentially legal action, even if they do not actually benefit from the disclosed information.

Access to Personnel Files

Employee files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors may have access to personnel file information only on a need-to-know basis. Personnel files are to be reviewed in the Human Resources Department, and employee files may not be taken outside the Department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.



Ethics

Gifts and Donations to Employees

Under the Oregon Ethics Law, public employees and Board members may not use their position to receive a financial benefit or for the benefit of their family or members of their household and may not solicit or receive any gift or gifts with an aggregate value in excess of \$50 in any calendar year. If the value of a gift exceeds \$50, inquire with the Office of General Counsel at 503-916-3570 about how to redirect the gift to a school for classroom needs. Donations for classroom use must go directly to the school, and a principal may honor the donor's request that a certain classroom benefit. Additional guidance can be found here: [Oregon Ethics Law memo](#), [Oregon Public Officials Guide](#). PPS employees who are licensed are also expected to meet the ethical responsibilities by licensing authorities such as the Oregon Teacher Standards and Practices Commission. In so doing the ethical educator considers the needs of the students, the District, and the profession; State of Oregon OAR [584-020-0035](#).

Employment of Relatives and Domestic Partners

PPS permits the employment of qualified individuals who are related to employees as long as the relationships are disclosed and either the conflict can be mitigated or such employment does not create a real or potential conflict of interest. Employees shall recuse themselves from participating in any employment process or decision regarding related individuals, working in the same or different areas, with whom the employee would have direct or line of authority reporting relationship. Please read further details about the Conflict of Interest - Nepotism Policy [5.10.065-P](#).

Professional Conduct Between Adults and Students (5.10.064-P)

The purpose of this policy [5.10.064 P](#) is to establish common understanding and expectations for all adults in our District on setting consistent and safe boundaries with students. Those boundaries maintain the healthy relationships and safe spaces that students need to thrive. The interactions and relationships between adults and students should be based upon respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of our schools. This board Policy covers the following areas:

- General Guidelines and Required Training
- Conduct Outside a school setting
- Appropriate Personal & Community Relationships
- Appropriate use of Email, Websites & Social Media
- One-on-one meetings with students
- Personal communication with students
- Traveling with or transporting students
- Physical contact with students
- Respecting Student Privacy

Communication - Electronic

Electronic communication, typically by email or text messages, is a convenient way to share information with families. However, you should keep in mind that any electronic communication



using a PPS account, or having to do with school matters, is a public record that others will be allowed to read. You should know:

- Electronic communications are subject to both state public records laws. That means they can, for the most part, be acquired by anyone either by a public records request or a subpoena.
- Because of that, electronic communication is not an effective way to deal with a difficult subject or with someone who is upset. Avoid miscommunication and hard feelings by calling the person instead. You can (and should) document the substance of the communication after the call.
- Even if using a personal device or phone, school-related communications-including text messages are subject to public record laws.
- More information about public records, include contact information for the Public Records Officer, is available at www.pps.net/publicrecords

Confidentiality of Student and Family Information (FERPA- Family Education Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that mandates confidentiality for student records. Under FERPA, schools and District employees cannot release student information without written parental consent except in very limited circumstances. FERPA covers all records that discuss or identify students, including staff notes, staff emails, official records, and student work. This includes counselor and teacher notes kept in the office or classrooms, referral slips, and other “daily” documents, as well as formal, permanent records. When in doubt, staff should always treat student records as confidential.

There are a few exceptions to releasing student information without written parental consent, such as when we receive a subpoena. The General Counsel’s Office has additional information about student privacy and disclosure of information on their website. Please click here for FERPA Tip sheets [FERPA](#) and [Requests for Student Records](#).

FERPA permits school employees to share confidential student information with other staff members only when there is a legitimate educational interest in the information. Discussion of an individual student’s academic achievement, challenges, health, behavior, and/or family circumstances should take place only with school or District staff on a need-to-know basis. Violations of this policy can result in disciplinary action and legal risk. Keep this in mind both at work and away from the building. It is not permissible to discuss specific students with non-school staff. Staff should be very mindful of communicating confidential information about students in the lounge, classroom, lunchroom, hall, office, and other school areas. There is a high risk that parent volunteers and others who cannot have access to such confidential information may overhear such conversations.

The confidentiality requirement remains the same with education records and any student information system (Synergy). Student information is not to be made available to any other person including students, volunteers, or non-school agencies (including those working in the school) without express written and dated permission of the legal parent or guardian. Access to Synergy or Synergy passwords are never to be given to anyone, including students, volunteers, or non-school agencies (including, but not limited to, health care clinics, school police, Sun Programs, etc.). Refer all requests for Synergy access to the IT Department.



In order to prevent the breach of confidential information, all PPS employees are required to use District email to conduct all District business and may not use personal email for any District business.

Student Cumulative Folders

- The physical (paper) Student Cumulative Folders maintained within school offices contain confidential student information. Confidential student information requires strict handling and disclosure procedures under [FERPA](#), the federal law concerning student privacy. When not in use, Student Cumulative Folders and their contents are to be stored in locked, fire resistant cabinets. Student Cumulative Folders should **not** be checked out to staff, left unattended, or removed from the building. Only [approved content](#) goes into the Student Cumulative Folder, and no records are to be removed from the folder without the express permission of [PPS Records & Information Management](#).
- Per FERPA, authorized parties have the right to inspect and review student records in a supervised setting. A request to review or receive a copy of the record should be made in writing and the identity of the requestor verified prior to any supervised review or release of records. By law, schools may charge a reasonable fee to provide a photocopy of student records to an authorized party.
- For up-to-date information on [transferring student records](#) to another school, visit the Records & Information Website.

Privacy is everyone’s business! Do not feel pressured to release information: “Just in case, it can wait.”

If you have *any* questions whatsoever around handling and disclosure of student information, please send an email to records@pps.net and await a reply with guidance/instructions specific to your situation.

Student Photos/Videos – Usage

In an age of social media and the ability for anyone to take a photo or video using a phone, PPS has limited control over the use of student photos by the public. However, we take steps to protect student privacy when families request it. If a family does not wish their child to appear in school or District photographs or videotapes (such as in the school yearbook or newsletter, on posters or fliers, on the school or District website or Facebook page, or in TV, print or web media stories), the family should notify the school to complete the documentation, or complete this [document](#).

Workplace Safety

Smoke-Free Workplace

Smoking is not allowed in District buildings or work areas at any time. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, vaping and e-cigarettes. Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly. Please adhere to the Tobacco Possession and Use Policy [3.30.021-P](#).

Drug Free Workplace Act

The Portland Public School District is subject to the requirements of the federal Drug Free Workplace Act of 1988. This Notice to Employees of Portland Public Schools is given to comply with that federal law.



- This notice is part of the District’s Drug Free Awareness Program. It is our policy that the workplace is to be free of illegal drugs and the effects of these drugs.
- Employees affected by illegal drugs and certainly the use of drugs in the workplace are both very serious problems that affect safety, productivity, and our responsibility as role models to encourage our students to reject drug use and view it as unacceptable. Drug use in the workplace can create a safety hazard to other persons and has proven to reduce productivity, to increase the rate of job errors, and to increase the incidence of on-the-job injuries.
- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Employees who violate that rule or are affected by illegal drugs at work are subject to discipline, which can include dismissal. If the employee is not dismissed, other disciplinary actions may be combined with a requirement of completion of a drug treatment and rehabilitation program.
- Employees who use drugs are strongly encouraged to seek treatment before their drug use affects the workplace and, therefore, jeopardize their employment. Assistance in obtaining drug counseling is available through the Employee Assistance Program: The Reliant Behavioral Health EAP 1-866-750-1327 or www.MyRBH.com access code: OEGB
- All employees are required to immediately notify the District’s Human Resources Department if they are convicted of a violation of criminal drug laws involving the workplace, or if they become aware that another employee has been convicted of that type of violation.

Environmental Health and Safety

We are committed to maintaining a healthy and safe environment in all of our buildings and properties. Risk Management operates the EHS activities at PPS including matters related to asbestos, radon, indoor air quality, well water, hazardous materials, AED’s, safety committees, ergonomics, fall protection, lab safety, and more. [Risk Management - Healthy Schools](#). If you receive an OSHA inquiry, citation, or an OSHA inspection, please notify Risk Management right away, at 503-916-3204 or 503-916-3502.

Covid-19 and Safety

PPS will follow all requirements set forth in the Oregon Departments of Educations *Ready Schools, Safe Learners* guidance. ODE in coordination with Oregon Health Authority updates this guidance regularly to provide schools the safest and most equitable way to operate in person and virtually, while maintaining proper health and safety protocols. Staff will be required to take the current COVID 19 Health and safety training prior to returning to any in person operation, and will be expected to understand all health and safety protocols of the district and their specific site. Please visit the [Emergency Management](#) web page for more information about safety for Covid-19.

Healthy Schools Web Page

Information about radon, lead, pest management, and the Healthy and Safe Schools plan is located on the Healthy Schools web page. Please share with concerned families and staff.

