

# CULVER SCHOOL DISTRICT #4

## STAFF HANDBOOK 2016 - 2017



## **PREFACE**

The material covered within this handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. The most current version of the staff handbook will be available in the Library Resource folder of your electronic personnel file, as well as on the District website under the Staff tab.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Culver School District provides equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status, veterans' status, genetic information or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues; the American with Disabilities Act; Health Insurance Portability and Accountability Act (HIPAA); Section 504 of the Rehabilitation Act of 1973; and may be contacted at the district office at 541-546-2541 for additional information and/or compliance issues:

**Stefanie Garber, Superintendent**

**Michelle Zistel, Title Programs & STEM Outreach Coordinator**

**Jodi Henry, Fiscal/Personnel Assistant: Title IX**

**Randi Viggiano, HS Counselor & Section 504 Coordinator**

**Jamie Leach, K-8 Counselor & Section 504 Coordinator**

**Jamie Burleigh, Business Manager**  
Benefits Contact

**Barbara Garland, Special Education Coordinator**

# Culver School District No. 4

## Key Staff Assignments

### 2016-2017

**KEY STAFF**

STEFANIE GARBER

**Superintendent & Elementary Principal**

Building Staff Development  
 District Consolidated Improvement Plan (CIP)  
 District Report Card  
 District Staff Development  
 School Calendar  
 Special Education w/Barbara Garland  
 Standards Compliance

PAM HALBERT

**Administrative Assistant II**

District Secretary / Accounts Payable  
 Superintendent & School Board Secretary

MICHELLE ZISTEL

**Title Programs & STEM Outreach Coordinator**

All Title Programs  
 ESL Bilingual Ed Program w/Heather VanAlstyne & Rhian Silbernagel  
 School Improvement & STEM Outreach

JAMIE BURLEIGH

**Business Manager**

Budget & Finance  
 DBI/Web Surveys  
 Purchasing

JODI HENRY

**Fiscal/Personnel Assistant**

Human Resources/Personnel  
 ODE Reports

JOAN STARKEL

**Fiscal/Personnel Assistant**

Payroll  
 ODE Reports  
 Bond Management

TIM FIELDS

**High School Principal**

Building Staff Development  
 Curriculum  
 District Technology  
 K-12 State Assessment Administration & Reporting

BRAD KUDLAC

**Middle School Principal/Athletic Director**

Athletics for Grades 6 - 8  
 Building Staff Development  
 District STEM Coordinator  
 GEAR-UP Program

GABE CHLADEK

**Transportation Supervisor**

TONY ANDERSON

**Facilities Supervisor**

Custodial  
 Facility Maintenance  
 Safety

DIANA CRETSINGER

**Nutrition Services Supervisor**

CASSANDRA NEAULT

**TAG Coordinator**

SHEA LITTLE

**High School Athletic Director**



# Table of Contents

Goals & Mission-----Page 9  
Board Meetings/Communications -----Page 9

## GENERAL INFORMATION

Associations-----Page 10  
Athletic Conference Affiliation -----Page 10  
Board Members-----Page 10  
Community Use of Buildings-----Page 10  
District Office Hours -----Page 11  
District Web Calendar -----Page 11  
District Website-----Page 11

## STAFF OPERATIONS

Absences-----Page 13  
Abuse of a Child Mandatory Reporting -----Page 17  
Admission/Extracurricular Activities-----Page 18  
Breaks -----Page 18  
Care/Use of District Property-----Page 18  
Cash in District Buildings-----Page 19  
Checkout-----Page 19  
Classroom Security-----Page 19  
Communicable Disease/Infection Control -----Page 20  
Complaints -----Page 22  
Computer Use/Electronic Communications -----Page 23  
Conferences -----Page 23  
Contracts and Compensation-----Page 24  
Copyright -----Page 24  
Criminal Records Check/Fingerprinting -----Page 30  
Curriculum -----Page 30  
Discipline and Discharge-----Page 30  
Drug-Free Workplace-----Page 30  
Emergency Closures -----Page 31  
Emergency Procedures/Disaster Plans-----Page 31  
Employee Assistance Program -----Page 31  
Evaluation of Staff-----Page 31  
Fair Labor Standards Act-----Page 32  
Fundraising-----Page 32  
Gifts and Solicitations -----Page 33  
Grants -----Page 33  
Guest Speakers-----Page 33  
Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence-----Page 34  
Health Insurance Portability & Accountability Act (HIPAA) -----Page 35  
Identification Badge Procedure-----Page 36  
Incident Reports -----Page 36  
Inventory -----Page 37  
Job Sharing-----Page 37

