

**CODE OF
PROFESSIONAL
CONDUCT
&
ANNUAL NOTICES
FOR
EDUCATION
PRACTITIONERS**

*For:
Teachers
Support Staff
Administrators
Substitutes*



District Goal: All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

This constitutes official annual notice.

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**BEAVERTON
SCHOOL DISTRICT**

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Revised August 2011

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I. Employee Conduct and Responsibility: * See Board Policy GB-AR

All employees shall also be expected to:

1. Use time during working hours and during time on authorized leave for the intended purpose;
2. Maintain appropriate relationships with students and not use such relationships for private advantage;
3. Distinguish between personal views and those of the District to avoid misrepresentation of the District;
4. Influence professional colleagues without coercion;
5. Represent their own professional qualifications in a true and accurate manner;
6. Perform in accordance with the employee's current position description, performance goals and authorized directives from supervisory authority;
7. Perform all duties and responsibilities with reasonable care and at a level which is generally recognized in the profession as reasonably adequate and efficient under similar circumstances;
8. With respect to probationary and temporary personnel, perform at a level which, in the judgment of the Board, demonstrates that consideration of continued employment, renewal of contract or election to permanent status, as the case may be, is justified; and
9. Use District vehicles/property for personal use only with expressed permission.

II. The Ethical Educator – See OAR 584-20-035

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 family;
 - b. Refrain from exploiting professional relationships with any student for personal gain, or in support of persons or issues;
 - c. Maintain an appropriate professional student-teacher relationship by:
 - i. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - ii. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;

- iii. 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
 - iv. 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 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 requests for evaluation of colleagues and keep such information confidential as appropriate.

III. Human Relations – *See Board Policy AA

The District is deeply committed to the continuing development and maintenance of a community in which the individual dignity and potential of each of its students, staff and community members is given full respect, recognition, and encouragement. It is dedicated to creating an environment in which all may study and work securely and productively in an atmosphere characterized by civility and openness. The District shall provide an atmosphere in which students and staff develop attitudes that reflect:

- Respect for one's self and others;
- Respect for all persons despite differences including race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, citizenship, marital status, age, disability, familial status, appearance or source of income;
- Respect for cultural differences;
- Respect for economic, political and social rights of others; and
- Respect for the rights of others to seek and maintain their own identities.

IV. Employee Attendance

All personnel are expected to come to work regularly and as scheduled, missing no more than one day per month worked, on average, due to sickness, and if needed, using no more than the other leave days provided in the employee's employment agreement, except in the case of days missed due to disabilities or other serious medical conditions documented by health care professionals.

All personnel are required to follow proper absence reporting procedures based on the position and work location. Excessive absences or unauthorized/improper use of leave, or failing to follow proper absence reporting procedures, will subject the employee to disciplinary action up to and including termination.

V. Non-Discrimination – *See Board Policy AC

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

VI. Employee Discrimination Complaints - *See Board Policies GBN/JBA, GBNA and JFCF

For prompt and equitable resolution of student and employee complaints alleging discrimination, please refer to Administrative Regulation AC. For information on harassment complaint procedures, please refer to Administrative Regulations GBN/JBA, GBNA or JFCF.

Title II Officer - Dr. Carl Mead, 503-591-4311

Title IX Officer - Holly Lekas, 503-591-4429

District 504 Manager - Constance Bull, 503-591-4380

VII. Sexual Harassment – *See Board Policy GBN/JBA

The Board is committed to the elimination of sexual harassment in District schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties.

You are strongly encouraged to refer to Board Policy GBN/JBA regarding sexual harassment. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term of employment, submission to, or rejection of, the conduct affects employment opportunities, or the conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

The District is committed to taking reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when we know that unlawful harassment has occurred. To do this, however, we need the cooperation of all employees at all levels. All complaints about behavior that may violate Board policy will be promptly investigated. Each employee must promptly report any offending behavior to the building principal, compliance officer, or superintendent, who has overall responsibility for all investigations.

Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

VIII. Employee Relationships

The District is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with the District's ability to provide equal employment opportunities, and in some instances, may constitute sexual harassment or other unlawful discrimination.

If an intimate relationship between a supervisor/manager and a subordinate employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the Chief Human Resource Officer. Such employees may not remain in a professional supervisory relationship or in positions where one individual may affect the terms or conditions of employment of other employees.

For the purposes of this policy, an individual has "professional supervisory responsibility" for another individual if he or she performs functions including, but not limited to, supervising, evaluating, hiring, coaching,

counseling, recommending, advising, or making decisions that confer benefits such as compensation, promotions, or other remuneration or that may impact upon other employment opportunities.

If you have any question as to what is appropriate, see your immediate supervisor or contact Human Resources.

IX. Hazing/Harassment/Intimidation/Bullying/Menacing – *See Board Policy GBNA/JFCF

The Board is committed to providing a safe, positive and productive learning and working environment. As provided in Board Policy GBNA/JFCF, hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District or while on District business or activities.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Certified staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

X. Alcohol/Controlled Substance Use – *See Board Policy GBCBA

The following conduct is strictly prohibited and will subject an employee to immediate discipline, up to and including termination:

1. Being under the influence or unlawfully using, possessing purchasing, distributing, dispensing or manufacturing alcohol and/or drugs while on school premises, in District-owned or District-approved vehicles, at District-sponsored or District-approved activities or events or otherwise engaged in District business; and
2. Reporting to work or attending school, school functions or other activities while under the influence of alcohol or drugs. An individual shall be considered to be "under the influence" when, in the District's determination, the controlled substance impairs the individual's ability to safely and efficiently function (i.e., perform assigned work, engage in learning and acceptable behavior, provide a positive role model) or brings discredit to the District.

If the District has reasonable grounds to believe that an employee is under the influence of intoxicants, including alcohol or any controlled substance, the District may require the employee submit to immediate testing by trained medical personnel. Refusal to submit immediately to such tests may result in disciplinary action, up to and including dismissal. "Reasonable grounds" may include, but are not limited to, such things as slurred

speech, dilated pupils, peculiar odors and unsteady balance.

The District reserves the right, with prior notice and reasonable suspicion, to conduct searches on district property of employees and/or their personal property which is on the District's premises.

The District also reserves the right, with prior notice and reasonable suspicion, to conduct searches of District property, vehicles or equipment at any time. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.

XI. Drug-Free Workplace – *See Board Policy GBEC

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol.

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

Each employee shall notify his/her supervisor of his/her conviction of any criminal drug statute, as defined above, no later than 5 days after such conviction and shall abide by the terms of this school District policy establishing a drug-free workplace.

Reasonable suspicion by the District of employee use of a controlled substance or alcohol shall be based upon any of the following:

1. Observed abnormal behavior or impairment in mental or physical performance (for example, slurred speech or difficulty walking);
2. Direct observation of use in the workplace;
3. The opinion of a medical professional;
4. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by the employer; and
5. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.

Rules related to a specific statute or rule may be applicable and shall supersede the above.

Sanctions against employees, including non-renewal, suspension and termination, shall be in accordance with prescribed school District administrative regulations and procedures.

XII. Child Abuse - Prevention

All employees must report or cause a report to be made when there is reasonable cause to believe that a child has been abused (ORS 339.375 and 419b.010). Failure to report may result in a fine of up to \$720.00 (ORS 153.018 and 419.010). Records kept of observed indicators of abuse are considered part of the student records.

Child means an unmarried person who is under 18 years of age (ORS 418.740).

Abuse means:

1. Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury;
2. Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
3. Rape of a child;
4. Sexual abuse;
5. Sexual exploitation, including but not limited to:
 - a. Contributing to the sexual delinquency of a minor and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes; and
 - b. Allowing, permitting, encouraging or hiring a child to engage in prostitution.
6. Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child;
7. Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare;

8. Buying or selling a person under 18 years of age as described in ORS 163.537;
9. Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; and
10. Unlawful exposure to a controlled substance that subjects a child to a substantial risk of harm to the child's health or safety.

Employees should report the information to his/her supervisor, building principal, or superintendent, and shall immediately report the information to the Washington County Department of Human Services or local law enforcement agency.

XIII. Beaverton Schools Reporting Procedures

1. Believe what the child tells you. Reassure the child that the abuse is not his/her fault and that you are concerned about the child's safety.
2. Report all cases to the building principal or counselor who may involve the school nurse in documenting and making the report. The law applies to all persons who are aware of the suspected abuse. You must also report the abuse to Washington County Department of Human Services or local law enforcement yourself.
3. The report is to be made immediately to the State Office for Services to Children and Families. This agency will conduct the investigation and determine whether any school personnel are to be present during the interview.
4. For the child's safety, school employees are not to contact family members regarding the report.

XIV. Child Abuse Prevention Training – *See Board Policy JHFE

District staff are required to undertake training each year in the prevention and identification of child abuse and the obligations of school employees under ORS 419B.005. The annual training requirement may be fulfilled by attending annual staff training sessions at locations throughout the District or by viewing the Department of Human Services (DHS) training video available at <http://www.beaverton.k12.or.us/media/District/abuse/index.html>.

XV. Smoking on School Premises – *See Board Policy GBK

Possession, use, distribution or sale of tobacco in any form on District premises and at school-sponsored activities is expressly prohibited.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, chewing tobacco, and any other smoking product.

Violation of this policy will lead to appropriate disciplinary action.

XVI. Equal Employment Opportunity – *See Board Policy GBA

Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion and training of all employees regardless of actual or perceived race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or other categories protected by law and disability if the employee, with or without accommodations, is able to perform the essential functions of the position.

Positive action will be taken to ensure equal employment opportunities based on an individual's qualifications for and/or performance of specific duties in relation to organizational needs.

Continuous effort will be devoted to the improvement of human relationships to prevent discriminatory practices in the District.

The District will make special efforts to inform all staff members of available training opportunities and assist them in securing advanced training.

This policy is an integral part of the human relations effort for the Beaverton schools.

The Superintendent or designee will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the District alleging noncompliance with Title IX.

XVII. Spills of Blood and Body Fluids (Mandatory Notice):

Any contact with body fluids from another person presents the risk of infection. Some examples of body fluids include drainage from cuts and scrapes, vomit, urine, saliva, and blood. This risk, while very small, is increased if the fluid comes into contact with a break in the skin. In all cases, consistent cleanliness reduces communicability.

The procedures described in the District's Bloodborne Pathogen Exposure Control Plan (BBPECP), consistently applied, will protect all children and adults in the school by ensuring a clean environment. Please refer to the

BBPECP for a complete list of body fluids and directions on what to do in the event of a possible exposure. Remember to report any exposure to your supervisor and risk management immediately.

XVIII. Workers' Compensation

In the event that an employee incurs a work-related injury or illness the affected employee must notify his/her supervisor immediately following the incident. If medical treatment other than first aid is needed, as determined by the injured employee, the supervisor, in consultation with the employee (if able) and medical professionals, will determine the mode to be used to transport the employee to a medical facility. In the case of an EMERGENCY, do not hesitate to contact an emergency service unit by dialing 911. As soon as practicable, the employee must call Risk Management at 591-4560 to report the claim.

XIX. Studying Controversial Issues – *See Board Policy INB and INB-AR

Since our society is based on the free exchange of ideas and diversity of political and social thought, it shall be the policy of this District to encourage unbiased, unprejudiced and scientific study of controversial issues as they arise as part of the school curriculum. A controversial issue may be defined as any topic or problem which society is in the process of debating on which there is honest disagreement. Such issues arise when different interpretations are given to a particular set of circumstances.

The teacher has the responsibility of handling controversial issues. The role of the teacher should be such as will reveal to students the processes used by the social scientist with which problems are identified, studied and solved. The teacher shall avoid indoctrination in his/her own personal viewpoint and shall not attempt to control or limit the judgment of students.

Procedures

1. At the beginning of the school year, teachers, in conjunction with a building administrator, will review the policy and guidelines concerning controversial issues and speakers, and will reevaluate the preceding year's activities as they pertain to the use of controversial resource persons. Implementation of the policy will be evaluated continuously throughout the year to avoid oversights in procedure.
2. The teacher shall notify his/her immediate supervisor and his/her

principal concerning the controversial topic he/she plans to introduce and/or the guest speaker he/she plans to utilize in his/her program. It shall be the responsibility of the principal, the department and the teacher to ensure impartiality. When opinions differ as to the advisability of addressing a particular topic or using a particular speaker, the principal shall have the final determination.

3. As appropriate, the teacher shall discuss with the guest before his/her appearance in the classroom the fact that he/she is in a school class and language and behavior should be appropriate for public school students.
4. The teacher must remain with the students while the guest speaker is with the class.

XX. Use of District Technology & Communication Services – *See IIBGA-AR

Beaverton School District electronic communication services must be used in a responsible, efficient, ethical and legal manner to manage the District and to help students master the curriculum.

Acceptable Uses:

Acceptable uses include activities that directly support teaching and learning of the District curriculum or that support attainment of the District mission and priorities. Uses may include functions such as electronic or voice mail, real-time electronic conferencing, reading or posting messages on computer bulletin boards, accessing District information databases and other shared resources and accessing external resources through the Internet. Personal use of these services is permitted if there is no additional direct cost to the District and if personal use does not interfere with student learning, conflict with the work responsibilities of District employees, result in personal financial gain, or violate School Board Policy.

Unacceptable Uses:

A list of unacceptable uses or practices can be found in IIBGA-AR. Unacceptable behavior or uses include, but are not limited to, those that are illegal, have no reasonable basis for improving the teaching or learning of the District curriculum or completion of District business, are offensive, harassing, or potentially harmful to others, are for personal financial gain, or impair the maintenance, use, or availability of equipment or services by others. You are strongly encouraged to refer to IIBGA-AR for a

detailed breakdown of unacceptable uses of District technology and communication services.

Privacy

All communications and data interchanges are subject to monitoring. The School District does not consider any communication or data interchanges using District materials, equipment, or electronic infrastructure to be private.

Staff Responsibilities for Personal and Student Use

District administrators and staff are responsible for modeling and teaching students the proper ethics, techniques and standards for the use of electronic communication services and for enforcing compliance. Guidelines for acceptable and unacceptable use should be discussed with students. Staff are responsible for monitoring student use of electronic communication services to assure that Internet use is consistent with grade-level guidelines and for guiding students to educationally appropriate sections of the Internet. Staff must assure that non-E-mail Internet access is limited to those students who have been granted permission by a parent or guardian.

XXI. Staff Ethics and Employee Conflicts of Interest – *See Board Policy GBC, GBCA

District employees shall strive to act in an ethical manner at all times. Employees shall not engage in, or have a financial interest in, any activity that would raise a reasonable question of conflict of interest with their duties and responsibilities as staff members, or compromise their abilities to fulfill their obligations to the District, its students, and its community in any way.

This means that:

1. Employees will not solicit for financial remuneration from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be District property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. Employees shall not use or attempt to use his or her official position

or employment at the District to obtain financial gain or the avoidance of financial detriment for the employee, the employee's relatives, or for any business with which the employee or relative is associated;

5. No employee shall solicit or receive, either directly or indirectly, any pledge or promise of future employment or financial gain based on any understanding that the employee's action or judgment in his or her capacity as an employee of the District would thereby be influenced;
6. No employee may perform any duties related to an outside job during his/her regular working hours; and
7. No employee will use any District facilities, equipment or materials in performing outside work unless such employee has utilized the District process for obtaining public building use.

You are strongly encouraged to read Board Policy GBC, GBCA, and corresponding Administrative Regulations GBC-AR and GBCA-AR for further definitions and guidance. If a situation ever arises that raises a question for you regarding these policies, you are advised to consult Human Resources immediately.

XXII. Receipt of Gifts, Entertainment, Food, or Honorarium

District employees are subject to Oregon ethics laws which govern the receipt by employees of gifts which may not exceed \$50.00 from any individual giver on an annual basis. Oregon law defines gifts to include meals, entertainment, honoraria, and more. District employees must not accept more than \$50.00 worth of "gifts" annually from any one giver. This means that if an employee is offered lunch, conference materials, and honoraria from a single source and those items total in value over \$50.00, the employee is in violation of ethics laws. Employees should be aware of any gifts they are offered or received from any source and keep a record of those gifts to ensure compliance. If you have any questions regarding the ability to accept a particular gift, meal or honoraria, please contact Human Resources for guidance.

XXIII. Tutoring for Pay – *See Board Policy GCOAB

District employees shall not tutor for remuneration a student assigned to his/her class. The District is aware that some parents wish to provide additional help beyond that which the District is providing to address the special needs of individual students. To that end, the Human Resource Office maintains a list of tutors who have applied to the District as being in

private practice. The District will make available this list by parent request.

XXIV. Student/Teacher Trips

District employees who enter into arrangements with a private company to receive compensation, whatever form, including but not limited to a financial stipend, airfare, or other travel expenses, for participating in the company's sponsorship of a student educational trip are in violation of Oregon statute (ORS 244.040) and Board Policy GBCA. If employees are in question as to whether participation in a particular trip or excursion would violate Oregon Ethics laws, they should contact the Oregon Government Standards and Practices Commission directly at 503-378-5105.

XXV. Criminal History Records Check/Fingerprinting – *See GCDA/GDDA

All newly licensed teachers, administrators, personnel specialists and school nurses and those applying for reinstatement of a license that has expired for more than three years will be required to submit to a nationwide criminal history records check and fingerprinting in accordance with the rules established by the Teachers Standards and Practices Commission.

All employees not requiring licensure as stated above, but who are hired into a position that has direct, unsupervised contact with students shall be required to submit to a nationwide criminal history records check and fingerprinting at the time of hire.

XXVI. Americans with Disabilities Act

The ADA and Oregon law prohibit discrimination against qualified persons with disabilities. Under both the ADA and state law, a "person with a disability" is an individual who has a physical or mental impairment that substantially affects one or more major life activities. The District will make reasonable accommodations for qualified persons with a disability, if that would allow the individual to perform the essential functions of the job.

Employees protected by the ADA, or those that suspect they may be protected, should discuss their needs for possible accommodation with their supervisor, building principal, or human resources department.

XXVII. Parent-Friendly Workplace - *See Board Policy GBDA

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The location for the expression of milk or breast feeding shall not be a public restroom or toilet stall and shall be in close proximity to the employee's work area.

The District shall publish a list of designated locations throughout the District for the expression of breast milk and/or breast feeding on an annual basis. The list will be made available to all District employees on request in the central administrative office.

*This information is a summary of Board Policy/Administration Regulations. For complete information, refer to District website www.beaverton.k12.or.us.