<https://www.pps.net/Page/4070>



Water Quality

Thanks to an innovative program PPS schools will soon have some of the lowest lead in water levels in the nation. Our goal is to achieve an average of less than 1 part per billion (ppb), greatly exceeding federal standards (now at 15ppb). New Drinking Water Stations with advanced lead cleaning filters are being installed in schools throughout the District which are scheduled to be completed by the end of the year. All current fixtures that have not been replaced are being continuously tested to verify lead levels are below federal and state standards. All test results are posted on the PPS healthy and safe schools website <https://www.pps.net/Page/5378>.

Indoor Air Quality

- Ventilation and temperature-control equipment is not to be adjusted or deactivated by anyone except maintenance personnel.
- Occupants should not use any ionizing air purifiers which produce ozone.

Food Guidance and Safe Food Handling Practices

The District follows the safe food handling guidance of the Multnomah County Health Department regarding approved foods, food preparation, sanitation, and serving methods. Staff wishing to serve food to students outside of the District-operated USDA Child Nutrition Programs including but not limited to school breakfast, lunch, snack and supper programs, must see their building principal for local guidance as there are strict guidelines that must be followed in order to adhere to Multnomah County Health Department guidelines and state law. All staff or groups who wish to use the school kitchens and/or the equipment, must submit a Civic Use of Building request and review the use of the space with Nutrition Services in order to maintain food safety for all.

[3.60.062-AD](#), [3.60.040-P](#), [Nutrition Services - Safety](#)

Workplace Violence Prevention

We are committed to providing a safe, violence-free workplace for all employees. Threats, threatening language, physical confrontations, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This covers any violent or potentially violent behavior that occurs in the workplace or at District-sponsored functions.

All Portland Public Schools employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, Security Services, or the Human Resources Department. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Portland Public Schools prohibits the possession of weapons on its property at all times, including our parking lots or District vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages, cut string, and for other job-related tasks), martial arts



paraphernalia, stun guns, and tear gas. Any employee violating this policy may be subject to discipline up to and including dismissal for the first offense.

The District reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on District property. In addition, Portland Public Schools may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all property and other items that are in violation of District administrative directives and policies.

Commitment to Safety

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices, and by notifying management when any health or safety issues are present. In the event of an emergency, please immediately notify the appropriate emergency personnel.

Electrical Fire Safety

Power Facts – Outlets, potential hazards, and safe practices.

Our staff should report loose or damaged outlets to their building custodian. Exposed wires are a hazard and should also be reported immediately. Please keep the area clear around any damaged outlet or electrical conduit until Maintenance Services is able to correct the issue.

Power Strips - Power strips are a common office space accessory to accommodate electrical devices. These simple guidelines will help ensure the safety of those within your building:

- Power strips must be plugged directly into an electrical outlet.
- Plugging a power strip into another power strip or into an extension cord is a fire hazard and is prohibited. The practice of plugging one power strip into another is referred to as “gang plugging” and is a citable offense by the Fire Marshal.
- Extension cords may not be used in lieu of permanent wiring. Building code defines temporary use as under 15 minutes and for such items as tools and other portable devices. Extension cords are to be unplugged and stored when not in use.

Multi-plug Adapters - Multi-plug adapters and splitters are prohibited in all PPS facilities. These devices are not designed for commercial use and are not equipped with surge or overload protection.

For questions or concerns, please contact Facilities and Asset Management (FAM) to speak with our Code Compliance Manager. FAM appreciates your cooperation in maintaining safe environments for students and staff. Please refer to [Common Safety Violations in School Classrooms](#) with questions.

Emergencies

Please visit the Emergency Management Web site at <http://www.pps.net/emergency-management>. The website is the compendium of all procedures, documents and information pertinent to PPS emergency management. The District has six standard emergency signals; Lockdown, Lockout and Team Response, evacuate, duck-cover hold-on and shelter-in place. Information about the signals and guidance on how to respond when an emergency signal has been activated can be found on the website under the staff resources link, in each school’s/building’s emergency response plan, in the quick reference flip charts and posted in each classroom. Charts are to stay in each area near the Emergency Supply Buckets. Please review your building’s site-specific emergency plan.



Child Abuse Prevention & Reporting

All school employees are mandated by law to report ALL suspected child abuse or neglect, including sexual misconduct. School District employees are 24-hour, 7 days a week mandated reporters; this means you must report any suspected child abuse of which you are aware, regardless of whether it occurs during work hours. ORS 419.005-419.045 requires that if school personnel have reasonable cause to believe that child abuse has occurred, it shall be reported [4.50.050-AD](#) . It is the independent responsibility of each employee to make certain that child abuse gets reported to the **Oregon Child Abuse & Neglect Hotline at (800) 509-5439**. It is preferable that the employee and the principal report together, completing a child abuse reporting form as the report is made [4.50-051-P](#) .

Employees who choose to make the report independently must notify the principal and/or principal designee immediately, to ensure the school office is ready to receive case workers and/or law enforcement officers. For incidents of suspected sexual conduct, employees should make the report to the School or Department Compliance Officer. In the rare case of a principal or their designee making a report for an employee, they will notify the employee that the report was made and document that information in writing. The employee should check back with the principal or designee if they do not hear in a timely manner that the report has been made. If the employee does not hear back from the principal or principal's designee by the end of the school day, the employee must make the report directly to the Child Abuse and Neglect Hotline. In all cases, a reporting form must be completed and filed with the principal's office immediately. Employees are required to report suspected abuse by a PPS employee, as well as other abuse reports. Under no circumstances should any school employee contact the parents of a child, about whom a report of child abuse has been made, regarding that report.

If you have reasonable cause to believe that there has been sexual conduct between staff and student(s), you must immediately report it to the School or Department Compliance Officer as well as to DHS or law enforcement. The School Compliance officer will notify Human Resources and the Title IX Director to begin an investigation. Please refer to the Prohibition Against Employee Child Abuse and Sexual Conduct with Students [5.10.063-AD](#) and the Staff to Student Sexual Harassment Policy in detail [5.10.062-P](#) for additional information.

All employees must complete the Child Abuse and Sexual Conduct Reporting courses every year. For more information, see the Child Abuse and Sexual conduct Reporting webpage, [Student Success & Health - Prevention & Reporting Training](#).

Emergency Closings

Portland Public Schools will always make every attempt to be open for business. If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take paid-time-off leave. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Accident/Injury Report for Students or Non-Employees



The "Student or Non-employee Injury Report Form" must be completed any time an individual has an accident or injury while on District property or while participating in a District-sponsored event. For specific reporting guidelines, go to: [Risk Management - Student/Non-Employee Injury](#) For specific reporting guidelines, go to: <http://www.pps.net/Page/242>.

Safety and Security

The Security Services Department supports classroom teaching and learning by screening those individuals who will have access to our students and staff. Services such as fingerprinting and Background Check paperwork processing are completed at the Department. Additionally, Security Services provides Campus Security Agents and has a partnership with the Portland Police Bureau to provide a safe and secure learning environment for our students, staff, and community. For detailed information please click here [Security Services](#).

There are critical safety measures that each Portland Public School visitor and staff must abide by to ensure the safety and security of all of our students and staff. These include but are not limited to the following:

- Employees and contractors are required to wear and clearly display their ID cards at all times when on District property.
- Volunteers and visitors are required to clearly wear the volunteer and visitor badge at all times.
- Only PPS employees and approved contractors will be issued building access cards.
- Individuals issued an access card to any PPS site shall not give, loan, or otherwise allow another person to use their access card.
- Only Administrative and Facility and Maintenance personnel will be issued exterior building keys.
- Propping exterior doors is prohibited unless the propped door is monitored at all times by District staff or an approved adult volunteer.

When safety concerns are expressed to an employee, the employee should inform the supervisor or the building safety committee. All staff may submit a concern through the on-line reporting portal <https://www.pps.net/Page/13677> or call Environmental Health & Safety, located in Risk Management, at 503-916-3502. Each school and building site develops its own specific guidelines; however, some safety issues are universal:

- Students are not to be left alone in classrooms or allowed in areas without appropriately approved adult supervision.
- Report to the custodian any furniture or equipment in the building or on the grounds that needs repair.
- If you visit a school building, go to the office and sign in.
- In your work area:
 - Anything of value should be placed in a locked cabinet or drawer.
 - Close and lock all windows at the end of the day.



Certificates of Insurance

Certificates of Insurance are common when two or more businesses work together. The general purpose of insurance certificates is to allow businesses that are working together to show proof of what kind of insurance coverage is in place. A proper certificate of insurance must be produced on a specific insurance form.

Portland Public Schools' Risk Management Department produces certificates of insurance as required for contracts, District-sponsored and approved trips, facility rentals, and various other District-sponsored and approved activities and events.

Requests for Certificates of Insurance should be submitted to the Risk Management Department a minimum of three (3) business days prior to an activity/event that requires this type of information. In order to submit a request for a [request for a Certificate](#) and open and complete the *Request for Certificate of Insurance form* and return it to Risk Management.

In most cases Risk Management will send the organization requesting the certificate a digital copy via email and a courtesy copy (cc) to you.

Please contact Risk Management with questions at riskcomp@pps.net.

Chemicals and Hazardous Materials Waste

PPS staff who wish to dispose of materials that may be hazardous or have questions regarding hazardous materials, should call Risk Management at 503-916-2000, extension 74277.

PPS has acquisition practices for acquiring paint, custodial cleaning chemicals, and pest management practices.

- Employees are not to bring in outside products for use in their buildings. If cleaning products are needed, contact the custodian for your building. Chlorinated cleaners, like bleach, are not allowed for use in PPS facilities due to their toxicity characteristics.
- Pest control is conducted by an outside contractor using approved Integrated Pest Management practices and methods in accordance with state law.

Safety Committees

OSHA rules require safety committees at every worksite. Risk Management provides guidance and resources for school [Safety Committees](#).

Student Accident Insurance

The District is not responsible for medical bills of students injured at school unless Risk Management determines the District was liable (see Accident/Injury Reporting for Students). If a parent/guardian wishes to make a claim for injury compensation, ask them to contact Risk Management at 503 916 3704.

Encourage parents without healthcare coverage to contact their child's school office to inquire about resources. Medicaid and the Children's Health Insurance Program (CHIP) provide no-cost or low-cost health coverage for eligible children in Oregon. These [programs](#) provide health coverage for children so that they can get routine check-ups, immunizations and dental care to keep them healthy.



Visitors in the Building

Visitors must report to the office before entering the school building. All visitors must be logged in using the Raptor system, provide a government-issued identification and be issued a visitor badge obtained in the office when they sign in. If a staff member sees unknown persons walking around the building or on the grounds without PPS identification or a visitor's badge, he/she should inform the visitor of the requirement and escort them back to the office or call the office immediately. Never put yourself at risk. Visitors should never be left unsupervised with students.

All visitors wishing to stay in a classroom for longer than a few minutes must be approved by the principal, including children brought by staff. Board policy and administrative directives state that the teacher's responsibility is to the students in his/her classroom; classroom activities should be carried on without disruption and distraction. [3.30.050-P VISITORS IN SCHOOLS](#), [3.30.051-AD VISITORS IN SCHOOLS-IMPLEMENTATION](#)

Workplace Guidelines

Attendance

Your attendance in the District ultimately impacts student performance. Your presence at work and dependability is important to students and your colleagues and the effectiveness of all District programs and services. Staff members are expected to report for work on time and ready for their responsibilities. We recognize you may at times need to miss work. In those cases, you are responsible for timely communicating about the absence to your administrator or manager, well in advance of the need to leave so that proper planning and coverage for the absence can occur, unless advance notice is not possible. Approval of absences will be in accordance with applicable policies and collective bargaining agreements. The PPS Short Leave Form should be used by all employees (including those who use the Substitute system) each time they request a leave of five days or less. See [Employee Leaves](#) for information on types of leave, appropriate use of leave, and reporting guidelines.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. You should initiate conversations with your supervisors if you feel additional ongoing feedback is needed. Generally, formal performance reviews are conducted annually or in accordance with collective bargaining agreements. These reviews include a written performance appraisal and discussion between you and your supervisor about job performance and expectations for the coming year.

Outside Employment

Employees are permitted to work for other employers as long as it does not interfere with their job performance with Portland Public Schools. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

Dress and Grooming

Portland Public Schools provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our students,



visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense. As adults and professionals, all staff in our District are expected to be guided in their grooming and dress by what is generally acceptable in the business and professional world, setting an example for students. Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources Department.

Fragrances

Students and employees may be allergic to or may suffer airway distress from perfumes, room deodorizers, and other airborne odors and particulates. Please exercise discretion and sensitivity to others when using of fragrances and, when necessary to accommodate an allergy or other sensitivity, individuals may be asked to refrain from using fragrances.

Ergonomics

When the need arises, an employee's supervisor might initiate an ergonomic workstation assessment. The Risk Management Department manages and oversees this service. Please visit the Ergonomics web page [Risk Management - Ergonomic Program](#).

Reimbursement

Employees should not purchase anything for which they expect reimbursement unless they have first received permission from the budget holder of the budget to be charged. When turning in the original receipt for reimbursement, it must be an itemized receipt for business purchases only. If the receipt does include personal items, it must clearly identify those items for which the employee wishes to be reimbursed.

Mileage Allowance

Requirements and procedures set forth by regulation and at the rate established by tAn employee of the district who, with proper authorization, regularly uses his/her automobile in the business of the district, excluding routinely transporting children, shall be compensated for this usage in accordance with the rhe Board [5.50.072-P](#) .

Subpoenas and Testifying

Occasionally, staff may receive subpoenas for testimony by the staff member or for production of records. Do not ever turn over records directly to a non-PPS attorney, an investigator, or legal assistant—even if they come to school carrying a subpoena. Accept the subpoena and then call the General Counsel's office 503- 916-3570.

Staff members should not talk directly to attorneys representing parents. Call the General Counsel's Office if you have questions about a subpoena or contact from an attorney. The General Counsel has published a brochure on what to do when you have received a subpoena, [Subpoenas - What You Need to Know](#).

Disciplinary Procedure

Portland Public Schools expects employees to comply with the District's standards of behavior and performance and to correct any noncompliance with these standards. Under normal circumstances, the District endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. This policy does not modify the status of employees as employees-at-will or in any way restrict the District's right to bypass the disciplinary



procedures suggested. Please refer to the appropriate Collective Bargaining Agreement for further information.

Pests and Pesticides

PPS uses Integrated Pest Management (IPM) as its pest control model, in compliance with Oregon law. IPM is a means of pest control that views the use of pesticides as a “last resort.” Please do not use pesticides brought from home. Report any rodent sightings to the custodian, who will contact Facilities Operations for a pest control contractor. The front office should have a log book for staff to enter the location and number of rodents/pests sighted. The contractor will also log what control actions they take while at the school.

Food in classrooms is strongly discouraged – it attracts pests. If food is stored in the classroom, it must be in an airtight metal or plastic container. If food is consumed in the classroom, it is the responsibility of the teacher (not the custodian) to clean up all crumbs and spills. For more information on IPM, visit [here](#).

Section 504

Schools may not discriminate against individuals on the basis of disability. Some students have disabilities that do not qualify them for special education services but they still may need accommodations to access education, the school must develop a Section 504 Accommodation Plan for the student. Every school and program must designate a 504 coordinator to ensure that 504 is implemented in the school. For more information visit our [Webpage](#) or contact Student Services at 503.916.5460.

Separation from Employment

In all cases of voluntary resignation, employees are asked to provide a written notice to their supervisors at least 10 working days in advance of their last day of work. In the case of an individual under employment contract/agreement, the notice should be in accordance with their contract/agreement terms. Holidays and paid time off (PTO) will not be counted toward the 10-working-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and may be eligible for rehire.

Media Communications

Local media often ask the Communications staff for story ideas, and we need your help to assist them. As key members of the PPS community, you come across newsworthy ideas every day — student successes, families and staff members with compelling stories, innovative programs, etc. — and we’d love to hear them! You can contact us at ext. 63304 or pubinfo@pps.net. If news reporters contact your school or office by phone or in person, please tell them they must check in with the Communications office at 503-916-3304 or pubinfo@pps.net.

Social Media Acceptable Use

Portland Public Schools supports the use of social media (primarily Twitter, Facebook and Instagram) as a way to communicate with families. Official accounts created for schools and Departments should be administered by staff.



The tone of social media posts should be professional, the same as any communication you would send to families via email. You must maintain separate accounts for personal use, and that those personal accounts may not be used in direct communication with students. Staff should not “follow” or “friend” a student on any personal social media account. Social media expectations for staff are set by [8.60.044-AD](#).

Please keep in mind that any social media post from a school account becomes a public record and could be subject to state public records laws. Because of that, you should generally not delete social media posts. If there is incorrect information, post a corrected version, noting the correction. You should also never use any social media platform in which all traces of communications are eliminated, such as SnapChat.

As a public entity, you should not delete comments to posts on Facebook or other sites, an act that can be considered a free speech violation.

For help in creating or maintaining social media accounts and other questions, contact Communications at pubinfo@pps.net.

Solicitation

PPS employees are public employees and are required to follow applicable state law regarding restrictions on political activity. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not trespass or solicit or distribute materials anywhere on District property at any time.

Campaign and Political Activity by Employees

As a public employee, you are required to follow state law regarding restrictions on political activity. Please review the guidance from the Secretary of State’s Office and General Counsel’s office listed below. If you have questions, please call the General Counsel’s office at (503) 916-3570. [PPS Campaign Guidelines for Public Employees](#) or at [State of Oregon Quick Reference - ORS 260.432](#)

Computers, Internet, Email, and Other Resources

The District provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, email, text messaging, or any other District-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be professional and respectful.

All use of District-provided communications systems, including email and internet use, should conform to our District guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest policies. Because e-mail, telephone and voicemail, and internet communication equipment are provided for District business purposes



and are critical to the District's success, your communications may be accessed without further notice by the Office of Technology & Information Services (OTIS) Department administrators and District management to ensure compliance with this guideline or for any District purpose. Even if you delete an email, voicemail or other communication, a copy may be archived and may be considered a public record on the District's systems.

Technology Guidelines

Password Change Manager

The PPS Password Manager contains Challenge/Response questions like those used for online banking or other web-based services. Once you have completed registration, you are able to reset your password for your PPS network/email account at any time! Visit <https://password.pps.net> to set up your account.

Technical Support Self-Service

To receive technical support for District hardware and software, please visit the Self-Service tool at <https://support.pps.net>. You can request help by creating a ticket directly in the system, look up the status of tickets you have submitted, and look up self-help information on PPS technology topics. If unable to use the Self-Service tool, contact the Service Desk at support@pps.net, call 503-916-3375, or visit our webpage at [IT - Service Desk](#).

Employee Acceptable Use for Computers

The District's Acceptable Use Policy ("AUP"), set forth through Administrative Directive [8.60.041-AD](#), is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). By using the network, users have agreed to all associated board policies and administrative directives.

Asset Use and Ownership

The District retains ownership and control of its network, computers, and hardware at all times, regardless of funding source. Equipment is not to be moved between locations unless assigned to an itinerant staff member who is assigned a device to be used at multiple locations they serve. Computers, monitors, Chromebooks, printers, phones, servers, imaging devices, mobile devices, media, etc. are District-owned financial assets and should remain with the Department whose budget purchased that equipment. To learn more, visit our Asset Management Policy website [here](#).

Stolen, Lost, or Damaged Technology

The Office of Technology & Information Services (OTIS) can provide repairs for devices under warranty, still in support, or covered by District insurance. Devices that do not meet these criteria may need to be replaced by the school or Department if lost, damaged or stolen. Users with lost, damaged or stolen District-issued technology should contact OTIS immediately to report by calling 503-916-3375.

Phishing and Reporting of Cyber Breaches



All PPS staff are responsible for the protection of student and staff information privacy. All staff must be cautious of phishing attempts as this is a common way for information privacy to be compromised. Phishing is a form of impersonation fraud in which an email sender attempts to extract information by pretending to be someone else. They are characterized by the sender creating a false sense of urgency, poor grammar, email addresses being outside of PPS but pretending to be from internal leaders, and requests for unusual tasks. When in doubt, use the “Report Phishing” button in your email client or contact the OTIS service desk. More information on phishing can be found [here](#).

Time Away From Work and Employee Leaves

We understand that you will have important reasons to need to take time away from work. The District provides a variety of benefits and leaves for employees. The most common leaves are summarized below. However a union contract may provide leaves specific to that bargaining unit; therefore please check your collective bargaining agreement. Current collective bargaining agreements can be found [here](#).

Supervisors are responsible for ensuring that the use of leaves (including leave categories not covered here) complies with the terms of the applicable labor agreements, District policies, and federal and state laws (e.g., FMLA and OFLA).

Employees are responsible for properly requesting and accurately reporting their use of leaves. Requests for leave must be submitted on the appropriate form (e.g., Short Leave Request/Certificate of Absence for absences of 1 to 5 days or the Employee Leave Request for absences in excess of 5 days). Leaves must be approved in advance, except in the case of emergencies or an unexpected illness. Leaves of more than 5 days should be requested at least 30 days in advance. For emergencies and sick leave, employees should submit the form upon their return to work.

Misuse or abuse of leave, or being dishonest about leave usage, is misconduct, which may lead to disciplinary action, up to and including termination of employment.

For further information on leaves , please click [here](#).

Sick Leave

For information on benefits for your specific position, please go [here](#). Note that there are sick leave banks available to certain groups of employees under specific circumstances. Your own personal paid leave must be exhausted before you can use any [Sick Leave Bank donations](#).

Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)

Both the Federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) entitle eligible employees to take up to 12 weeks of job-protected leave. In most situations, FMLA and OFLA run concurrently.

FMLA and OFLA apply to the following situations:

- For the birth, adoption or foster care placement of a child
- For the employee’s own serious health condition
- To care for a family member* with a serious health condition
- For pregnancy disability or prenatal care



- To care for a sick child who does not have a serious health condition, but requires home care (OFLA only)
- To care for a seriously ill or injured service member or veteran (FMLA only)
- Because of a “qualifying exigency” arising out of a family member being on or called to active military duty (FMLA only).

*Family members under FMLA include only your spouse, child or parent (or one standing in the place of a parent or child of the employee). Family members under OFLA include your spouse, child or parent (or one standing in the place of a parent or child), grandparents and grandchildren, parents-in-law, same-gender domestic partners, and children and parents of the same-gender domestic partners.

OFLA also allows up to 2 weeks of bereavement leave for the death of a family member. Family member in this instance includes yoursouse, same-sex domestic partner, child, parent, parent-in-law, grandparent or grandchild, or the same relations of your same-sex domestic partner or spouse.

To be eligible for FMLA leave, you must have worked for at least 12 months and worked at least 1,250 hours in the 12 months immediately preceding the leave. For OFLA, you must be employed at least 180 days and work at least an average of 25 hours a week during the 180 days before the leave begins. (OFLA parental leave only requires 180 days of work, not the 25 hours per week average.)

Upon returning to work after a FMLA and/or OFLA leave, employees are generally returned to their same job, if that job still exists. Otherwise an equivalent position will be offered.

Family Illness Leave

This is for absences (up to three days, with pay) due to illness of an immediate family member* or for someone else who regularly lives in your home, when your care or attention is required. Family Illness Leave may not be used for an employee’s own illness in the case of pregnancy or parental leave. *For purposes of Sick and Family Illness leaves, immediate family members include your spouse, domestic partner, children, parents, brothers, sisters, mother-in-law, father-in-law, grandparents, and grandchildren.

Funeral/Bereavement Leave

Funeral leave may be used for absences due to the death of a relative or friend. Generally, one day is granted to attend the funeral of a friend or relative, with an additional day, if required, for travel. For a death in the immediate family* three days (five for a parent, spouse, domestic partner, or child) with pay, plus two additional days at two-thirds pay, are allowed. **Immediate Family, for purposes of paid Funeral Leave, means spouse, domestic partner, children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers and sisters, and any person regularly living in your home.*

Jury Duty/Court Appearance

We support your civic duty to serve on a jury. You must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for your absence.

Nonexempt employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same 2-week limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. All employees may use any accrued time off balances, if required to serve more than 2 weeks on a jury.



If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Personal and Emergency Leave

The District grants employees up to three days with pay for personal or emergency leave. Personal is defined as business of the employee that cannot be addressed outside the employee's work day. It is limited to situations that cannot be addressed at times other than the work day. *Emergency is defined as events* that cannot be planned and does not require prior approval.

PAT members are also allowed an additional three days of *unpaid* Personal Leave for "personal reasons".

Per our Labor Agreements, PAT member requests for Personal Leave must be made one week before the leave; for all other District employees, the requirement is 24 hours in advance.

Vacation Leave

For eligible employees (generally year-round employees), vacation leave is for whatever purpose an employee may choose, provided that the leave is requested in advance and approved by the supervisor and the employee has sufficient accrued leave to cover their absence.

Other Forms of Unpaid Leave by Law

We also provide other forms of unpaid leave, including military leave for those who are serving in the military, including the National Guard; Oregon Military Family Leave, leave under disability laws; leave for employees who are victims of crimes; and leave that is required as a reasonable safety accommodation for employees who are victims of domestic violence, sexual assault, or stalking.

Do not hesitate to contact Human Resources at benefits@pps.net for assistance in navigating the various leave benefits provided by law and in collective bargaining agreements.

Other Forms of Unpaid Leave by Union Contract

The union agreements outline several additional leaves including unpaid child care leave (PAT, PFSP, DCU, SEIU and ATU), Federation or Association Leave (PAT and PFSP), Political service leave (PAT and PFSP), and Career Development, teaching exchange or study leave (PAT only). For more information on leave specific to your union, please check [here](#).

Employee Benefits

Portland Public Schools recognizes the value of benefits to employees and their families. The District supports employees by offering a comprehensive and competitive benefits program. For more information please click [here](#). This site includes information about Medical, Pharmacy, Dental, and Vision Insurance, Group Life Insurance, Long-Term Disability, 403(b) Retirement Plans and many more benefits.



Workers' Compensation

The District abides by all applicable state workers' compensation laws and regulations. Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. Portland Public Schools pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. You can learn more information about Workers Compensation by clicking [here](#) or contacting the Human Resources Department [here](#).

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. We have contracted with Reliant Behavioral Health (RBH) to provide FREE Employee Assistance Program (EAP) services to our employees (FTE positions only) and their dependents, living at or away from home, and all household members, related or not. Services include: (1) Confidential Counseling – up to five face-to-face counseling sessions for each new issue, including relationship, family, stress, anxiety, alcohol or substance abuse, and other common challenges; (2) 24-hour Crisis Help – toll-free access for you or a family member experiencing a crisis; and (3) RBH Access – convenient access to online consultations with licensed counselors. They also provide Life Balance + wellness services, such as identity theft services, will preparation, financial services, etc. Call 1-866- 750-1327 or go to www.MyRBH.com Access Code: OEBS

School

Academic Freedom

Please see [6.20.010-P](#) academic freedom, [6.20.011-AD](#) academic freedom in the instructional program, [6.20.012-AD](#) instructional materials and academic freedom.

Assessment of Students: State Requirements

The Oregon Statewide Assessment System (OSAS) is made up of a number of required assessments including English Language Arts (ELA) and mathematics summative (Smarter Balanced), science summative (aligned to NGSS), ELPA Summative (English Language Proficiency Assessment), ELPA Screener, and the Oregon Kindergarten Assessment (OKA). The Extended Assessment is also available as an alternate assessment for students with disabilities who are unable to take ELA, mathematics, or science summative tests for reasons indicated in IEP or 504 plans. OSAS assessment results are used for a variety of federal and state accountability measures.

For additional information about testing requirements in general or for specific assessments, please visit the [System Planning and Performance assessment web page](#).

Assessment of Students: Other

Other assessments besides Oregon Statewide Assessments are administered to students in PPS. All students in grades K – 8 are screened for literacy skills (DIBELS/IDEL and easyCBM) and math skills (NWEA MAP Growth) in the fall, winter, and spring. Additional assessments for other purposes, such as TAG identification, dual language progress or new curriculum adoptions, District-wide formative



or interim assessment implementations or pilots also occur at various times throughout the school year.

High school sophomores take the PSAT, a precursor to the SAT college entrance exam. The PSAT is published by the College Board. State regulation requires all schools to offer the PSAT to sophomores, but students are not required to take the test. The state pays for all PSATs taken by sophomores. In addition to the required state assessments, juniors have the opportunity to take the SAT, a college entrance exam. The District pays for all SATs taken by juniors. All of these high school-level tests are administered on regular school days.

For additional information about testing requirements in general or for specific assessments, please visit the [System Planning and Performance assessment web page](#).

Attendance

As a District, we recognize the importance of attendance and its direct connection to student achievement. When children are not in school, it becomes extremely difficult for them to make gains and improve their academic skills. In addition, families expect absences and tardies to be dealt with consistently regardless of which school their children attend.

School staff are expected to follow the practices stated in the District Attendance Handbook, which can be found [here](#). The Attendance Handbook includes materials defining key attendance terms, uniform practices in attendance recording, and resources on dealing with attendance issues.

Attendance for students in grades 6 through 12 is taken every class period; attendance for students in grades Pk-5 is taken twice daily. Student attendance is generally taken and entered into Synergy TeacherVUE within the first 10 minutes of each class period. Refer to the Attendance Handbook for more detailed information on when and how to take attendance. State law requires us to notify families by the end of the school day for any student with an unexcused absence.

Students must be withdrawn after 10 consecutive days of being absent from school – no matter the reason. Please refer to the PPS Attendance Handbook for details regarding excused/unexcused absences and withdrawing students, etc.

Questions? Email AttendanceSupport@pps.net.

Career-Related Learning Experiences for Students—Insurance Coverage

Students participating in career-related learning experiences may be covered by the District’s insurance which is either General Liability or Workers Compensation.

Due to the unique and broad base of pathway experiences, questions regarding insurance should be directed to the Risk Management Department. Insurance coverage applies only if the activity is practicum experience (non-paid). For a complete summary of insurance coverage applicable to students in PPS’s varied types of student placements, go to: [Risk Management](#).

Paid career-related learning experiences are not covered by the District’s insurance. Students are never covered by the District’s auto insurance. Please contact the Director of Risk Management at 503-916-3204 with questions.



Ceramics Safety

Ceramics activities and materials should be performed and used in accordance with applicable OSHA or other safety standards, and industry best practices. Contact Risk Management, extension 74354, or the Visual and Performing Arts Department for further information.

Communication – Language Access

Schools are required by federal law to communicate to parents, in a language they can understand, any information about programs, services, or activities that are available to parents who are proficient in English. Principals, teachers and building staff are responsible for ensuring families receive translated materials and to schedule interpreters on behalf of families.

- For more information about federal guidelines, please see [here](#).
- The District’s Language Access Services Department is available to help with interpretations and translations. To see more information about deadlines, costs, and hours, go to: www.pps.net/languageaccess.

Complaint Resolution Process

In accordance with Board Policy 4.50.032-P, this administrative directive sets forth the specific procedure for resolution of formal complaints by students, parents/guardians and people who reside in the district (“complainant”). The formal complaint process is one of a set of tools available to resolve school-based problems and other issues. It is the district’s intent that every effort be made to resolve conflicts through informal processes as described in the administrative Directive [4.50.031-AD](#).

Conferencing with Parents

Teachers traditionally conference with parents when specific days are designated as Parent-Teacher Conferences. There are, however, other instances when a problem-solving or assessment conference is needed. In general, remember that when interacting with parents: be clear and honest with your information, have data to support your comments, do not discuss other students, listen carefully, and allow parents ample opportunity to talk.

Custodial and Non-Custodial Parents

School staff need to be prepared to work with families in which the parents are divorced or separated. There may be instances where the court awards educational decisions to only one parent. This, however, is rare. For situations where parents have been awarded joint custody, both parents retain the same rights under the law to make decisions for their child. Situations may arise in which the parents disagree about a situation involving the student and try to give staff conflicting direction about the student. School staff should contact the General Counsel’s office when parents will not work cooperatively about educational decisions.

Unless prohibited by court order, the parent with whom the child does not primarily live (the “non-custodial parent”) shall have access to school processes to the same extent as the other parent. This includes:

- inspecting and receiving school records
- consulting with teachers
- attending school events
- receiving school printed communications (i.e. class newsletter, school bulletin)
- visiting the school



- volunteering at the school

In family disputes, avoid taking sides, giving opinions, or providing information to one parent about the other parent. The General Counsel strongly advises teachers, counselors, and other staff not to write letters of support for either parent in disputes. Furthermore, staff should not discuss students or meet informally with attorneys representing parents. Staff are sometimes subpoenaed in child custody cases, which is a formal court process that allows both parties to ask questions of the staff person at the same time. When this occurs, staff should only answer the questions they know the answer to, and should be factual based on attendance, grades, behavior at school, etc. Even if subpoenaed, staff should not reveal conversations they've had with students concerning their parents (unless the information gives rise to a mandatory report), give opinions about who is the better parent, where they think the child should live and those types of questions. This document provides guidance if you receive a subpoena: [click here](#)

Disciplining Students

Discipline procedures are put in place to maintain a safe environment for students, staff members, and visitors to our schools. Each school has developed its discipline plan with school rules and appropriate consequences that directly align with the District's policies and administrative directives. Please follow the links below for PPS policies and administrative directives pertaining to Student Conduct and Discipline:

- [4.30.010-P Student Conduct and Discipline](#)
- [4.30.011-AD Student Conduct and Discipline Implementation Framework](#)
- [4.30.020-AD Student Discipline Procedures](#)
- [4.30.021-AD Student Suspension and Expulsion Procedures](#)
- [4.30.022-AD Alcohol, Other Drugs, and Tobacco](#)
- [4.30.025-AD Discipline of Students with Disabilities](#)
- [4.30.012-P Standards Of Conduct - Student Dress And Grooming](#)
- [4.30.013-AD Student Dress Code](#)

To ensure consistency, the School Discipline Plan (A.K.A School Climate Handbook) describes the procedures followed by staff within the school. It is paramount that all staff members teach students behavioral expectations and are consistent in upholding these standards of conduct and procedures anywhere on District property and District-sponsored events.

Corporal (Physical) Punishment: Punishment that willfully intends to inflict pain on a student is prohibited. This prohibition includes strenuous exercises that cause physical pain when exercise is used as a punishment.

To ensure consistency, the School Discipline Plan (A.K.A School Climate Handbook) describes the procedures followed by staff within the school. It is paramount that all staff members teach students behavioral expectations and are consistent in upholding these standards of conduct and procedures anywhere on District property and District sponsored events.



Field Trips

Please refer to the administrative directive regarding field trips [link](#). It is extensive and covers information on trip approval, chaperones, funding, transportation, overnight requirements, accommodations, and much more. Out of state activities require Board approval (unless within 150 miles of PPS Headquarters). Submit out of state requests at least 20 days before a Board meeting. International trips must be submitted at least 60 days prior. For other circumstances, completed forms for a wilderness or overnight field trip must be submitted for approval at least 10 days prior to the trip.

Request forms, parent permission forms, and best practice checklists can be found on PPS Inside at [6.50.011-ad field trips](#)

Fund-Raising and Merchandise Sales in Schools

Before conducting any fundraisers, it is the responsibility of the staff member to ensure the principal has approved the proposed fundraising plan. The plan must address the amount and timing of anticipated receipts. Staff should never provide PPS bank account information to outside sources for use for any private fund-raising vehicle such as “Go-Fund-Me” or other such uses. All fund-raising activities must be conducted under the direct supervision of staff. The activities should not interfere with or disrupt the school setting or individual students' educational schedules. All funds raised should be remitted to the school administration immediately following the event. No funds should be received and disbursed without being deposited in the bank (for example, during a car wash, donated cash cannot be used to purchase pizza for the volunteers). If you have questions, ask the principal. Questions may also be directed to the General Counsel or Finance Department ([3.30.031-ad Merchandise Sales In Schools](#)).

Please also refer to the following memos in regards to fund-raising:

Limitations on Use of Facilities and Grounds. Parent Groups and the Schools / Gambling ([AD 3.30.020-P](#)):

Guests and Presenters

Students often benefit from guest speakers or presenters. There are a few guidelines that teachers and administrators should follow in arranging for such guests. Before confirming a date or other arrangements of any kind with a guest speaker who may be controversial, the teacher shall give notice to the principal prior to extending the invitation. It is best practice to notify parents in advance.

If a fee or honorarium is expected to be paid to a guest speaker, a personal services contract is required (see Contracts). Speakers should never be left unsupervised with students. The event should not take place until the contract has been reviewed and signed by Purchasing & Contracting personnel.

Homework

Teachers should make parents aware of individual homework policies in their classroom syllabus, at Back to School Night, and at conferences. Make certain that classroom homework policies align with the school's policy and District-wide acceptable practices.



Instructional Materials - Ownership

Anything purchased with building, District, PTA, PPS Foundation, or grant funds belongs to the school and is not to leave the building when a teacher changes schools or districts. It is expected that staff members will readily share District materials with their colleagues. Any instructional materials developed during the workday are the property of Portland Public Schools.

Medications Administered to Students

Students may, subject to the provisions of District policy and administrative directive, have non-injectable prescription or non-prescription medication administered by designated, trained school staff or be permitted self-medication.

“Prescription medication” any medication that under federal law requires a prescription by a prescriber “Non-prescription medication” means medication that under federal law does not require a prescription from a prescriber. Non-FDA approved medications are allowed with a written order from the student’s prescriber that includes the name of the student, name of the medication, dosage, method of administration, frequency of administration, a statement that the medication must be administered while the student is in school, any other special instructions, and the signature of the prescriber.

Procedures:

The building principal will:

- designate school staff authorized to administer medication to students
- ensure the required yearly training for these staff. The authorized training will be provided by the MESD School Nurse/Health Services Department. Plan adequate lead time for scheduling training, especially to ensure readiness for field trips.

To receive any medication at school, a written, signed request from the parent or guardian must be submitted to the school office. Additionally, for prescription medication written prescriber direction must be received. All medication must be brought to school in its original container and deposited with the secretary. It will be kept in a locked area in the office with the student’s name and picture. *Controlled medication, e.g. tranquilizers, Ritalin® received at school must be counted by 2 designated staff and documented on the student medication record by both persons. Any discrepancies will be reported to the parent/guardian, nurse and the administrator immediately.*

Teachers will report to the school office the names of any students using any medication at school. The principal, office staff or nurse will notify the family to implement the above District policy and procedures. Whenever a staff member observes or suspects a student is in possession of medication in any form, he/she must report it to the office immediately.

Self-medication may be appropriate in specific circumstances, refer to the [Administrative Directive](#) for guidance.

For a student requiring medication on a field trip, a medication-trained staff member must:

- Sign out the medication from the office and accompany the student
- Keep the medication in its original container and be responsible for the administration of the medication
- Record the time and dose of medication administered on the field trip
- Return the medication to the secure area upon returning to the building



Teachers are not required to be responsible for any medical procedure. Please note that Oregon law states that a school administrator, teacher, counselor, or nurse may not recommend to a parent or legal guardian that a student obtain a prescription for medication that is intended to affect or alter the thought process, mood, or behavior of the student. The law further states the prohibition does not limit District staff from communicating with a parent or legal guardian of a student concerning the behavior of the student at school or relieve the District of the duty to identify, locate and evaluate students with disabilities ([4.50.026-P](#), [4.50.027-AD](#) ADMINISTERING NON-INJECTABLE MEDICINE TO STUDENTS).

Building Use

Painting and Murals at Your School

Any painting at your school requires permission from Facilities and Asset Management. Please follow the instructions located [here](#) under Project & Construction Management. If you have any questions, please call FAM at 503-916-3401.

Physical Restraint and Seclusion

Physical restraint may only be used in very limited circumstances – The student’s behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Seclusion may only be used in very limited circumstances. The student’s behavior imposes a reasonable risk of imminent and serious bodily injury to the student or others and less restrictive interventions would not be effective. Only staff who have current training in Nonviolent Crisis Intervention (NCI) may implement physical restraint or seclusion except in an unforeseeable emergency circumstance, and only approved NCI techniques may be used. Mechanical restraints and prone restraints (face down on the floor) are prohibited. For each incident of physical restraint or seclusion, staff must complete an online report. Parents must be given same day notice, a copy of the incident report, and notice of a debriefing meeting to be held within two school days. For more detailed requirements, see [4.50.060-AD](#) Student Restraint and Seclusion and procedures posted [here](#).

Pledge of Allegiance

Oregon state law requires schools to provide students with an opportunity to say the Pledge of Allegiance at least once during each school week. Students who do not participate in the salute must maintain a respectful silence during the salute.

Releasing Students to Parents

If parents come to the classroom to take a child out of school, do not release the student directly to the parent. Ask the parent to return to the office to sign out the student and to wait for the student there. The office will send for the student when the paperwork has been completed and the office knows for certain that this is an adult who may have the child released in their custody.



Religious and Cultural Issues

Schools are often faced with questions regarding religious issues. Below is a link to the General Counsel's legal memo regarding religion in the public schools that covers holidays, definitions of teaching religion, symbols, music, prayer requests etc. The information should assist staff in understanding allowable and appropriate activities and discussions. Creative expression of a particular cultural or religious nature initiated by students is acceptable in a school setting. Read the full [Legal Guidance](#). If parents object to a particular part of the curriculum on the basis of religious or deep-seated moral beliefs, they may offer an alternative activity for that particular portion of the curriculum. It must meet the same instructional goals as the teacher's assigned activity and is subject to approval by the teacher and principal. Please call the General Counsel's office with specific questions.

Student Placements - Staff and Parent Input

Input from staff and parents may add valuable information to the other considerations used by administrators in reaching a decision.

Substitute Folder

At the beginning of the year, each teacher should prepare a Substitute Folder that is updated as needed. This folder should contain information that will assist a substitute in carrying out a suitable educational program for the students in the classroom. Suggested items:

- A clear and complete set of lesson plans and assignments that may be used regardless of the day the teacher is absent (an "if all else fails plan")
- IEP & 504 student accommodations
- Emergency or other medical protocols for students with health conditions
- Student Management plans/rules with strategies for control, notes, or cautions you think will be helpful, including a list of students who can tell the substitute how things are usually done
- Attendance codes
- Seating chart
- Daily program and bell schedules, special events, (e.g., speech or resource schedules, P.E., library, etc.)
- Information regarding emergency drills, signals, exits, where to walk, and where to stand
- Grade-level or subject colleagues from whom to get additional information from if needed

Transportation

Student Transportation has several online resources available (E-Link and Arrival Board) to help schools track buses and to determine stop and bus assignments for students. Please contact the department to get login and access to these valuable tools. 503-916-6901

Bus routes are posted to our website starting in late August. Change notices are given directly to bus riders prior to the change, but assistance is also requested from schools to send out notices by School Messenger.

Student Transportation utilizes online applications for stop requests and for field trip requests. A complete list of resources can be found [here](#).



Tutoring

No teacher is permitted to accept any compensation for private instruction given to pupils enrolled in their assigned class or school. Students are not considered enrolled during the summer break. Teachers may not advertise at the school or recruit for any outside tutoring services they may offer in the summertime or other holiday time. Additionally, families may not pay for private tutoring during the school day on school grounds for general or special education students ([5.20.072-P TUTORING](#)).

Vending - District Contract - See “Wellness Policy” Snack and Beverage Guidelines

Schools do not have vending machines. Schools and departments may purchase a variety of food and beverage products directly from stores. If you desire to arrange a contract with a particular vendor for large purchases, you must first confer with the Purchasing & Contracting Department.

Wellness Policy and Oregon Statute Standards for Food and Beverages

We are committed to providing healthy school environments that promote life-long wellness. The District wellness policy and administrative directive [3.60.062-AD](#) and [ORS 366.423](#) regulate what can be sold to students and served on campuses. Student Wellness through Nutrition and Physical Activity [3.60.060P](#) and [3.60.062-AD](#) establish nutrition guidelines for all foods available on campus during the school day.

Foods and beverages served as class snacks shall meet the same nutrition guidelines. Foods and beverages sold or served on school campuses must meet the Wellness policy guidelines. No food sales of any type outside Nutrition Services USDA meal programs, including student stores, are allowed until 30 minutes after the end of the last lunch period.

Student stores wishing to use equipment such as refrigerators, microwaves, or coffee pots must obtain prior approval from the Maintenance Department at 503-916-3303.

Food fundraisers cannot be sold until 30 minutes after the end of the last lunch period and must meet the nutrition criteria outlined in the Wellness policy.

References:

- Snack, Beverage or Entree Calculators for Student Stores, Fundraisers, etc.
- [ODE Resources on Wellness and Smart Snack Standards](#)

Volunteers

Volunteers should be directed to www.pps.net/volunteer to take Mandatory Volunteer Training and complete the volunteer application via Raptor. All volunteers must have a completed, approved volunteer background check on file prior to working with students in direct, unsupervised activities such as chaperoning on field trips or one-on-one tutoring. This approval can take up to three weeks, so plan ahead. The background check is good for three years. Volunteers working in schools and on school grounds assist staff with a variety of tasks that may include student contact, even when there is not direct, unsupervised contact. When students are involved, general standards have been established to reduce the risk of inappropriate conduct:

- Volunteers should work with students in a public setting, in classrooms with teachers and others, in hallways where people frequently pass, or in groups.
- Physical contact between a volunteer and students should be avoided. Hugs in the primary grades can be accepted, but should be initiated by the student.



- Relationships outside of school between volunteers and students with whom they work should be discouraged and occur only with parent permission.

Volunteers should be made aware of emergency procedures and exits, restroom accommodations, materials usage, and be reminded of their need to maintain confidentiality regarding students' work and behavior. Always inform the volunteers of schedule changes and holidays. Have work or instructions ready for them when they arrive. Thank them frequently. Ask the office to train volunteers on the use of the copiers and any other equipment they may use prior to sending them on their own. Volunteers shall wear volunteer badges provided by the office at all times. Please remind volunteers that they cannot bring non-school age or other children to school with them for volunteer activities or field trips. The volunteer's attention should be on the students, and PPS does not have insurance for younger siblings and visitors. Staff and volunteers should call Security Services at 503-916-3000 with any questions concerning volunteer issues.

The office must be aware of and notified of volunteers in classrooms. A principal always has the authority to exclude a volunteer when he/she believes it is in the best interests of the school. All volunteers are required to read and agree to the [Professional Conduct Policy](#)

Waivers

A waiver is required when a school, by a request of the principal, is asking for a waiver or variance from a state or District guidelines such as shortening the length of the school day or canceling a student instructional day for staff development. A District timeline and guidelines for submitting waivers are updated each year and made available in the spring through Admin Connection.

Building Use

Administrative Moves and Furniture

If you work at an administrative site or within a school in an administrative program:

- If you have a furniture request, please fill out the Administrative Furniture/Moves order form located here: <https://www.pps.net/Page/1490>, and then email it along with your chartfield to: administrative-furniture@pps.net.
- FAM (Facilities and Asset Management) will review your submitted request and then contact you via phone or email to gather additional information and/or to set a meeting to review the work location and discuss the required changes.
- FAM will then determine whether we have the furniture in inventory to fulfill your needs. If so, we will contact you again to work with you to set an installation date. If we do not have the furniture in inventory, your team will need to purchase the items from your budget from an external vendor.
- Furniture moves, additions, and changes are charged at a rate of \$90/hour to your Department and are made payable via your Department's chartfield.

New Employees:

Upon submitting a request to Human Resources to add a new employee within your Department, please notify the Administrative Space Planner within Facilities and Asset Management so that they may help you to determine vacant workstation locations for your new hire. Please submit new employee hiring notifications to: administrative-furniture@pps.net. Lack of advance notice may result in delays having the workstation ready for a new employee.



Existing Employee Move Request:

Employees may not move locations without authorization from Facilities and Asset Management.

Move requests can be made via email to: administrative-furniture@pps.net.

Please contact PPS locksmith, 503-916-3303 for all requests to re-key the following:

- Lateral Files
- Vertical Files
- Pedestal Files
- Overhead Bins

Moving Classrooms and Teachers:

If you want to make classroom moves to improve the academic environment or change the physical space, please work with your Principal and the Area Senior Director. Your Area Senior Director will in turn contact Facilities if necessary.

Teacher moves are made at the discretion of the Principal. There is no Facilities funding to:

1. Pay teachers to move
2. Buy and deliver boxes
3. Pack or move teachers' items.

If you have multiple classroom moves in mind, please discuss this with your Senior Director. If your school is part of a Central Office PPS project, your school will receive moving support.

*When the School Board makes a decision to close or reconfigure a school, different rules apply because it is essentially a "forced" move not a job change by choice. There are other conditions that might cause a move to be budgeted and paid for within a project managed by a PPS Project Manager. The process for getting a PPS Project Manager assigned is found on the Facilities webpage under "Project Management" (PDR).

Animals in the Classroom or on School Property

[Guidelines for Animals in the Classroom or on School Property 3.80.011-AD](#), establishes the process by which staff, students, and visitors can bring animals onto school grounds, either as an "animal visitor" that will be present for an educational purpose, or as a service animal.

In order to promote safety when animals are present, the requirements in the AD must be closely followed. Pets are not to be brought to school at any time without the permission of the building administrator whether or not it is a day with students in attendance. This includes students wishing to bring a pet for show and tell. Proof of vaccinations and an explanation of the educational purpose for bringing the pet must be provided to the principal in writing. Ultimately, allowing classroom pets is at the discretion and explicit permission of the principal, taking into consideration safety, allergic reactions, handling, vaccinations, etc. Children are not to handle potentially dangerous animals (e.g., ferrets, tarantulas, geckos - which may carry salmonella).



Individuals requiring the use of a service animal are allowed access to the school as defined and described in the administrative directive. Please consult with Special Education/Section 504 legal counsel, <https://www.pps.net/Domain/63>, before responding to requests for service animals to accompany students to school.

Art in PPS Buildings

PPS has been the recipient of gifts and loans of art from generous students, artists, alumni, and community members. All District and federal government artwork has been photographed and is being catalogued by school and room placement by Facilities and Asset Management.

One of the largest loans came from the federal government's depression-era Works Progress Administration (WPA). Under the WPA, artisans were hired to create works of art for public spaces. PPS was the recipient of many pieces of art (paintings, sculptures, murals, wood carvings, textiles, screens, prints, etc.) done by local and nationally recognized artists. The pieces are the property of the federal government and are on loan to schools throughout the United States. Over the last several years, PPS has worked with the United States General Services Department to identify and catalogue every piece of artwork in the District. A full inventory has been done and a catalogue is being produced of all WPA pieces in schools throughout the United States.

Art protocols:

- All artwork other than student artwork belongs to PPS or the federal government
- No pieces of District or federal government artwork may ever be sold, gifted or reproduced
- No mural inside or outside District property is to be removed or painted over without the written permission of the Director of Facilities and Asset Management

Do not move or remove artwork: If there is a piece of artwork in your building that needs to be moved or removed for any reason, please contact Facilities and Asset Management at 503-916-3401 so that they may oversee moving or removal. *Staff, students, parents or other community members may not move or remove District artwork inside or outside any PPS school or PPS building.*

Asbestos

In accordance with state and federal regulations, such as AHERA, all school district buildings have been inspected for asbestos-containing materials. Exposure to asbestos fibers may cause lung cancer.

Asbestos may exist in a variety of building materials including but not limited to: gaskets, cement board, pipe insulation, duct insulation, boiler insulation, vinyl floor tiles, mastic, spray-on textured ceiling, sound attenuation material, magnesite cementitious flooring, sheetrock joint compound, and plaster.

Employees shall not disturb or damage any building materials in any way unless expressly authorized. A description of the location, quantity, and condition of all asbestos-containing materials (ACM) and presumed asbestos-containing materials (PACM) is available in the Asbestos Management Plan (AMP), which is available upon request.

Contact Risk Management at 503-916-3502 with any questions or to request access to AMPs.



Bulletin Boards, Doors, Walls - Fire Codes

Decorations, student-generated materials, and/or background paper shall not exceed 20% of the wall (including the bulletin boards on the wall) and 10% of the door surface at any time of the year. Nothing should cover any already designated signs such as mandatory notices or signs ending with “*by order of fire marshal.*” No paper materials may come within one foot of the ceiling or light fixtures. Any type of clothesline, wires, string, etc. hung across the room must be at least 7 feet above the floor and no more than 2 may exist in any room. Propping Doors: No self-closing doors should be propped open. Violation of these standards causes a safety threat and could bring a significant fine to the school and District. Please refer to the [Common Safety Violations in School Classrooms](#) document with any questions. See the distribution of materials policy and administrative directive [3.30.035-P](#), [3.30.038-AD](#) .

Civic Use of Buildings (CUB)

A Civic Use of Buildings (CUB) application must be completed, and a **PERMIT** must be issued by the CUB office for:

- ALL activities that extend beyond the school day (both school and non-school use)
- ALL activities held for non-school use during the school day (e.g., PTA meetings)

All applications are sent by the CUB office to the school designee for approval. All applications must be submitted to CUB 20 days in advance of any activity. Applications are submitted on-line via the CUB Home Page. The link to make a request is cub-booking.pps.net/VirtualEMS/This process helps avoid room and facility conflicts in our schools, including conflicts with use by other District groups and by the community. It also provides a mechanism to address the liability issues associated with the non-school use of our schools, and it allows for the scheduling of custodial and/or security coverage, if required. The Terms and Conditions and Building use guidelines compliance links can be found on the CUB home page <https://www.pps.net/Page/1486>

Projects in Schools (FAM Projects & Construction)

FAM Projects & Construction relies upon the schools to use the Project Development Request (PDR) Form to request projects be done at their school. The form and additional information is located on the FAM website here (<https://www.pps.net/Page/1406>).

Submission of the Project Development Request (PDR) is normally done by the School Principal. The work is typically carried out by a Contractor or Volunteers depending upon the type of project that is requested. Examples of the type of projects that should be submitted as PDR’s:

- A PTA/Volunteer group wishes to fund-raise for a new play-structure
- A school wishes to create a new culinary program and require some type of kitchen equipment/sinks/etc.
- The parking lot requires re-striping and/or patching repair
- The school wishes to repurpose an office into a classroom space
- The school wishes to create a new arts program that uses kilns and will require the purchase and installation of a kiln.



FAM P&C reviews PDR submissions each week on Monday's. We use a set of criteria to prioritize all PDRs to help us properly allocate our limited funds.

We commit to responding back to the PDR requestor within 10 days. If the PDR is approved and becomes a project, a FAM Project Manager will be assigned and will communicate back to the PDR requestor within 24 hr's of receiving PDR approval.

Energy Conservation

The District is committed to maximizing energy efficiency and resource conservation in our schools. Building occupants can have a significant impact on facility resource use, and we ask you to help us conserve energy. Here are a few things you can do to help:

- Turn lights off when leaving a classroom or office
- Unplug chargers/appliances at the end of each day or when not in use (these devices still draw power even when not turned on)
- Shutdown computers at the end of each day and put them in sleep mode when not in use
- Shut all windows and doors and close all blinds at the end of each day

Thank you for helping us to be good stewards of both District resources and the environment. For more information, please visit the [Energy section](#) of the [PPS Sustainability webpage](#).

Keys/Access Control

Staff members will sign out keys at the beginning of each school year and sign them back in at the close of each year or at the time of termination of their assignment at that building. DO NOT give keys to any students.

Full-time employees will have access to exterior doors using their District issued ID card. Please contact the IT service desk at x63375 for any issues with your ID card.

Ladders

To prevent serious injuries, ladder use is discouraged except for maintenance staff. Please remember to place work orders for repairs. Together, Facilities and Risk Management are working to replace old wooden ladders with new fiberglass ladders. Contact Risk Management at extension 63503 with Fall Protection questions.

Painting at the Workplace

Painting your classroom or office requires permission from Facilities and Asset Management. Please follow the instructions located here under our Volunteer Painting Projects. <https://www.pps.net/Page/1832> If you have any questions, please call FAM at 503-916-3401.

Recycling and E-waste

We recycle: paper, cardboard, plastic bottles, aluminum cans. We do NOT recycle glass.

Please use the tower boxes for recycling. Custodians empty the tower boxes. Paper and cardboard should be placed in a different tower box from other material. Staples and paper clips are acceptable. No hard cover notebooks are recyclable. Paper board (like cereal boxes) is acceptable, but anything that was in the freezer or refrigerator is not because it has plastic impregnated in the paper to make it waterproof.

Plastic bottles and cans may go together in a tower box. Bottles and cans must be empty before putting them in the tower boxes.



Tower boxes are in every office area and most common spaces. Small deskside boxes are also available upon request. If you need additional boxes, please contact your custodian on site.

For more information about special items that can be recycled, click [here](#).

If you have electronic waste at your site, please ask the custodian to collect it and use [this link](#) to arrange a pick up.

In addition to garbage and recycling, we also offer yard debris collection and cafeteria food waste collection on request. If you are interested in adding those services, please contact at 503-916-3310.

Waste Reduction

The District is committed to the sustainable consumption of materials and encourages all schools to practice the three R's: Reduce, Reuse, Recycle.

- **Reduce:** reduce consumption and the amount of waste generated.
- **Reuse:** using an item again in its original form. Reusing items eliminates the need to reprocess material, whether it is for disposal or recycling.
- **Recycle:** give old items a new life by making new products out of used materials.
- Beginning in the Fall of 2019, all school kitchens will start separating food waste. This will be in the kitchens only (not cafeteria) and will help us keep food from going to the landfill. Schools are also welcome to start a cafeteria food waste program as long as an adult volunteer supervisor is available to help during the lunch hour (this can be a parent, teacher, or other school volunteer). More info on our food waste program can be found [here](#). Please visit our [waste management webpage](#) for more info on recycling, food waste, and yard waste.

Finance

Cash Handling

Throughout the year staff may collect funds from students for field trips, Outdoor School, fundraisers, etc. District policy requires all District monies from all sources, however small in amount, be deposited promptly. Staff members should secure cash and checks in a locked, safe place during the day and turn in all cash and checks to the front office each day after school. Staff should keep a careful record of the students who paid and the reason, so that the secretary or bookkeeper can ensure funds are receipted to the proper accounts and attributed to the proper students. Follow cash handling procedures as outlined in [this memo](#).

Contracts for Services Between District and Vendors

PPS contract templates must be used for all contracts initiated by PPS schools or Departments.

Contract templates can be found on the Purchasing & Contracting website at

<http://www.pps.net/Page/1397>.

- Exception: Hotel, catering, and space rental (HCS) contracts may be on the vendor's own form. If the HCS vendor does not require a contract, you may purchase such services with your Pcard.



All principals, principals' secretaries, school bookkeepers, business managers, Department directors, senior directors, confidential executive assistants, and other District personnel who manage or work with contracts must have taken the Contracting at PPS: Requirements and Best Practices 2019-20 (PCP1005) course on the Learning Campus. Purchasing & Contracting will not process any contract unless the PPS contract manager, school/Department contact person *and* budget holder have taken and passed the course. All contracts and amendments, regardless of dollar amount, must be routed through Purchasing & Contracting for review and signature. Principals, school staff, and Department directors and personnel do not have authority to sign contracts.

A vendor or contractor must not be permitted to perform work until a contract has been signed by both the vendor and the authorized signer for PPS. Similarly, no work may extend beyond the contract end date or exceed the maximum contract value until an amendment is signed by both parties.

Personal Services Contract amendments may not exceed, cumulatively, 125% of the original contract price. For example, a professional development contract for \$10,000 may be amended (and approved by Purchasing & Contracting) only up to \$12,500.

Contracts and amendments should be submitted to Purchasing & Contracting at purchasing@pps.net (Subject: Contract Submission [and vendor name]) or you may submit in hard copy. A Contract Approval Form ("CAF"), signed by the contract manager/budget holder, must be included with each contract. See the [Purchasing & Contracting website](#) for more information.

Fees for Students

Under Oregon law (ORS 339.155), schools may not require students to pay fees for classes or activities that are part of the regular school curriculum. This includes classes that are part of the core academic curriculum, as well as extracurricular or elective courses. Schools cannot require a fee for participation in a field trip if it is part of the regular course curriculum. Most field trips are part of the regular course curriculum. The law does not allow schools to charge fees to families who can afford the fees (for things such as classes, supplies, etc.), even if there is an exception for families who qualify for free and reduced lunch. The law provides a very limited exception that allows schools to charge for the cost of material that a student uses to make a product as part of class when that product becomes the personal property of the student and the product is in excess of minimum course requirements. The administrative directive [Legal Guidance](#) lists fees that are permissible and the circumstances where fees may be totally or partially waived.

Schools are allowed to request voluntary contributions for classes or school supplies, as long as it is clear that an individual student's participation in the class is not based on making a contribution. We recommend language such as: "Our excellent School/Classroom is able to offer enhanced learning opportunities for students because of your support and contributions. We are very appreciative of your commitment to our program and the success of all our students. Families are not required to contribute, and students will not be denied participation in this activity if they cannot or choose not to contribute. Please note that, due to our very limited funding, if we do not receive enough voluntary contributions, we may not be able to offer this opportunity for your students. "



The District may withhold the grade reports, diploma, and records of students or former students who owe fees, fines, or damages of \$50.00 or more. The principal has the discretion to not withhold records when a family is unable to pay the fee. If grade reports, diplomas, or other education records are required for placing a student at another educational institution (excluding an institution of post-secondary education), those records will be forwarded.

Legal Requirements

Copyrighted Materials - Books, Movies, Websites

Staff must be careful to ensure that they do not violate copyright laws in the use of materials. Following is guidance regarding particular types of materials:

Books/workbooks: Examples of *inappropriate and/or impermissible copying* of materials include, but are not limited to:

- reproducing class sets of student workbooks without permission
- copying sheet music without written permission
- copying chapters or sections of books over 2500 words (as opposed to a passage or section)

Make yourself aware of the permissible procedures for reproducing materials: [6.40.040-AD](#)

Movies/videos: Movies can provide educational value when used along with other curriculum and teaching materials. Movies shown in the classroom must have a direct correlation to a lesson plan and be part of direct supervised instruction. Students should never be left alone to watch movies.

It is not appropriate to show movies solely for entertainment purposes in classrooms, auditorium or gyms, or during recess or classroom parties. Doing so violates copyright law. Showing films for entertainment or reward requires a license or permission. It is better to find alternative ways to reward or entertain students during these occasional events.

Videos available from the Multimedia Library are generally curriculum related if they are appropriate to the grade level and subject matter of the class. These movies do not require a license. The fact that many videos are now easily obtainable or may be brought into school by students does not remove the responsibility from teachers and administrators to evaluate these materials prior to their use and obtain a license if necessary.

Webpages/Photographs: Photos, education articles, surveys, and other information on any District, school or staff websites should be carefully chosen in order to avoid copyright infringement and protect confidentiality of students. A few ways to ensure compliance with copyright laws are to use District stock photos or photos taken by staff members in publications, and to receive written permission or obtain a license for articles, photos or surveys a school or Department wants to share publicly. Please check with the Community Involvement and Public Affairs Department (Communications) for stock photos.