Keys	Page 37
Lesson Plans	Page 37
License Requirements	Page 38
Mail, Email, and Delivery Services	Page 38
Materials Distribution	Page 38
Meetings	Page 39
Mother Friendly Workplace	Page 39
Parental Rights/Surveys	Page 39
Participation in Political Activities	Page 40
Personal Electronic Devices and Social Media	Page 40
Personal Property	Page 41
Personnel Records	Page 41
Petty Cash	Page 42
Phones	Page 43
Progress Reports	Page 43
Purchase Orders	Page 43
Release of General Staff Information	Page 44
Research/Copyrights and Patents	Page 44
Resignation of Staff	Page 45
Retirement	Page 45
Safety Committee	Page 45
Security System	Page 46
Sexual Conduct	Page 46
Sexual Harassment	Page 47
Site Council	Page 49
Special Interest Materials	Page 49
Staff Conduct	Page 49
Staff Development	Page 53
Staff Dress and Grooming	Page 53
Staff Ethics	Page 53
Staff Health/Safety	Page 54
Staff Involvement in Community Activities	Page 55
Staff Involvement in Decision Making	Page 55
Staff/Parent Relations	Page 55
Staff Room	Page 56
Supervision of Students	Page 56
Tax Shelter Annuity	Page 56
Teaching about Religion	Page 57
Telephone Usage	Page 57
Timesheets	Page 57
Tobacco-Free Environment	Page 57
Travel Expense Reimbursement	Page 57
Tutoring	Page 58
Use of Private Vehicles for District Business	Page 58
Vacancies/Transfers	Page 59
Volunteers	Page 59
Weapons	Page 59
Work Requests	Page 60

## **STUDENT OPERATIONAL PROCEDURES**

Administering Noninjectable Medicine	Page 62
Assemblies	Page 63
Assignment of Students to Classes	Page 63
Chaperones	Page 63
Class Interruptions	Page 63
Communicable Diseases/Students with HIV, HBV, AIDS	Page 64
Contests for Students	Page 64
Corporal Punishment	Page 64
Dismissal of Classes	Page 65
Drug, Alcohol, Tobacco Prevention, Health Education	Page 65
Emergency Drills	Page 65
Feature Films/Videos	Page 66
Field Trips and Special Events	Page 67
Flag Salute	Page 67
Grading and Attendance	Page 67
Human Sexuality, HIV/AIDS, Sexually Transmitted Diseases, Health Education	Page 68
Homework	Page 69
Make-up Work	Page 69
Media Access to Students	Page 69
Moving Class/Holding Class Outdoors	Page 70
Non-School Sponsored Study & Athletic Trips	Page 70
Program Exemptions	Page 70
Release Time for Religious Instruction	Page 70
Restraint and Seclusion	Page 71
Resuscitation	Page 71
Retention of Students	Page 71
Senior Trips	Page 72
Student Activity Funds	Page 72
Student Conduct	Page 72
Student Detention	Page 73
Student Discipline	Page 73
Student Dismissal Precautions	Page 73
Student/Parent Handbook	Page 73
Student Performances	Page 73
Student Transportation in Private Vehicles	Page 74
Student Withdrawal from School	Page 74
Travel Services	Page 74
Visitors	Page 74

## **SPECIAL PROGRAMS**

Alternative Education Programs	Page 76
Assessment Programs	Page 76
Bilingual Education (English Language Learners)	Page 77
Breakfast/Lunch Programs	Page 77
Counseling and Guidance Program	Page 77
Diversity Education	Page 78
Early Childhood Education-Readiness to Learn	Page 78
Health Services Programs	Page 78
Homebound Instruction	Page 79

Home Tutoring Services-----	Page 79
Library/Media Support Services -----	Page 79
Pregnant/Parenting Student Programs -----	Page 79
Psychological Testing Services -----	Page 80
Releasing Students to Authorized Individuals-----	Page 80
Special Education Services -----	Page 80
Student/Work Study Program-----	Page 81
Talented and Gifted Programs -----	Page 81
Title I Programs -----	Page 82

**FORMS**

Purchasing-----	Page 83
Grant form -----	Page 84
Child Abuse Reporting-----	Page 85
Field Trip Request -----	Page 86
Fundraising-----	Page 87

# General Information





## **Goals & Mission**

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### **Goal of Culver School District**

Every student of Culver School District will:

- Be educated and inspired by a staff of excellence who says “I believe in you.”
- Graduate with success in academics, a community connections, and college credit.
- Participate in project-based learning and STEM education

### **Board Guiding Principles**

1. We believe it is our district’s responsibility to increase achievement for all students and narrow the achievement gap.
2. We believe ALL students need to be challenged with a broad range of learning opportunities.
3. We believe we need to provide prudent stewardship of district resources to best support student success, district stability, and high quality staff.
4. We believe in operating with high level of integrity and honesty.
5. We believe our community’s input is essential to our progress.

### **Board Goals**

1. Become a K-12 model district distinguished for STEM/project based learning education in the state of Oregon by 2017.
2. Have students achieve 90% benchmark or better on state and building level assessments by 2017.
3. Achieve and maintain a 100% graduation rate by 2017.

## **Board Meetings/Communications**

**Policy BD/BDB/BDDC/BG**

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Regular meetings of the Board are held monthly in the Support Services Building Board Room. Generally, regular meetings are held on the second Wednesday of the month. Meetings begin at 6:30 p.m. or as posted on the agenda prior to the meeting. All regular and special meetings of the Board are open to the public unless otherwise provided by law. Special sessions, working sessions, executive sessions, or emergency sessions are scheduled as needed and will be posted at least 24 hours in advance of the meeting. Agenda’s and Board notices are posted at the main entrance in each building and on the School Board section of the Culver website.

All staff members are invited and encouraged to attend Board meetings. All formal communications or reports to the Board are to be submitted through the Superintendent or Board Secretary. In accordance with Board policy BDDC, items to be placed on the agenda for Board consideration must be made at least ten days prior to the Board meeting through the Superintendent. All official Board communications, policies and information of staff interest will be communicated to staff through the Superintendent to local building supervisors and administrators.

## Associations

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The Culver Education Association represents the bargaining unit for all licensed staff. Association officers and building representatives are usually elected in the fall. These are last year's officers:

Brad Woolledge, President	Sarah Cox, Treasurer
Heather VanAlstyne, Vice President	Suzy Tignor, Secretary

The Oregon School Employees Association (OSEA Chapter #166) is the bargaining unit for all classified staff. Association officers and building representatives are usually elected in the fall. These are last year's officers:

Debra Lyons, President	Pam Halbert, Treasurer
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## Athletic Conference Affiliation

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The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Columbia Basin Conference with schools comprised of comparable enrollments and activity programs. Activities in this league include football, volleyball, boys basketball, girls basketball, and track. Special districts are set up for wrestling, baseball, softball, soccer, and cross country.

## Board Members

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The Legislature of the State of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Dave Slaght, Chair	Mike Knepp, Director
Scott Leeper, Vice-Chair	Bob Buckner, Director
	Zoe Schumacher, Director

## Community Use of Buildings

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**Policy KG**

Buildings and classrooms are open to community groups during the week and weekends for approved use when such use does not interfere with previously scheduled district programs.

For this reason staff is encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property other than stated in the collective bargaining agreement.

Summer access to buildings must be approved by the facilities supervisor and district office.

## **District Office Hours**

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The district office is open between the hours of 8:00 a.m. and 4:30 p.m. Monday thru Friday unless otherwise posted.

## **District Web Calendar**

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School information can be published on the district web calendar on the Culver website. This is an important calendar for our community patrons. Employees should strive to have all events published on the calendar and submit event information to the district secretary. The web calendar can be accessed under the district tab at [www.culver.k12.or.us](http://www.culver.k12.or.us).

## **District Website**

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Teachers are encouraged to create a link to their classroom information; contact the district secretary to activate that link. Staff will be responsible for maintaining up-to-date information at those sites. The district secretary will be the district webmaster. All staff and building secretaries should help to keep the district office informed of events in their buildings.

# Staff Operations



## **Absences – General**

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### **Teachers, Educational Assistants and Building Secretaries:**

Teachers, educational assistants and building secretaries unable to report for work for any reason must contact the High Desert ESD Aesop system for a replacement by accessing <https://www.aesoponline.com>. You may log into the system by entering your ID and Pin. Building secretaries can provide new staff with detailed information about setting up and working with your Aesop account.

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

Staff may, at the time of the reported absence, request a particular substitute from the Aesop system. Under no circumstances may employees arrange coverage through personal arrangements for substitutes or others without also using the Aesop system. All certified teachers, educational assistants and building secretarial substitutes must be in the Aesop system.

A leave request form must be completed and returned to your supervisor for all staff absences for approval, contract review and then forwarded to the district office for payroll processing. Forms are available through each school office. For additional forms, please see the district office.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy, and law. See collective bargaining agreements for additional leave requirements.

### **Custodial, Nutrition Services, and Transportation Personnel:**

Staff members unable to report to work for any reason shall contact your immediate supervisor prior to your shift and as soon as possible to ensure that appropriate substitute arrangements may be made.

A leave request form must be completed and returned to your supervisor for all staff absences for approval and contract review and then forwarded to the district office for payroll processing. Forms are available through each school office. For additional forms, please see the district office.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy, and law. See collective bargaining agreements for additional leave requirements.

## **Absences – Medical & Military**

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### **Federal Family and Medical Leave Act (FMLA) / Oregon Family Leave Act (OFLA)** **Military Family Leave Act (MFLA) / Oregon Military Family Leave Act (OMFLA)**

Employees should contact the fiscal/personnel assistant at the district office and review policy GCBDA/GDBDA - Family Medical Leave and administrative regulations.

## *Eligibility*

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave.

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

## *Length/Purpose of Leave*

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

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18, or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a family member with a serious health condition;
4. The staff member's own serious health condition;
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (CFR sections 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member;
9. Military Family Leave allows leave for a spouse of domestic partner of military personnel per each deployment of the spouse or domestic partner when the spouse or domestic partner has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA).

Contact the fiscal/personnel assistant in the district office for additional information regarding length of leave, intermittent leave and alternative duty under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the fiscal/personnel assistant in the district office for details.

Contact the fiscal/personnel assistant for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

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

The district will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. The district will use the 12-month period measured forward from the date the employee's leave begins.

Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

### *Paid/Unpaid Leave*

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the fiscal/personnel assistant in the district office for information regarding accessing any accrued paid leave for a qualifying event.

The district will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the district, that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the district will provide the required notice promptly when the information is available but no later than two working days after the district has received the information. Oral notices will be confirmed in writing no later than the subsequent payday.

### *Application*

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

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

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

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The district realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the employee may designate a family member or friend to notify the district during that period of time.

In either case, proper documentation must be submitted within three working days of the employee's return to work.

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

### *Medical Certification*

If the employee provides 30 or more days notice when applying for FMLA and/or OFLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employees of this requirement within five working days of the employee's request for leave. If the employee provides less than 30 days notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

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

Under state law, the district may require a second medical opinion and designate the health care provider. Should the two opinions conflict, the district may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the district.

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

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

### *Continuation of Health Insurance Benefits*

Under federal law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.



## *Return to Work*

Following an FMLA or OFLA leave, an employee is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions. See the fiscal/personnel assistant in the district office for details of this or any other provision of FMLA, OFLA, Military Family Leave or Oregon Military Family Leave.

## **Abuse of Child Mandatory Reporting**

**Policy JHFE**

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

Any employee who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by and adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to Oregon Department of Human Services, Community Human Services, or local law enforcement agency. The immediate supervisor, building principal or Superintendent is also to be immediately informed. In the event the designated person is the suspected abuser, the Business Manager shall receive the report of abuse.

Written documentation of this report must be completed and submitted to the immediate supervisor, building principal or Superintendent. Forms are available in the back of this handbook.

Oregon law recognizes these types of abuse:

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

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of a abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

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

Intentionally making a false report of abuse of a child is a Class A violation.

## Admission to District Extracurricular Activities

Policy DFE  
ORS Chapter 244  
Government Standards and Practices Commission

District employees may be provided, as part of the employee's compensation package, free or reduced admission to curricular and extra-curricular events where admission is normally charged. Such a benefit is provided to promote employee participation in, and knowledge of, curricular and extra-curricular activities, to increase informal communication between employees and students, parents and the community and to provide/supplement general supervision and oversight of such activities. The uniform district admission rate is established annually by the Board of Directors.

## Breaks

Classified: Article 13  
Fair Labor Standards Act

Scheduled breaks are provided to all classified and non-exempt employees to ensure safety, efficiency and to meet the requirements of law. All classified and non-exempt staff members who work four or more consecutive hours are entitled to one fifteen (15) minute break. Those working eight (8) hour days are entitled to two fifteen (15) minute breaks. Classified and non-exempt employees working six (6) hours or more are required to take a thirty (30) minute unpaid meal period.

Classified and non-exempt employees are expected to adhere to the break, or lunch, schedule established by the building principal/supervisor. Deviation from the regularly scheduled break, or lunch, period requires prior supervisor approval.

## Care/Use of District Property

Policy KGF/EDC/GBC

No employee will use his/her district position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated. Specifically, this means that:

Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes but is not limited to, the personal use of the district's:

- Fax machine<sup>1</sup>;
- Phones to make personal calls;
- District vehicles;
- Professional technology equipment (e.g. wood shop, automotive shop, etc.)

<sup>1</sup>The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district fax machines. If the district established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial business.

School facilities and grounds are open to community groups for approved use when such use does not interfere with district programs. All staff and district patrons are required to submit a facilities use request form. Please see the District Office or district website for a form. All forms must be submitted 14 days in advance of event.

All employees are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.

Incidents of theft, or willful destruction district property through vandalism or malicious mischief should be reported immediately to your immediate supervisor.

Certain district-owned equipment, including computers, may be checked out by staff. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An equipment use form must be submitted and approved. Forms are available in the office.

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

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## Cash in District Buildings

**ORS 327.511**

Employees who are responsible for handling money related to school activities shall follow the procedures identified at each work site. Under no circumstances shall this money be stored in an unsecured manner nor shall the money be removed from the work site.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials. Under **no circumstances** should **students** be used to transport school funds to and from school buildings.

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## Checkout

**Policy ECAA**

### *Workday Checkout*

All staff members are required to check out/in with the school office when leaving during the work day. This will enable office staff to respond appropriately in the event of a message and emergency situations that may arise.

### *Year-End Checkout*

The building principal will collect all staff keys unless assigned duties that require continued access. Please see the building principal or appropriate supervisor for year-end check out forms.

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## Classroom Security

**Certified: Article 26**

When leaving the classroom, gym, locker rooms, weight room or other work areas between classes or at the end of the day, employees are expected to turn out the lights and secure all doors and windows.

Employees are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident or vandalism unless pre-authorized by a supervisor.

## