

Philomath School District 17J

Code: GBCA
Adopted: 2/21/12
Orig. Code: GBCA

Staff Religious Dress

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the district. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of professionalism and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The district retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

All staff when on duty shall:

1. ~~Comply with dress and grooming language described within their Job Description;~~ *(Do all job descriptions include dress and grooming language? If not please consider the recommended language)* and Be physically clean, neat and well groomed;
2. Dress in a manner consistent with their assigned duties;
3. ~~Dress in a manner that communicates to students a pride in personal appearance;~~
- 4.3. Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard;
- 5.4. Be allowed to wear religious attire in accordance with the employee's sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.

~~Based on district evaluation procedures and recommendation from their supervisor,~~ Staff are subject to disciplinary action up to and including dismissal for violating the terms of this policy.

END OF POLICY

Legal Reference(s):

ORS 24 .650(7)
ORS 37 .109

ORS 332.107
ORS 339.351

ORS 659 .850
ORS 659A .030

OR. CONST., art. I, § 5.
U.S. CONST. amend. I

Corrected 5/2/19

Philomath School District 17J

Code: GBCA-AR
Revised/Reviewed:

Staff Religious Dress

[This language comes from BOLI and can assist administrators in implementing the policy on what is meant by religious dress.]

“Religious clothing” means religious dress worn in accordance with the employee’s sincerely-held beliefs, including but not limited to, head coverings, jewelry, emblems and other types of religious dress.

In assessing whether the district employer may restrict or prohibit the wearing of religious clothing, the district employer should consider whether:

1. The employee’s intent of wearing the religious clothing or by wearing the clothing is likely to be perceived by students, parents or employees to indoctrinate or proselytize students and/or create the impression that the district endorses religion or the employee’s particular religious belief.
 - a. Specific factors to be considered when assessing employee’s intent and reasonable perception should include, but not be limited to:
 - (1) The size and visibility of the religious clothing;
 - (2) The inclusion of any writing or symbols on the religious clothing that communicates a direct message;
 - (3) Any accompanying verbal statements or declarations of a religious nature that goes beyond a limited explanation of the religious significance or obligation associated with the wearing of the religious clothing;
 - (4) The number of employees requesting or wearing the same or similar religious clothing in the school; and
 - (5) The reasonableness of this perception should take into account the age, background and sophistication of the student, parent or employee in the school who regularly encounters the employee.
2. The wearing of religious clothing disrupts the educational process, harasses, intimidates, coerces or otherwise interferes with the rights of students, parents or another school employee in the district.

Formatted: Font color: Auto, Pattern: Clear (Custom Color(177,177,177))

Corrected 5/2/19

Philomath School District 17J

Code: GBD
Adopted: 11/13/06
Orig. Code: GBD

Board-Staff Communications

~~The district will continue to seek avenues for the exchange of ideas and concerns of all district employees in addition to, but not in conflict with, the opportunities available in the collective bargaining process.~~

~~The district believes in fair and equitable application of board policies and administrative regulations.~~

~~Communication or reports to the Board or board committees from any staff member or members should be submitted through the superintendent. All official communications, policies and directives of staff interest will be communicated to staff through the superintendent.~~

~~The administration will provide procedures to facilitate communication between the board and the administration, and the administration and the staff.~~

~~However, this policy is not intended to impede or eliminate any direct communication between staff and the Board.~~

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. This policy does not restrict protected labor relations communications of bargaining unit members. The superintendent will develop and recommend to the Board, processes for communications between the Board and district employees.

Official communications or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district.

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions.

END OF POLICY

Legal Reference(s):

DAR 581-022-2405

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PEGBR 323 (2008).

Corrected 5/2/19

Philomath School District 17J

Code: GBDA
Adopted:

Mother Friendly Workplace *

The district recognizes that a normal and important role for mothers is to have the option and ability to express milk [and breast-feed] in the workplace. The Board directs the superintendent or designee to take measures and develop procedures to ensure that all district employees shall be provided with an adequate location to express milk for her child [and breast-feed her child].

