SCHOOL STAFF HANDBOOK
A Supplement to Individual School Handbooks

This document is a guide and reference to district procedures and contains information that applies to staff members working in school buildings.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P

Portland Public Schools, PO Box 3107, Portland, Oregon 97208-3107 503-916-2000 August 2016
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<tr>
<td>Julie Esparza Brown</td>
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<td>Paul Anthony</td>
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<td>Amy Kohnstamm</td>
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<td>Aliemah Bradley</td>
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BOARD OF EDUCATION SCHEDULE OF REGULAR MEETINGS

Portland Public Schools
BOARD OF EDUCATION
Schedule of Regular Meetings
2016-2017 School Year

Board meetings are held at 501 North Dixon Street, Portland, Oregon, 97227, and begin at 6:00 pm on Tuesdays unless otherwise noted.

<table>
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<td>February 7, 2017</td>
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Agendas and meeting materials for all Board meetings may be found at the Board’s website: [http://www.pps.net/Page/1788](http://www.pps.net/Page/1788)
**USEFUL TELEPHONE NUMBERS**

*When dialing internally, you must add a #6 to all extensions beginning with numbers and a #7 to extensions beginning with the numbers 1, 4, 7, and 2*

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<td>Translation and Interpretation Services</td>
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| All Hands Raised Foundation        | 503-234-5404    |
| Child Abuse Hotline                | 503-731-3100    |
| Health and Welfare Trust           | 503-454-3842 or 800-654-4411 |
| Kaiser Health Plan                 | 503-813-2000    |
| Multnomah Educational Service District (MESD) | 503-255-1841   |
| Oregon Department of Education     | 503-947-5600    |
| Portland Association of Teachers (PAT) | 503-233-5018   |
| Portland Federation of School Professionals (PFSP) | 503-236-3497 |
| Public Employees Retirement System (PERS) | 503-598-7377 or 1-888-320-7377 |
| Reliant Behavioral Health (Employee Assistance Program) | 1-866-750-1327 |
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- **AM/PM/EVE**: Morning/Afternoon/Evening Conferences (no school for students)
- **CC**: Classified Connection (PD for classified employees)
- **END**: End of School Year
- **EVE**: Optional Evening Conferences (school decision)
- **GRD**: Grading Period Ends
- **H**: Holiday (schools and all offices closed)
- **HC**: Holiday Commemoration (school and all offices closed)
- **INS**: Statewide Inservice (no school - all 192, 202, 210, 225 & 230 employees off)
- **LO (K-8)**: Late Opening (Grades K-8 only) - Professional Development Time (schools start 2 hours late)

**NOTES**

- Students Out Of School
- Students Out Of School
- Early Dismissal (High School only, schools dismiss 2 hours early) Exception: Jefferson
- Mid-Term Progress Reports Enter into Student System
- Teacher Planning Day
- Professional Development Day
- Start of School Year
- High School Transfer Application Deadline
- Elementary/Middle School Transfer Application Deadline
- Prof. Dev. Day or Teacher Plan Day (school decision)
- Snow make-up days - this would move END, GRD, and PLAN days over accordingly
- Schools closed, district offices open

Revision Date: June 15, 2016
Grading period schedule for 2016-2017 school year

Start of First Grading Period ........................ August 29, 2016  Start of Third Grading Period ........................ January 30, 2017

End of First Grading Period ......................... November 3, 2016  End of Third Grading Period ......................... April 6, 2017

Start of Second Grading Period .................. November 7, 2016  Start of Fourth Grading Period .................... April 10, 2017


Employee Work Year 2016-2017

192-Day Employees .......................... August 23 to June 13  225-Day Employees** ........................ August 8 to June 30

202-Day Employees .......................... August 15 to June 19  233-Day Employees** ........................ August 8 to June 30

210-Day Employees .......................... August 8 to June 22  260-Day Employees ............................. July 1 to June 30

**Refer to 2015-2016 Employee Work Year Schedule for July/Aug work day details

Portland Public Schools Nondiscrimination Statement: Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. — Board of Education Policy 1.80.020-P

Portland Public Schools
Blanchard Education Service Center
501 North Dixon
Portland, Oregon 97227
(503) 916-2000 • www.pps.net

Revision Date: June 15, 2016
Please note that the references in parentheses are not linked.

AD = Administrative Directive   P = Board Policy   Please note: When this document refers to “parents,” the term “parents/guardians” is implied.

ACADEMIC FREEDOM
There is a policy and administrative directive that provide guidance regarding academic freedom in school. 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.

ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY
Guidelines for Animals in the Classroom or on School Property 3.80.011-AD, gives direction regarding pets and animals in schools. The 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 education 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, Brian Baker, before responding to requests for service animals to accompany students to school.

ASSESSMENT OF STUDENTS: STATE REQUIREMENTS
The state testing system in Oregon is a combination of assessments, including OAKS (Oregon Assessment of Knowledge and Skills), Smarter Balanced, ELPA21 (English Language Proficiency Assessment for the 21st Century) and the Oregon Kindergarten Assessment. The Extended Assessment is also available as an alternate assessment for students with disabilities who are unable to take the Smarter Balanced or OAKS assessments in English language arts, mathematics, or science for reasons indicated in IEP or 504 plans.

OAKS is a computer-based multiple choice assessment that delivers the science (required in graded 5, 8 and 11) and social studies (optional) summative assessments.

Smarter Balanced is a summative assessment, written to the Common Core State Standards, developed by a consortium of states and first introduced in the spring of 2015. This assessment covers English language arts (including reading and writing) and mathematics and is required for students in grades 3 through 8 and 11. In addition to traditional multiple choice items, the Smarter Balanced assessments include constructed response (short answer) and performance task items in both content areas. State and federal accountability laws require testing at least 94.5% of eligible students each year in English language arts and mathematics.

All kindergartners are required to take the Oregon Kindergarten Assessment. This assessment is given during the first six weeks of school and includes measures of early literacy, early math, social-emotional development, approaches to learning, and self-regulation. Most teachers will administer the literacy and math portions of this assessment during the first three days of the school year, prior to the first day of regular classroom instruction.
Students receiving Special Education services are not exempt from state-required testing. An alternate assessment called an Extended Assessment may be used if an IEP team determines that the standard grade-level test is not an appropriate measure of the student’s knowledge and skills. Students’ IEPs contain information about what specific tests are to be administered to each Special Education student.

Students eligible for ESL (English as a second language) services are required to take all state assessments. The only exception is ELL (English language learners) newcomers, who are defined as students who have first enrolled in a U.S. school after May 1 of the prior school year. Those students are exempt from the English language arts tests, but are expected to attempt the math and science tests. Math and science scores from newcomer students are not added to school totals.

In addition to state assessments listed above, students eligible to receive ESL services must be tested each year for their English language proficiency, regardless of whether they actually receive ESL services or not. Students take an online test called ELPA21 (English Language Proficiency Assessment for the 21st Century). Results from ELPA21 contribute to decisions about when a student should be exited from the ESL program.

Classroom teachers administer the Smarter Balanced, OAKS, and ELPA21 tests according to the schedule established by their school. Most assessments are taken on computers or other electronic devices (supported device-types vary by assessment, but can include Chromebooks and tablets as well as traditional desktop computers). Tech support staff or others (but not parents) may serve as support for Smarter Balanced, OAKS, and ELPA21 assessments, but they need to be trained on what assistance they may and may not provide students before they serve in the role of test administrator. The school’s Test Coordinator typically provides that training. Anyone who is involved in any way with testing needs to be trained and to sign an Assurance of Test Security form each year before they become involved in testing.

Teachers are responsible for reading the Test Administration Manual prior to administering any tests, and for safeguarding the security of ALL tests, regardless of whether they are paper-pencil or online. No test booklets or copies of online reading selections or test questions may be retained at the conclusion of testing, no photocopies of tests may be made, and no coaching of students on how to answer specific test questions is allowed. There is to be no review, discussion, or analysis of test items by either students or staff before, during, or after the test. Beginning summer 2016, the Kindergarten Assessment (KA) materials are no longer considered secure. While they materials could be reviewed by staff, parents, etc. prudence is still encouraged in how materials are handled. Once a student identifier (name or ID number) is placed on a KA test booklet or answer sheet, that material is then considered secure testing material.

Work samples are required to comply with local performance assessment requirements. Students in grades 3 through 8 and once during high school need to complete one work sample in the subjects of writing, speaking, math problem solving, and science. Additional writing, math, and reading work samples may also be used to meet Essential Skills requirements, although there are other options available for these Essential Skill areas.

Work samples are assigned and scored by classroom teachers using state scoring guides. Elementary and middle school teachers are responsible for entering their students' work sample data into Synergy. High school work sample data is typically entered into Synergy by a data clerk in each school.

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 in the fall, winter and spring. Additional embedded formative math and literacy assessments are used across PPS. 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 will 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 take the ACT, a college entrance exam. All of these high school-level tests are administered on regular school days. The school district pays for all ACTs taken by juniors.
ATTENDANCE

Students
Student attendance is generally taken within the first 10 minutes of each class period. For more specific information, please refer to the Attendance Handbook at http://www.pps.net/Page/1081. Oregon legislature requires notification to 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 taking attendance, excused/unexcused absences, withdrawing students, etc.

Each school should determine how to handle missed work due to absences. Consistency on these matters within a school or school departments helps parents and students understand procedures and respond accordingly. Remember, absenteeism or misconduct shall not be a sole criterion for the reduction of grades.

Staff
Staff attendance 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. We recognize staff may at times need to miss work. In those cases staff members are responsible for timely communicating about the absence, 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. For school-based instructional staff it is the responsibility of the employee to arrange for a substitute using the district’s online system http://www.aesopeducation.com/ or automated phone system. For other staff please make arrangements with your administrator or designee. And, if you need to leave the building during the regular workday, please notify your administrator or designee.

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.

BULLETIN BOARDS, DOORS, WALLS - FIRE CODES
(DECORATION AND STUDENT WORK)
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 sign 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. [Fire Code Regulations]

BULLETIN BOARDS - USAGE
See the Distribution of Materials policy and administrative directive for information on this topic. (3.30.035-P DISTRIBUTION OF MATERIALS IN SCHOOLS BY NON-SCHOOL GROUPS, 3.30.038-AD DISTRIBUTION OF INFORMATION AND MATERIALS)

CAMPAIGN AND POLITICAL ACTIVITY BY EMPLOYEES
PPS employees are public employees and 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. All employees are expected to abide by this statute and guidance.


CAREER RELATED LEARNING EXPERIENCES FOR STUDENTS—INSURANCE COVERAGE
Students participating in career related learning experiences may be covered by the district’s insurance.
Due to the unique and broad base of pathway experiences, questions regarding insurance should be directed to the Risk Management Department. Insurance coverage only applies if the activity is practicum experience (non-paid). If a student is covered by workers’ compensation, the number of hours worked must be submitted to Risk Management. Submit a copy of the work experience agreement to Risk Management. For a complete summary of insurance coverage applicable to students in PPS’ varied types of student placements, go to: http://www.pps.net/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.

CASH HANDLING
Throughout the year staff may collect funds from students for field trips, Outdoor School, fundraisers, etc. District Board of Education 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: http://www.pps.net/cms/lib8/OR01913224/Centricity/Domain/209/Cash%20Handling%20Guidelines%202.1.16.pdf

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 Certificate, go to http://www.pps.net/Page/2631 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 courtesy copy (cc) to you.

Please contact Daedra Buntin, Risk Claims Specialist at 503-916-3105 with questions.

CHILD ABUSE
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. It is the independent responsibility of each employee to make certain that child abuse gets reported. It is preferable that the employee and the principal report together, completing a child abuse reporting form as the report is made. 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. In the rare case of a principal or their designee making a report for an employee, he/she 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 he/she does not hear from them 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.
The Child Protective Services Hotline is 503-731-3100. All employees must complete the Child Abuse and Sexual Conduct Reporting classes every year. For more information, see the Child Abuse and Sexual conduct Reporting webpage, http://www.pps.net/Page/1957.

CHILD FIND
Teachers and other school staff are responsible for identifying students who may have a disability and may need special education services or accommodations to access their education. Staff should bring their concerns to the school's building screening committee, SIT team or other building intervention team to ensure that students' needs are appropriately addressed.

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 CUB office to the school principal for approval. 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 coverage, if required.

All applications must be submitted to CUB twenty days in advance of any activity. Applications are submitted online via the CUB Home Page. The link is https://virtualems.pps.k12.or.us/VirtualEMS/default.aspx.

COMMUNICATION – BEST PRACTICES
Electronic communication creates a record that can be seen by your supervisor, a court, parents, and potentially members of the public.

- Do not put anything in writing that you would not want people to see.
- Parents’ rights under FERPA allow them to see education records including email and texts.
- Written communication can also be subpoenaed.
- Do not use “casual” electronic communication (even texts about school-related matters can be recovered from phones for subpoenas, public records requests, and by parents).

What if I use my personal phone or device?
- School-related communication and records laws apply to any device. It doesn’t matter who owns it or what time of day it is.

Pick up the phone
- Electronic communication is not an effective way to communicate about a difficult subject or with someone who is upset.
- Avoid miscommunication and hard feelings by calling the person instead. You can always document the substance of the communication after the call.

COMMUNICATION – WITH PARENTS
Prompt and informative communication with parents or guardians is vital for the development and maintenance of a school-parent partnership for improvement in student achievement. Areas where this communication is important are:

1. Whether make-up work will be permitted in cases of unexcused absences and how it will be treated in the grading process; best practice suggests writing parents at least once a semester regarding the grading guidelines;
2. When there is a significant decline in grades and/or quality of work, particularly when a mid-term report was not previously sent, with notification occurring preferably no later than two weeks prior to the end of the term;
3. When a behavior, attendance, or classroom participation issue threatens the educational process for the student or others in the classroom; and
4. When a student has done something well, made progress, reached and achieved goals. Don’t forget the positive!

State law requires that teachers provide notice to parents and students (most conveniently in the class syllabus) regarding how they will treat unexcused absences and makeup work.
Important school information such as newsletters and notices about parent-teacher conferences must be translated into Spanish, Vietnamese, Chinese, Somali and Russian if the school has families who need information translated in those languages. Principals, teachers and building staff must all be responsible for assuring families receive translated materials. If you do not have the appropriate language support at your school, please contact Translation & Interpretation Services. Lead time for translations should be considered when creating the communication (to request translation [http://www.pps.net/interpretation-translation]).

When interpreters will be needed for conferences, the contact number is 503-916-3427. To assist a parent on the telephone if you do not have appropriate language support at your school and the person speaks one of our supported languages, contact the PPS Language Line at 503-916-3589.

**COMPUTERS – SEE TECHNOLOGY GUIDELINES**

**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,

**CONFIDENTIAL COUNSELING (FREE)**

Portland Public Schools has contracted with Reliant Behavioral Health (RBH) to provide FREE Employee Assistance Program (EAP) services to PPS 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 eAccess – convenient access to on-line 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](http://www.MyRBH.com) Access Code: OEBB.

**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 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. Feel free to contact the General Counsel’s Office with questions (503) 916-3570.


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 only take place with the school’s 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.

CONTRACT EXCEPTIONS (COLLECTIVE BARGAINING AGREEMENT)
There are instances when the implementation of ideas could require an exception to the written agreement between PAT and the district before implementation would take place. For questions, contact your PAT building representative.

CONTRACTS FOR SERVICES BETWEEN DISTRICT AND VENDORS
See your principal first if you are interested in bringing in a vendor or contractor to perform services at your school.

Please note the following:
- Principals no longer have authority to sign contracts less than $2,000 on behalf of the District or any individual school.
- All contracts, regardless of dollar amount, must be routed through Purchasing & Contracting for review and signature.
- A vendor or contractor must not be permitted to perform services until a contract has been signed by both the vendor and the authorized signer for PPS. PPS cannot pay for services performed without a contract in place.

All contract templates can be found on the Purchasing & Contracting website at: http://www.pps.net/Page/1397
Contracts 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 principal, must be included with each contract.

See the Purchasing & Contracting website at: http://www.pps.net/Domain/73 for more information, or call 503-916-3305 for assistance.

COPYRIGHTED MATERIALS – BOOKS, MOVIES, AND 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 REPRODUCTION OF MATERIALS)

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 Communications Department for stock photos.

CUSTODIAL AND NON-CUSTODIAL PARENTS
School staff need to be prepared to meet the requirements for working with families in which the parents are divorced or separated. When a student’s parents are not living together, there must be one parent who is the “decision-maker” for the student. This avoids the situation in which the parents disagree about a situation involving the student and try to give staff conflicting direction about the student. Under school district rules, the custodial parent is the parent with whom the child primarily lives. The custodial parent is the parent who can make decisions regarding the student, such as:
- education and school matters
- who may take the child from school or pick the child up
- administration of medicines while at school
- filling out the registration form

Unless prohibited by court order, the parent with whom the child does not primarily live (the “non-custodial parent”) may 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

The General Counsel’s legal memo “Child Custody Issues” has more detailed information regarding this complex subject. [Link](http://www.pps.net/cms/lib8/OR01913224/Centricity/domain/63/Legal%20Guidance%20Memos/Child_Custody_Issues.pdf)

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 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: [Link](http://www.pps.net/cms/lib8/OR01913224/Centricity/domain/63/Legal%20Guidance%20Memos/SUBPOE_need2no.pdf)

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 district 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.

**DRESS AND GROOMING APPROPRIATENESS**

**Students:**
Appropriate dress contributes to a positive learning environment. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parent/guardians. Students may be directed to change dress or grooming if it does not comply with district policy. (4.30.012-P Standards of Conduct - Student Dress and Grooming, 4.30.013-AD Student Dress Code)

**Staff:** All staff are expected to be neat, clean, and to wear appropriate dress for a professional environment. As adults and professionals, teachers and all staff 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.

**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 proved to reduce productivity, to increase the rate of job errors, and to increase the incidence of the 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 discipline 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, jeopardizes 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: OEBB
- 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.

**EMERGENCIES**
Please visit the Emergency Management Web site at [http://www.pps.net/emergency-management](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 revised its standard alert signals for Lock Down and Lock Down – Team Response; copies of the signals are on the website, in each school’s emergency response plan and in the quick reference flip charts. Charts are to stay in each classroom. Please review your school’s site-specific emergency plan.

**EMPLOYEE LEAVES**
The following is a summary guideline for employees’ use of common leave benefits.

Supervisors are responsible for ensuring that 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). Supervisors are entitled to ask about an employee’s need for or intended use of leave. Such inquiries are limited to the minimal amount of information necessary to ensure that use of the requested leave is an allowed and appropriate use of the leave category requested.
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, Employee Leave Request for absences in excess of 5 days) and, except in the case of emergencies or unexpected illness, must be approved prior to taking the leave. 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 (e.g. fraud/theft) which may lead to appropriate disciplinary action, including termination of employment.

**Sick Leave**
For school districts, state law sets the baseline for Paid Sick Leave (ORS 332.507) and Paid Sick Time (Senate Bill 454 effective January 1, 2016, and Oregon Administrative Rules Chapter 839). For purposes of District policy administration and ease of reference, only the term “Paid Sick Time” is used.

The District provides Paid Sick Time to all District employees who perform hours of work and are paid for that work in the form of hourly wages, salary, or stipend, up to a maximum accrual.

District employees are organized into two categories for purposes of Paid Sick Leave - Regularly Scheduled Employees and Variable Hour Employees. How sick leave is accrued, the rates of accrual, and other differences exist depending on whether an employee is Regularly Scheduled or Variable Hour. For all Regularly Scheduled and Variable Hour Employees, Paid Sick Time may be used for the following purposes:

1. Need for preventative medical care or medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition (including those covered by the Oregon Family Leave Act/Family Medical Leave Act) of an employee or family member*;

2. Domestic violence, harassment, sexual assault or stalking as defined by Oregon law;

3. In the event of a public health emergency as defined by Oregon law.

All employees are expected to responsibly use Sick Time. Employees are to make reasonable efforts to schedule Sick Time, in the event of foreseeable circumstances, and to provide prompt notification, in the event of unforeseeable circumstances. Attendance at work is an essential function for all District employees. Providing the courtesy of advance notice for and communication about absences, unless advance notice is not possible, is expected.

*Family member means the spouse of an employee, domestic partner, the biological, adoptive or foster parent or child of the employee, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis.

**Family Illness Leave** 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 the employee’s home, when the care or attention of the employee is required. Family Illness Leave may not be used for an employee’s own illness.

* **Immediate Family Member**, for purposes of Sick and Family Illness leaves, means spouse, domestic partner, children, parents, brothers, sisters, mother-in-law, father-in-law, grandparents and grandchildren.

**Funeral/Bereavement Leave** is 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 the employee’s home.

Effective January 1, 2014 Oregon Family Leave Act (OFLA) allows eligible employees to take up to two weeks of leave (paid leave as defined above) per death of a family member as defined by OFLA**, up to a maximum of 12 weeks in a 12-month period, to make arrangements necessitated by the death, to attend the funeral or memorial service, or to grieve. Under the law, an employee who wishes to take bereavement leave must do so within 60 days of receiving notification of a family member’s death.
**Family members** for purposes of Funeral Leave are defined under OFLA to include the employee’s spouse, same-sex domestic partner, child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee’s same-sex domestic partner or spouse.

**Personal and Emergency Leave**: up to three days, with pay.

**Personal**: due to personal 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. Personal Leave is not allowed for vacation or recreational purposes. Personal leave must be requested and approved in advance by your supervisor.* Absences necessary for an employee’s participation in religious observances is an appropriate use of Personal Leave.

**Emergency**: For an emergency that cannot be planned; 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), 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** include 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 for assistance in navigating the various leave benefits provided by law and in collective bargaining agreements.

**ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM INFORMATION**

Our Vision: We invest in inclusive quality instruction that honors students’ racial, cultural and linguistic assets.

Our Mission: We prepare every Emergent Bilingual to be ready to succeed in our schools and thrive in our community.

**ESL Service**

The ESL Department serves approximately 3800 Emergent Bilingual students who represent over 100 languages. The department works to ensure that multilingual students entering PPS are properly assessed for their language needs and that all students eligible for ESL services receive English Language Development (ELD) and instruction in their core content classes.

**Identification of English Learners**

Students new to PPS complete a Student Registration Form that includes a “Home Language Survey.” Students who identify a language other than English spoken at home are referred to the ESL Department for Initial Assessment of English Proficiency.

**From August 22 through August 31**, families who list a language other than English in the “Home Language Survey,” should be referred to their nearest Temporary Welcome Center for language assessment and registration assistance. The centers are located at 3 school sites:

Franklin High School@Marshall  Wilson High School  James John Elementary School
3905 SE 91st Ave.  1151 SW Vermont St.  7439 Charleston Ave.

After August 31 all new students will register at their neighborhood school. Completion of the “Home Language Survey” section in the registration form will trigger a call to school staff from an assessment specialist to arrange a time to visit the school to assess the student. Schools that do not have language resources readily available on-site should call Translation and Interpretation Services at (503) 916-3254 for assistance.

**Placement in the Program (Letter of Notification)**

If a student is found eligible for ESL services, they are placed in the English Language Development (ELD) Program. The ESL Department informs the parents or guardians of the specific placement by sending them a Letter of Notification (LON).
Instruction for English Learners is based on assessment results. Students are placed in ELD classes, core content and elective classes that serve both their English Language Development needs and graduation requirements. Individual schools verify the information and create appropriate schedules for students.

**Measuring Progress**
Each spring, ESL students are required by the state to take the Oregon English Language Proficiency Assessment (ELPA) to determine annual progress in proficiency.

**Exiting Students**
The ESL Department is responsible for approving the exit/promotion of students from the program once a student has demonstrated English language proficiency. The Department, in collaboration with school staff, continues to monitor students who have exited the program.

**Parent Involvement**
The ESL Department supports school-based parent engagement activities and works closely with community groups to involve parents in their child’s education at the school level.

News and information about the ESL Department are available at [esl.pps.net](http://esl.pps.net)

**ETHICS**
PPS employees are expected to carry out their duties and responsibilities considering the needs of the students, the district, and their profession by:

- exemplifying personal integrity and honesty
- accepting no gratuities or gifts of significance that could influence judgment in the exercise of professional duties
- refraining from exploiting professional relationships with any student for personal gain, or in support of persons or issues

All public employees are covered under the Oregon Ethics Law, which was substantially revised by the 2009 Oregon Legislature. The Oregon Government Ethics Commission has information on its website about the requirements: [http://www.oregon.gov/ogec](http://www.oregon.gov/ogec). Under the Ethics Law, public employees are prohibited from using or attempting to use their positions to gain a financial benefit or avoid a financial cost for themselves or their relatives. The Ethics Law also regulates gifts to public employees. If the value of a gift exceeds $50, the best option is do not accept the gift and inquire with the Office of General Counsel at ext. 63570 about how to redirect the gift to school or classroom needs.

In addition, PPS employees who are licensed are expected to meet the ethical responsibilities as described in evaluation processes and by licensing authorities such as the Oregon Teacher Standards and Practices Commission. The TSPC administrative rule is set out below.

**State of Oregon OAR 584_020_0035: The Ethical Educator**
The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district, and the profession.

1. The ethical educator, in fulfilling obligations to the student, will:
   a. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student’s family;
   b. Refrain from exploiting professional relationships with any student for personal gain, or in support of persons or issues; and
   c. Maintain an appropriate professional student-teacher relationship by:
      A. Not demonstrating or expressing professionally inappropriate interest in a student’s personal life;
      B. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
      C. Reporting to the educator’s supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator; and
      D. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

2. The ethical educator, in fulfilling obligations to the district, will:
a. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment;

b. Conduct professional business, including grievances, through established lawful and reasonable procedures;

c. Strive for continued improvement and professional growth;

d. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and

e. Not use the district’s or school’s name, property, or resources for non-educational benefit or purpose without approval of the educator’s supervisor or the appointing authority.

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

a. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;

b. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; and

c. Respond to request for evaluation of colleagues and keep such information confidential as appropriate.

EVALUATION OF TSPC AND STATE BOARD LICENSED STAFF

The goal of evaluation is to improve the quality of instruction being provided to students of Portland Public Schools. The evaluation process is the fundamental basis used to identify exceptional performance and areas where performance can and should be improved. Educators and evaluators involved in the evaluation process have a common goal of improvement of instruction and in the maintenance of standards for professional performance. The process of evaluation is most effective when both the educator and the evaluator assume a major role and responsibility in the process. This is achieved through a cooperative effort that involves self-analysis by the educator and objective observations and recommendations by the evaluator. Evaluation details for other employee groups can be found in the various collective bargaining agreements or contact Human Resources.

EXTENSION CORDS

Extension cords are not permitted except for temporary use and all must be a single length (not two or more lengths plugged together). While in use, cords cannot: pass through doors or windows, penetrate walls, be attached to walls or be hidden above drop ceilings. After use they must be completely rolled up and stored. A power strip is allowed for long-term use, but must be plugged directly into a wall socket. Our district warehouse has power strips for purchase by schools.

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. Also, 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 fact that students are allowed to opt-out of a field trip [either because their parents will not provide permission or the student does not want to participate] does not make it an optional field trip for the participating students.) 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 (in other words, the course must be available at no charge to a student if the student does not create a product that will become his or her personal property). The administrative directive referenced below 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. Principals can make an exception for families who cannot pay the fee. 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. Will
http://www.pps.net/cms/lib8/OR01913224/Centricity/domain/63/Legal%20Guidance%20Memos/Fee_guidance_memo.pdf

FIELD TRIPS
Please refer to the administrative directive regarding field trips. It is extensive and covers information on chaperones, funding, transportation, overnight requirements, accommodations, and much more. Please remember that if you are planning on taking a wilderness or overnight field trip, all of the completed forms should arrive at the BESC for approval at least 10 days prior to the trip. International trips must arrive at least 60 days prior.

Request forms, parent permission forms, and best practice checklists can be found on PPS Inside at http://www.pps.net/Page/226 (6.50.011-AD FIELD TRIPS)

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 and serving methods. Staff wishing to serve food to students outside of the district-operated school breakfast and lunch programs must be aware of the following:

- Food must be purchased or obtained from a licensed, inspected source such as bakeries, grocery stores, restaurants, food processors and PPS Nutrition Services.
- Food must be served or distributed using proper hand washing and single-use protective gloves.
- Staff should be aware of any students with food allergies and follow the plan in place to check the labels for potential allergens in foods or provide alternate foods.
- Students should not be allowed to share or trade foods.
- Fruits and vegetables may be prepared for service to students under the guidance of a staff member with a current food handler’s certification. Fruits and vegetables must be prepared in a licensed inspected facility such as the school cafeteria kitchen and must be washed (cut, peeled and scraped when appropriate). Students may not self-serve unwrapped foods from community bowls or containers.
- Produce grown in school gardens approved by PPS Facilities and Asset Management Department (FAM) may be prepared in the school cafeteria kitchen under the guidance of Nutrition Services and served to students using safe food handling procedures.
- Students may prepare food for their personal consumption under the direct supervision of a certified food handler following safe food handling procedures.
- Food preparation and cooking will only be done in a home economics classroom or the school cafeteria kitchen. The principal should approve any cooking activities, and kitchen use requires a CUB permit and approval by Nutrition Services. (see Civic Use of Buildings)
- Food should not be stored in the classroom due to the problem of attracting rodents and insect pests. Non-perishable items stored in sealed containers may be kept in classrooms on a limited basis.

The Multnomah County Food Handler Office offers online testing and provides study information and the Food Handler’s test in audio or text formats. Food handler cards can be printed immediately upon passing the test. Visit the online food handler testing website at handler testing website at http://web.multco.us/health/food-handlers-test. On-site testing is now offered at Lloyd Corporate Plaza, 847 NE 19th Ave, Suite 350. Bring photo ID to take the test. For testing times call 503-988-5257.

FRAGRANCES
Students and staff may be allergic to or may suffer airway distress from perfumes, room deodorizers, and other airborne odors and particulates. Taking this into consideration, discretion and sensitivity to others should be exercised regarding the use of fragrances. Should there be someone with a high sensitivity or allergy, individuals may be asked to refrain from using fragrances.
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 ever be received and then 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)

GIFTS/DONATIONS TO STAFF MEMBERS
State law provides that public employees may not use his/her position to receive a financial benefit or avoid a financial detriment if that opportunity would not have occurred but-for the employee’s position as a public employee. This means that public employees and Board members cannot use their affiliation with the district for their financial benefit, or the benefit of their family or members of their household. Staff should not accept donations or gifts from students or parents of students that are of sufficient value as to create the impression or appearance that a conflict of interest exists or that they are using their position for personal gain. While a small gift (under $50/year) may be acceptable, gifts of any type given on a repeated basis directly to the teacher are not acceptable. Donations for classroom use must go directly to the school and the principal may honor the parent’s request that a certain classroom benefit. Effort should be made to encourage parents to donate for the benefit of the entire school rather than just the classroom their child attends.

Please review the following documents for more information:
Information Technology (IT) should be notified about donated computers so they can be tagged for inventory/insurance purposes. (4.40.031-AD STUDENT BODY FUNDS-EXPENDITURES, 3.30.020-P LIMITATIONS ON USE OF FACILITIES AND GROUNDS)

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.

HARASSMENT AND BULLYING
Sometimes people don’t get along. This is not always bullying. Bullying and harassment are behaviors that make someone feel intimidated or offended. Bullying and harassment are unfair, one-sided, repeated and one person may be using their power over another person. This district has no tolerance for harassment and bullying. It is the responsibility of every employee to stop the action as soon as it is seen, identify that it is harassment and bullying, and follow the appropriate school response based on the school discipline plan that aligns with district policies and administrative directives. Please follow the links below for PPS policies and administrative directives pertaining to harassment and bullying:
• 4.30.060-P Harassment & Bullying

All students are to be treated, and are to treat each other, with respect and dignity. Be aware and sensitive to disability, ethnic, racial, and homophobic harassment. These can range from abusive jokes, crude name-calling, threats, and bullying to sexual and physical assault. Staff members must take all reports and complaints of harassment and bullying seriously, reporting them to the administration. In some cases, staff members will need to work with students to assist them in recognizing what is considered harassment and bullying. School Climate and Student Services provides curriculum resources and staff training in identifying and dealing with harassment and bullying.
Cyberbullying
Cyberbullying is bullying or harassment that happens online. 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 to children. There are many guidelines and resources to help parents navigate and stay involved in their child’s online activity. Please refer to the Student Services website. This is also covered in the section Technology Guidelines.

HARASSMENT IN THE WORKPLACE
COLLECTIVE RESPONSIBILITY FOR AN INCLUSIVE WORKING AND LEARNING ENVIRONMENT

Portland Public Schools is committed to providing a safe, positive, respectful, and productive working and learning environment. All PPS staff including interns are protected from conduct that constitutes discrimination or harassment because of the employee’s inclusion in a protected class. “Protected class” includes race, color, national origin, gender, pregnancy, religion, genetic information, veteran status, physical/medical disability, mental health disability, protected leave, sexual orientation, gender identity, marital status, family status, or other categories protected by local, state or federal law. Retaliation against any person who in good faith reports, files a complaint, or otherwise participates in a discrimination/harassment/retaliation investigation is also prohibited. Discriminatory, harassing, or retaliatory conduct that is directed at students, volunteers, contractors, or staff of District partners is also not allowed. (Non-Discrimination Policy 1.80.020-P; Anti-Harassment Policy 4.30.060-P; policies prohibiting sexual conduct and sexual harassment and providing for procedures 5.10.060-P, 5.10.061-AD; 5.10.062-P, 5.10.063-AD).

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.

INJURIES OR INDIVIDUALS IN DISTRESS
Whenever any adult or student is injured or in distress, the office must be contacted immediately. However, if the injury is grave or life threatening, the staff member should first call 911 and upon notifying the office, make them aware you have called 911. The staff member should not leave this individual but should have the office called or have another individual go directly to the office for notification. The appropriate Accident Report (http://www.pps.net/Page/242) should be filled out by the staff member who has been involved with this situation as soon as is reasonable during that same day.

There are times when a teacher or other personnel unintentionally injures a student, such as scratching a child with a pencil or fingernail. Although unintentional, let the principal know of the incident, then contact the parent before the child goes home.

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.

KEYS
Staff members are no longer required a daily check in and check out of their keys. 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. (PER CHIEF OPERATING OFFICER)

LESSON PLANNING
Teachers should be prepared to teach each day. Lesson plans should be visible on each teacher’s desk or another designated location. Emergencies can occur at any time and if coverage is necessary, instruction can be carried out following the emergency lesson plans that are available. If a teacher is absent, it is his/her responsibility to develop the lesson plans and to ensure that lesson plans are available for the substitute.
**LIABILITY INSURANCE**
The district is self-insured for liability claims relating to bodily injury, auto and property damage. The Risk Management Department prepares, investigates and administers liability claims. In the event a person wishes to file a claim against the district, he/she should be referred to Risk Management. Under no circumstances should an employee of PPS make representations regarding liability and payment of claims. To report property damage or theft, complete the required loss report form found at [http://www.pps.net/Page/2710](http://www.pps.net/Page/2710).

**MEDIA COMMUNICATIONS**
Local media often ask the PPS Media Relations staff for story ideas, and we need your help to assist them. As intrinsic members of your school 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](mailto:pubinfo@pps.net), but first, please let your principal know.

If news reporters contact your school or office by phone or in person, please tell them they must check in with the PPS Public Information Officer in the Communications Office at 503-916-3027 or 503-916-3304 or [pubinfo@pps.net](mailto:pubinfo@pps.net). The PIO handles all media requests and works with the school or office if a phone interview or visit needs to be arranged. Media do not have permission to enter a school on their own and interview staff, students or families. If media arrive in the school unannounced, contact the PIO. Media, however, can interview staff, students or families on the sidewalk or across from the school as this is considered public property.

**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” means a non-injectable drug to be taken under the written direction of a physician. “Non-prescription medication” means ONLY commercially prepared, non-alcohol-based medications that do not require written or oral instructions from a physician. Neither prescription nor non-prescription medications include dietary supplements.

**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 and Social 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 must be submitted to the school office. Additionally, for prescription medication written physician 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 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](mailto:) 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)

MEETINGS
Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure, as well as providing opportunities for staff development. All staff members are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

NON-EMPLOYEE INJURY REPORT FORM
Reference section titled STUDENT ACCIDENT/INJURY REPORT

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 also will 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 air tight 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 http://www.pps.net/Page/2218 on Inside PPS.

PETS IN SCHOOLS
See Animals in Classrooms

PHYSICAL RESTRAINT AND SECLUSION
Physical restraint and seclusion may only be used in very limited circumstances – when the student’s behavior imposes a reasonable threat of imminent, 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: http://www.pps.net/Page/1912.

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.

PUBLIC HEALTH ISSUES
During a communicable disease alert period, the Multnomah County Health Department Director would be responsible for advising Portland Public Schools Administration of the need for any indicated school control measures. MESD Health and Social Services will participate in the communicable disease alert and coordinate communication between MCHD and PPS. For more information on student health issues please visit the PPS Health webpage at http://www.pps.net/Page/1921.
REIMBURSEMENT
Staff members should not purchase anything for which they expect reimbursement unless they have first received permission from the administration. When turning in the original receipt for reimbursement, it must be an itemized receipt and should be 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.

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 him/her 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 his/her 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. http://www.pps.net/cms/lib8/OR01913224/Centricity/domain/63/Legal%20Guidance%20Memos/Religious_Issues.pdf

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.

SAFETY AND SECURITY
Schools are given the responsibility for the safety of all students while on school grounds and in the building once they have arrived. All members of the staff should always be on the alert for situations in and around the school and during school activities that could be hazardous to the health and safety of students, staff members, or visitors. If any such situation is observed at school, notify the office immediately. If unsafe conditions occur outside of school property during school activities, staff should take prudent action to ensure safety. Students should continually be reminded of safety concerns.

Each school 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.
- All staff members will wear PPS name badges.
- Report accidents immediately to the office and complete the appropriate injury report form.
- Direct visitors in the building to the office to obtain a name tag and sign in, and then alert the office of the visitor.
- Adult supervision should be present when school begins, at passing times, and when large groups of students are in the halls such as lunch release or to and from recess.
- Do not directly release students under your supervision to visitors asking for such release. Direct the visitor to the office to sign out the child and wait for the office staff to call for the student.

In the classroom:
- Anything of value should be placed in a locked cabinet or drawer.
- Classroom doors should be locked whenever the teacher and class are out of the room.
- Close and lock all windows at the end of the day.
- School keys remain in the possession of the staff member at all times (never given to students)
- Any monies collected must be brought to the main office daily in an envelope marked with the staff member’s name, amount of money, and purpose for which it was collected. Until it is turned in, the money should be kept in a locked drawer or cabinet.

Valuables turned in to the Office:
If something of value is turned in (significant amount of money, good jewelry, electronics), you call the non-emergency police number and report it. They will often take it and your work is done.
If an expensive electronic item is left in the schools and not taken by the police and it could be of use educationally, the school must make every attempt to find the owner for at least four months. If it is unclaimed after that time, the school may keep the unclaimed equipment for school use.

If you determine that something is not valuable enough to call the police, you keep it for a reasonable length of time (say a month). If it is money and not claimed (a student found and brought in a quarter, a $5 bill), put the money in the student body funds to be used by the school. If it is an item of lesser value and not claimed, and not money, decide if it is worthy of donating to a homeless shelter, Goodwill, PTA Clothing Closet, home for abused children/women, etc. It is not good practice to give the item back to the student who turned it in. It could be a few students who saw it at the same time and to whom do you give it? Students should know that they are being good community members and should not be doing something in hopes of getting it back.

You must document how the item(s) valuable or non-valuable were disposed of.

**Safety Committees**
Each school **MUST** have a **Safety Committee** and an Emergency Team. Safety Committees should have representation from all work groups. Principals and their designees will login to the appropriate webpage and must submit **Safety Committee** and **Emergency Team** rosters online (these links take you directly to these login pages if viewing this handbook online). To designate someone to fill out the form, principals must e-mail the name of their school, the designee’s name and his/her e-mail address to **enviro@pps.net** in FAM. If you have previous information on a roster, you simply update with new information and date.

Every district employee is responsible for engaging in safe work practices. Repeated unsafe practices are grounds for disciplinary action. Employees should report potential hazards to the office or to a Safety Committee member.

(4.30.010-P STANDARDS OF STUDENT CONDUCT)

**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, and 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 the PPS 504 webpage at [http://www.pps.net/Page/1745](http://www.pps.net/Page/1745) or contact Student Services at 503.916.5460.

**SEXUAL HARASSMENT**
Sexual harassment means any unwelcome sexual advances, inappropriate touching, requests for sexual favors, and/or other verbal or physical contact of a sexual nature that creates a hostile, intimidating or offensive educational environment. If any of the above actions are repeated after there has been a clear statement that the person shall stop, this is also considered to be sexual harassment.

Sexual harassment can 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 and the Human Resources Counsel. If you are aware of such an occurrence between students, notify the principal. In certain situations a Child Abuse referral may be warranted. An occurrence between staff and students will require a Child Abuse Hot Line contact and notification of the principal who will assist in notifying the Senior Director and Office of the Superintendent.

(5.10.060-P SEXUAL HARASSMENT, 4.30.061-AD DISCIPLINE FOR HARASSMENT AND BULLYING, 5.10.062-P SEXUAL HARASSMENT-STAFF TO STUDENT, 5.10.061-AD SEXUAL HARASSMENT COMPLAINT PROCEDURE, STUDENT RIGHTS, RESPONSIBILITIES, AND DISCIPLINE HANDBOOK)

**SPECIAL EDUCATION**
The district's Special Education Procedures Manual governs the provision of special education services for students with disabilities. This manual can be found on the PPS website under Special Education here: [http://www.pps.net/Page/608](http://www.pps.net/Page/608).
The procedures for enrolling new special education students in school are the same as the process for all students. All new families arriving in our school district enroll at their home school. After the new student and family have been welcomed to their home school, the building staff will review available eligibility, IEP and placement documents. The process for move-in students is available on the PPS website under special education. All students who attend schools whether they receive their services in a learning center or special class or other setting are full members of the school community and need to be included in school activities. Call the Special Education Department at 503-916-3152 if you have questions or need support in determining the best way to meet a student's IEP.

STUDENT ACCIDENT/INJURY REPORT
The "Student or Non-employee Injury Report Form" must be completed any time a student or non-employee has an accident or injury while on district property or while participating in a district sponsored event. For specific reporting guidelines, go to: http://www.pps.net/Page/242.

Any employee with login capability to the intranet has the ability to complete the injury report. Open the form and complete the information online using drop down menus. All boxes are required to be completed, except where noted. If you have not completed all of the required information, you will not be allowed to submit the report; once the report is complete, click the “Submit Report” button. When your report has been submitted, you can print a copy for your records. Risk Management will have access to all report data online. Records may be kept at the school; however, do not send a paper copy to Risk Management.

Please contact Philip March, Senior Risk Specialist at 503-916-3704 with questions.

STUDENT ACCIDENT INSURANCE
Please know that Portland Public Schools does not carry accident insurance for students. The district is not responsible for medical bills of students injured at school. The safety of our students is one of our most important priorities. Even so, accidents do happen and resulting medical treatment can be very expensive.

Risk Management encourages parents without healthcare coverage to contact their child’s school office to inquire about the Healthy Kids program. Healthy Kids provides at no cost or low cost (pending income level) comprehensive healthcare coverage for children 0 to 19 years old.

If you would like assistance with the Healthy Kids application, there are local organizations in your community who can work with you. Or visit http://healthcare.oregon.gov/Pages/index.aspx and click on “Application Help”.

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 per FERPA, the federal law concerning student privacy. Disclosure of student records/information must not violate FERPA standards
- 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 the performance of 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 question 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, the school district takes steps to protect student privacy when families request it. If a family does not wish their child(ren) 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, in TV, print or web media stories), the family should notify the school office to fill out a form. The form is found on www.pps.net by searching “Photo Privacy.” The link is: http://www.pps.net/cms/lib8/OR01913224/Centricity/Domain/50/9-15-PhotoPrivacyPractices.pdf

The office then uses this form to enter the information into Synergy and creates a list of students who cannot be photographed that is used by the school and the PPS Communications Office when working with media or photographing or videotaping a school event.

STUDENT PLACEMENTS
The placement of students into classes is solely the decision of building administrators. 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 the 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

SUBPOENAS AND TESTIFYING (ALSO SEE CUSTODIAL AND NON-CUSTODIAL PARENTS)
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 he/she comes to the 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. Attorneys and/or their employees may not interfere with the ‘educational process’ by calling repeatedly to a school.

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. http://www.pps.net/cms/lib8/OR01913224/Centricity/domain/63/Legal%20Guidance%20Memos/SUBPOE_need2no.pdf

TALENTED AND GIFTED
According to the Oregon Revised Statues (June 22, 2012- ORS 343.409) a school district shall provide educational programs and services to talented and gifted students enrolled in public schools under rules adopted by the Board of Education. There is no specific definition for how a district must design such programs or services but a flexible system of viable program options that provide a learning continuum developed throughout the district and reinforces the strengths, needs, and interests of TAG students should be taken into consideration.

PPS K-12 TALENTED and GIFTED EDUCATION, PROGRAM MODEL FOR 2016-2017
1. Building student profiles of learning styles, interests, presentation preferences and appropriate levels of challenge based upon the zone of proximal development; general exploratory activities to encourage discovery and inspire interest
II. Differentiating in four foundation areas (reading/language arts, math, science, social studies) through curriculum compacting and differentiated instructional strategies:
K-2: Participates in TAG independent study workstations, higher level questioning, and flexible grouping opportunities.
3-5: Participates in tiered assignments, anchoring activities, TAG independent study workstations, flexible grouping opportunities.
6-8: Participates in Pre-AP, IBMYP courses, curricular acceleration, and across-curricular projects and products.
9-12: Participates in AP, IB or dual credit courses in at least two foundation areas, an independent study producing advanced projects and products, and works with a professional, external mentor in producing high level products based on interest and possible career path.

III. Differentiating in four foundation areas (reading/language arts, math, science, social studies) through the addition of the dimensions of depth and complexity:
K-2: Identifies and defines dimensions of depth and complexity and relates them to the foundation areas.
3-5: Identifies key words that define the dimensions of depth and complexity; uses the dimensions as prompts to form questions and/or answers.
6-8: Integrates the dimensions of depth and complexity with the content imperatives in Pre-AP, IBMYP courses.
9-12: Integrates the dimensions of depth and complexity with the content imperatives in AP, IB or dual credit courses, conducts interdisciplinary studies, and makes decisions based on reasoned arguments using dimensions of depth and complexity and content imperatives as substantiation.

Certain campuses incorporate the International Baccalaureate Primary Years Programme (IBPYP) for grades K-5. Campuses may receive TAG instruction via IBPYP.

In grades K-5, TAG students may receive instruction daily by a TAG trained teacher implementing the PPS TAG Curriculum Framework in the four foundation areas (Reading, Math, Science, Social Studies), emphasizing advanced level products.

Research indicates that gifted and talented students’ academic and social emotional needs are best met in classrooms with other students with similar abilities and with fluid, flexible groupings that change as needed based upon a student's interest and abilities.

TAG instruction may be delivered in one of the following instructional delivery models:
1. TAG Clusters (minimum of 3 students) in the general education classroom – TAG students are grouped or clustered with non-TAG students and receive differentiated TAG instruction in the four foundation areas (Language Arts/Reading, Math, Science, Social Studies) in a general education classroom setting from a teacher who is TAG trained.
2. Each classroom should enable TAG students to work together as a group (minimum of 2), work with other students, and work independently during the school day as well as the entire school year. Flexible grouping patterns and independent investigations are employed in the four foundation academic areas.

PPS schools may consider the following Instructional Assets for TAG students:

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<th>RATE</th>
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<th>RATE AND LEVEL</th>
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<tr>
<td>Ability grouping in reading</td>
<td>Lit circles/Book clubs</td>
<td>Dual credit</td>
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<td>Curriculum compacting</td>
<td>Inquiry based learning</td>
<td>Choice assignments</td>
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<td>Ability grouping in math</td>
<td>Learning Centers</td>
<td>Credit by examination</td>
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<td>AP</td>
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<td>Flexible grouping</td>
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<td>Whole grade level acceleration</td>
<td>Independent study projects</td>
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<td>Single Subject Acceleration-</td>
<td>Interdisciplinary units</td>
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<td>Interdisciplinary units</td>
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<td>Research and Investigations</td>
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<td>Development of original products</td>
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Current Program Benefits:
- Differentiated instruction during classroom time in a district wide inclusive model (no pull-out)
- School level enrichment that may take place before, during or after school
- Single Subject Acceleration
- Whole Grade Acceleration
- PPS Spelling Bee
- Oregon Writing Festival
- Access in the PPS Scholars’ Program

Program Benefits in Development:
- PPS Science Fair in partnership with OMSI
- Mathlete Competition/s
- Odyssey of the Mind
- Battle of the Books promoted by TAG
- Access to educational resources, including books and technology
- Fieldtrips
- EXPO (K-5 only)
- Talented and Gifted Requirements
- Summer Camps

Grades K-7
- Differentiated instruction during classroom time in a district wide inclusive model (no pullout)
- School level enrichment that may take place before, during or after school
- Single Subject Acceleration
- Whole Grade Acceleration
- PPS Spelling Bee
- Oregon Writing Festival
- Access in the PPS Scholars’ Program
- PPS Science Fair
- Mathlete Competition
- Odyssey of the Mind
- PPS Battle of the Books
- Access to educational resources, including books and technology
- Fieldtrips
- EXPO (K-5 only)
- Talented and Gifted Requirements
- Summer Camps

Grades 8-12
- Differentiated instruction during classroom time in a district wide inclusive model (no pull-out)
- School level enrichment that may take place before, during or after school
- PPS Spelling Bee
- Oregon Writing Festival
- PPS Science Fair
- Mathlete Competition
- Odyssey of the Mind
- PPS Battle of the Books
- Summer Leadership Institute
- Internships and Study Abroad Opportunities
- Educational Resources, including books and technology (grant proposal required)
- Funding for Academic and Enrichment Programs during school year and summer
- TOSA- Personal academic and college support
- Required volunteer hours
- Accelerated pathways
- Talented and Gifted Requirements
- Summer Camps
TECHNOLOGY GUIDELINES

View the Information Technology website for additional information: http://www.pps.net/Domain/57

Password Change Manager
The PPS Password Manager contains Challenge/Response questions like those used for online banking or other web-based services. You only have to complete registration one time, and then 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 or reset your password.

Technical Support IT Self-Service
To receive technical support for district hardware and software, please visit the IT Self-Service tool at https://support.pps.net. You can request IT 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 IT topics. If unable to use the IT Self-Service tool, contact the IT Service Desk at itservicedesk@pps.net or call 503-916-DESK (x63375) or visit our webpage at http://www.pps.net/Page/625.

IT Planned Maintenance Schedule

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. Read the AUP at http://www.pps.net/cms/lib8/OR01913224/Centricity/Domain/219/8.60.041-AD_Acceptable_Use_of_District_Technology.pdf

Best Practices in Securing Confidential Data
Access to student information systems is granted only to those individuals who have been determined to have a legitimate educational interest in the data. All users authorized to access student information are required to abide by the policies governing review and release of student education records. Individuals who have been granted access must understand and accept the responsibility of working with confidential student records. The Family Educational Rights and Privacy Act (“FERPA”) of 1974 mandates that information contained in a student’s education record must be kept confidential and outlines the procedures for review, release and access of such information. (See the Confidentiality of Student and Family Information section of the School Staff Handbook for additional information). All district-related business must be conducted using the district-provided accounts username@pps.net and username@apps4pps.net. Communications between @pps.net to @pps.net email addresses are secure. Do not share confidential information electronically outside these networks.

Users may share data within the PPS instance of Google Apps for Education (apps4pps.net). Schools do not have the authority to share confidential data with outside parties – this includes entering personally identifiable information (PII) into unauthorized software or websites, or providing reports to companies or vendors without a district approved contract in place.

Protect your passwords and access to any open programs. The following are best practices for protecting your passwords and preventing unauthorized access to confidential information:

- Do not share your password with anyone.
- Do not post your password on a sticky note affixed to your monitor or under your keyboard.
- Always log off your sessions of Synergy, PeopleSoft, Email or lock your workstation before walking away.
- When you get a new computer or software program, always change the password to one of your own. Do not use the default as your permanent password.
- If you have saved student information to your workstation or school network in the form of reports, Excel files, screen shots, etc. be sure to protect access to this information.
- If you have saved confidential information to a mobile device (phones, tablets, laptops, etc.), never leave it unattended in a parked car or unsecured area.
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 the multiple locations they serve. Computers, monitors, chromebooks printers, phones, servers, imaging devices, mobile devices, media, etc. are District owned financial assets and should remain at the school to which they were assigned, or the school whose budget purchased that equipment. Taking these assets from the school without permission of the District upon change of job duties or permanent reassignment could directly impact funds otherwise needed to support instruction. As such, no equipment of this sort should be taken home unless specifically issued to a staff member for portable use.

Classroom Tech Bundles are PPS District Property and assigned to the school and classroom location to which they were deployed. Tech Bundles may not be disassembled and the equipment may not be re-purposed. Periodic inventory of this equipment will begin with this next school year, and schools may be charged for replacement tech bundles in their totality as they are assembled and delivered by a 3rd party.

To learn more, visit our IT Asset Manage Policy website at http://www.pps.net/Page/635.

Cyberbullying
Cyberbullying is just like any other bullying or harassment. Please see the Student Discipline section to address this important concern covered in 4.30.060-P Harassment & Bullying and 4.30.061-AD Anti-Harassment. There is also a legal guidance memo available on the General Counsel’s website at http://www.pps.net/cms/lib8/OR01913224/Centricity/domain/63/Legal%20Guidance%20Memos/Bullying_Cyberbulling_-_Internet_Speech.pdf.

Network Security
Access to the district network is centrally managed and secured. Per the Children’s Internet Protection Act (“CIPA”), the district will use technology protection measures to block or filter, to the extent practicable, access of inappropriate materials deemed harmful to minors over the network. The district reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as deemed appropriate and in compliance with any applicable law or district policy. Users should have no expectation of privacy regarding their use of district property, network and Internet access, or file storage, including email.

Stolen, Lost, or Damaged Technology Reporting and Cyberbreach Notification
IT has a limited amount of funds to help cover the cost of stolen, lost, or damaged technology that is out of warranty, not recovered by the police, and not covered by the district’s insurance policy. Guidelines have been posted to outline how the Information Technology Department processes stolen, lost, or damaged equipment including (1) employee, classroom and lab technology; (2) grant-funded and general-funded purchases; (3) loaner equipment availability and (4) permanent replacement strategies. Please review the guidelines for replacement and reporting on our website at: http://www.pps.net/Page/651.

Employees assigned or using electronic devices for district work are responsible for the safeguarding of Personally Identifiable Information (PII), as outlined in AD 8.90.030. In the event of the loss or theft of these electronics, or the loss of data security (compromised pass and you will words or storing data in an unsecured environment), PPS has a legal responsibility to determine what information was housed on the device. As employees working with PII, all PPS employees are required to notify the district of incidents or conditions that they believe may have resulted in the loss of PII. This notification will allow PPS to investigate the loss and respond appropriately as required by Oregon law (per the Notification of Breach of Security of Personal Information 8.90.030-AD). If supervisors become aware of loss or theft, the supervisor must ensure the employee follows the protocol. To report the loss or theft of equipment, the loss of data, or an incident in which the security of data may have been compromised, PPS employees are required to notify Risk Management using the Property Damage or Theft report available at http://www.pps.net/Page/2710.

TOBACCO
PPS has designated all school buildings and grounds as “Tobacco Free”. That means there is no smoking or use of tobacco in any form in any building, vehicle, or on any property associated with PPS. This includes visitors, volunteers, and staff. This no-tobacco-use policy also applies to participation in, or supervision of any PPS school-related activity, including (but not limited to) club meetings, school dances, athletic practices & events, and field trips. (3.30.021-P TOBACCO POSSESSION AND USE)
TUTORING
No teacher is permitted to accept any compensation for private instruction given to pupils enrolled in his/her assigned class or school. Students are technically not considered enrolled during the summer break. Teachers may not advertise at the school or recruit for any outside tutoring service 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
Courtesy Vending has a district-wide contract to fill and maintain PPS vending machines. (Note: vending machines are only allowed at High Schools and may only contain water). Schools and departments may purchase a variety of beverages from Courtesy Vending for concessions, school parties, meetings, and other district events or schools may purchase products directly from stores. The district wellness policy, administrative directive 3.60.062-AD and Oregon Statute 455 regulate what can be sold or served on campuses. (See Wellness Policy)

VISITORS IN THE BUILDING
Visitors must report to the office before going to classes. All visitors should be wearing visitor badges 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 if necessary report it to the office immediately. Call the office immediately if there is a question. 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)

VOLUNTEERS
All volunteers must have a completed, approved criminal background check on file prior to working with students in direct, unsupervised activities such as 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 should 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. General Counsel legal memos on volunteers: http://www.pps.net/cms/lib8/OR01913224/Centricity/domain/63/Legal%20Guidance%20Memos/Volunteer_Access_to_Considential_Information.pdf

WAIVERS
A waiver is required when a school is asking for a waiver or variance from a state or district guideline 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 online on Admin Connection.

WEATHER CONCERNS/EMERGENCIES
Weather concerns or other emergencies arise nearly every year that lead PPS to delay, cancel, or dismiss school early. PPS makes every attempt to convey information regarding school closures or late openings as soon as possible and in a variety of ways.

Text Messaging - Opt-in to School Messenger by sending the text message Yes or Y to 68453.

Other ways we share the news with families and employees:
Rapid broadcast phone calls in English and supported languages, alerts on www.pps.net. Families can also follow PPS on Twitter @PPSCConnect or "like" PPS on Facebook at www.facebook.com/pps.homepage. The rapid broadcast phone calls use the PRIMARY NUMBER on the student registration form to contact families. Families should be certain that their primary number is up-to-date and can also change that number in their school office.

WELLNESS POLICY AND OREGON STATUTE 336.423 STANDARDS FOR FOOD AND BEVERAGES SOLD TO STUDENTS IN SCHOOLS
Portland Public Schools is committed to providing healthy school environments that promote lifelong wellness. The School Board adopted Student Wellness through Nutrition and Physical Activity 3.60.060P and Administrative Directive 3.60.062-AD in 2006-07 establishing nutrition guidelines for all foods available on campus during the school day. For an easy to see table click here.

Foods and beverages served as class snacks shall meet the same nutrition guidelines. Classroom parties will be limited to “special events” and foods/beverages offered must include nutritious alternatives when minimally nutritious items are served. Refreshments must be purchased from licensed and inspected establishments (e.g. grocery stores, bakeries, restaurants and farmers’ markets). Schools should be actively promoting healthy eating and physical activity to the greatest extent possible. The use of food or physical activity as a reward or punishment in schools shall be prohibited.

Foods and beverages sold, distributed or served on school campuses must meet the guidelines outlined in the Wellness policy related to nutritional content and time. No food sales of any type apart from Nutrition Services meal programs are allowed until 30 minutes after the end of the last lunch period. Student stores are not allowed to sell food or beverages of any kind until 30 minutes after the end of the last lunch period. Student stores can sell food and beverage items that meet the nutrition criteria outlined in the policy 30 minutes after the end of the last lunch period.

Student stores wishing to sell the appropriate food and beverages 30 minutes after the end of the last lunch period who are also using equipment such as refrigerators, toaster ovens, microwaves or coffee pots must obtain prior approval from the Maintenance department of Facilities and Asset Management (FAM) at 503-916-3303.

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

References:
3.60.010-AD Purposes of School Nutrition Programs
3.60.062-AD Student Wellness Through Nutrition & Physical Activity
Smarter Snack Calculator
ODE Resources on Smarter Snacks

WORKERS’ COMPENSATION CLAIMS
Portland Public Schools is a self-insured employer, which means that we take on most, or all, of the costs associated with our workers compensation claims. PPS contracts with a third-party administrator (TPA) to handle the processing of our claims. Risk Management facilitates return to work and light duty related to workers compensation claims.
Who is Covered
PPS employees and work experience program students.

Workers’ Compensation Third Party Administrator
TRISTAR Risk Management, Inc.
Phone: 971-925-1300

Return to work, light duty, additional resources
Risk Management: Kristen Weiler (503-916-3703) or Daedra Buntin (503-916-3105).

Additional Information
Visit the workers’ compensation page on the Risk Management website; http://www.pps.net/Page/186. Injured workers are expected to immediately report accidents, injuries or illnesses and complete the necessary forms located on this same website. On that site, you may also refer to the Employee Reporting Instructions and Checklist to report absences.

Oregon Workers’ Compensation Division Website For Injured Workers