The superintendent or designee shall see that the district makes a reasonable effort to provide a private¹ room or other location in close proximity to the employee's work area, other than a restroom, where an employee can express milk [and breast-feed] in privacy. This policy directs the superintendent or designee to include the following in the development of procedures to ensure the provisions for employees required by this policy:

1. [Advice of a school nurse or health professional in determining the most reasonable facility accommodation;]
2. Access to a private room [with a lock] that would allow a mother to express milk for her child [and breast-feed her child] during a lunch or other break period;
3. A room which shall include:
 - a. Electrical outlets for electric pumps, as needed; and
 - b. A sign-up sheet and a sign posting the room as "private during use."

[The district will provide sanitation facilities, including a sink, close by for hand washing and for use to rinse breast pump equipment.²]

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

The district shall provide the employee a 30-minute rest period to express milk [and breast-feed] during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.³ If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

¹ A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public...(OAR 839-020-0051).

² [Oregon Health Authority, "How to Become a Breastfeeding Friendly Employer" (2015).]

³ Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination.

This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the district's central office.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 653.077

ORS 653.256

OAR 839-020-0051

OREGON HEALTH AUTHORITY, HOW TO BECOME A BREASTFEEDING FRIENDLY EMPLOYER, (2015).

Philomath School District 17J

Code: GBE
Adopted: 10/09/06
Orig. Code: GBE

Staff Health and Safety *

It is the policy of Philomath School District 17J to protect the safety and health of its employees. Injuries and property loss from accidents are needless, costly and preventable. This district has established a safety and health program adapted to fundamental safety concepts that will help prevent injury and loss due to recognized hazards.

The Board directs the superintendent to use all necessary and appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

Management

Management's responsibility is prevention of accidents and injuries because management is held accountable for all aspects of district operation. Management provides direction and full support of all safety procedures, job training related to safety and hazard elimination practices. All employees must be informed on health and safety areas throughout the district in order for us to review the effectiveness of our safety and health program.

Supervision

Supervisors are directly responsible for job training of their employees. This includes proper procedures, work practices and safe methods to do their job. Supervisors must enforce district rules and take immediate corrective action to eliminate hazardous conditions. They will not permit safety to be sacrificed for any reason.

Safety Committee

The safety committee consists of management and employee representatives that have an interest in the general promotion of safety and health for Philomath School District 17J the district.

The committee is responsible for making recommendations on improving safety and health in the workplace. They have been charged with the responsibility to define problems and obstacles to loss prevention; identify hazards and suggested corrective actions; help identify employee safety training needs and to develop accident investigation procedures for the district.

Employees

Each employee, regardless of position within the district, is expected to cooperate in all aspects of the district's safety and health program. Some of the major points of the program require that:

1. Accidents must be reported immediately to the employee's supervisor. Required personal protective equipment will be worn by all employees; there are no exceptions.

2. Machines or equipment without adequate guarding or in questionable condition will not be used. Employees are expected to report any such equipment to their supervisor.
3. Employees are to immediately report to their supervisor any hazardous conditions or other safety concerns that they become aware of.

Each employee has personal responsibility for their own safety as well as the safety of fellow workers. If everyone does their part by doing what is necessary to ensure workplace safety, everyone will benefit.

No job is so important that we cannot take time to do it safely.

Hazard Communication

The Superintendent will develop the district plan for dealing with any hazardous chemicals in the work place. Such a plan will include the proper labeling, storage and disposal techniques needed to assure safety of staff and students.

In meeting the requirements of the law, all employees will be trained to recognize and respond appropriately to the presence of any hazardous chemical. All personnel, who during the performance of their duties or in any foreseeable emergency may be exposed to hazardous chemicals, will be so informed and will be trained to deal appropriately with these chemicals.

The Superintendent will provide to all staff members the MSDS (Material-Safety Data Sheets), which must accompany any hazardous substance used in the school setting.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 329.095
ORS 453.001 to -453.275
OAR 437-001-0760
OAR 437-001-0020 to -0075

OAR 437-002-0140
OAR 437-002-0144
OAR 437-002-0145
OAR 437-002-0180 to -0182
OAR 437-002-0360
OAR 437-002-0368

OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391
OAR 581-02-2225

Corrected 5/2/19

Philomath School District 17J

Code: GBE
Adopted:

Staff Health and Safety * (Version 2)

The Board directs the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties. The input of staff will be encouraged in the development of district health and safety plans.

The superintendent or designee will develop a district plan for dealing with hazardous chemicals in the workplace. This plan will include proper labeling, storage and disposal of all such materials.

The superintendent or designee will develop districtwide training activities to deal with the use of hazardous chemicals. Training will include the identification, use, storage and disposal techniques needed to assure safety of staff and students.

In meeting the requirements of the law, employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals. All personnel who may be exposed to hazardous materials during the performance of their duties or in an emergency will be so informed and trained to appropriately deal with these materials.

The superintendent will provide staff members with the Safety Data Sheets (SDS), which must accompany any hazardous substance used in the school setting.

END OF POLICY

Legal Reference(s):

ORS 243.650
ORS 329.095
ORS 453.001 to -453.275

OAR 437-001-0760
OAR 437-002-0020 to -0075

OAR 437-002-0140
OAR 437-002-0144
OAR 437-002-0145
OAR 437-002-0180 to -0182
OAR 437-002-0360
OAR 437-002-0368

OAR 437-002-0377
OAR 437-002-0390
OAR 437-002-0391
OAR 581-022-2225

Corrected 5/2/19

Philomath School District 17J

Code: GBE-AR
Revised/Reviewed: 10/09/06
Orig. Code: GBE-AR

Staff Health and Safety -- Safety Rules

(This is handbook information, found in other policies when required or internal document not an AR)

The District wants to provide a safe working environment for all employees. The following safety rules are established for the mutual benefit of all employees:

1. Smoking is prohibited on all district property, and in district-owned vehicles.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of the following will not be tolerated in the work place:
 - a. Unauthorized firearms;
 - b. Alcoholic beverages;
 - c. Illegal drugs;
 - d. Unauthorized medically prescribed drugs;
4. Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Periodic inspections of work area will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
9. If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries, and property damage must be reported to a supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action.
12. All employees must follow recommended work procedures outlined for their job, including safe work methods described in a job analysis.
13. Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
14. Any smoke, fire, or unusual odors must be reported to your supervisor immediately.

15. Employees who perform physical labor must use proper lifting techniques. For objects heavier than 50 pounds, specific methods for safe lifting must be determined by the immediate supervisor.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
17. Safety and restraint belts must be fastened before operating any motorized vehicle.
18. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, and markers.
19. Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report revocation of driver's license and must notify their supervisors of any driving citations received.
20. All employees must know departmental rules regarding first aid, evacuation routes, and fire department notification.
21. Departmental rules and procedures specific to departmental operations must be followed by each employee in the department.
22. Employees must assist and cooperate with all safety investigations and inspections, and assist in implementing safety procedures as requested.

Corrected 5/2/19

E

T

E

Philomath School District 17J

Code: GBEB
Adopted:

Communicable Diseases – Staff

The district shall provide reasonable protection against the risk of exposure to communicable disease for employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

An employee who knows that he or she has or has been exposed to any restrictable disease, may not attend work unless authorized by Oregon law. When an administrator has reason to suspect that any employee has or has been exposed to any restrictable disease and exclusion is required, the administrator shall send the employee home. If the disease is a reportable disease, the administrator will report the occurrence to the local health department.

Employees shall comply with all other measures adopted by the district and with all rules adopted by Oregon Health Authority, Public Health Division and the local health department.

Employees shall provide services to students as required by law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

Employees who have the responsibility to work with or to provide services to persons other than students, shall provide the services to all such persons as required by law.

The district shall protect the confidentiality of an employee's health condition and record to the extent possible and consistent with federal and state law.

The district will include, as part of its emergency plan, a description of the actions to be taken by district staff in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 431.150 to -431.157
ORS 433.001 to -433.526

OAR 333-018
OAR 333-019-0010
OAR 333-019-0014

OAR 437-001-0368
OAR 437-001-0377
OAR 581-021-2220

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017).

Philomath School District 17J

Code: GBEB-AR
Revised/Reviewed:

Communicable Diseases – Staff

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

1. “Restrictable diseases” are defined by rule and include but are not limited to chickenpox, diphtheria, hepatitis A, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxicogenic Escherichia coli (STEC) infection, shigellosis and tuberculosis disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting). Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by Board policy¹ or by the local health administrator after determining that it presents a significant public health risk in the school setting.
2. “Susceptible” means being at risk of contracting a restrictable disease by virtue of being in one or more categories described in law.
3. “Reportable diseases” means a human reportable disease, infection, microorganism or condition as specified in OAR Chapter 333, Division 18.

Restrictable Diseases

1. An employee of the district will not attend or work at a district school or facility while in a communicable stage of a restrictable disease unless authorized to do so under Oregon law.
2. When an administrator has reason to suspect that an employee has or has been exposed to any restrictable disease that requires exclusion, the administrator shall send the employee home. If the disease is reportable, the administrator will report the occurrence to the local health department.
3. An employee will be excluded in such instances until such time as the employee presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse or school nurse stating that the employee does not have or is not a carrier of any restrictable disease.
4. An administrator will exclude a susceptible employee that has been exposed to a restrictable disease that is also a reportable disease unless the local health officer determines that exclusion is not necessary to protect the public’s health, or the local health officer states the disease is no longer

¹ “OAR 333-019-0010(7) Nothing in these rules prohibits a school or children’s facility from adopting more stringent exclusion standards under ORS 433.284.”

communicable to others or that adequate precautions have been taken to minimize the risk of transmission. The administrator may request the local health officer to make a determination as allowed by law.

5. An administrator may allow attendance of an employee restricted for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea or vomiting if the restriction has been removed by a school nurse or health care provider.
6. More stringent exclusion standards for employees from school or work may be adopted by the local health department or by the district through policy adopted by the Board.
7. The district's emergency plan shall address the district's plan with respect to a declared public health emergency at the local or state level.

Reportable Diseases Notification

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

Equipment and Training

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

Philomath School District 17J

Code: GBEBA
Adopted: 10/09/06
Orig. Code: GBEBA

HIV, AIDS, HBV and HCV -- Staff

The district will strictly adhere in its policies and procedures to the Oregon Revised Statutes and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS, HBV and or HCV¹.

The district recognizes a staff member has no obligation under any circumstance to report his/her ~~their~~ condition to the district and the staff member has a right to continue working. If the staff member reports his/her ~~their~~ condition to the district, strict adherence to written guidelines outlined by the staff member shall be followed.

These guidelines shall identify who may have the information, who will give the information, how the information will be given, where and when the information will be given. All such information will be held in confidence in accordance with Oregon Revised Statutes.

~~When informed of the infection, and with written, signed permission from the staff member, the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the staff member's condition.~~

Accommodations for a staff member with HIV, AIDS, HBV or HCV shall be the same as with any illness.

END OF POLICY

Legal Reference(s):

ORS 241.650
ORS 341.850(7)
ORS 411.008
ORS 531.045

ORS 433.260
OAR 337-017-0000
OAR 337-017-0000

OAR 337-017-0005
OAR 581-02-2220

Corrected 5/2/19

¹ HIV – Immunodeficiency Virus; AIDS – Acquired Immune Deficiency Syndrome; HBV – Hepatitis B Virus; HCV – Hepatitis C Virus

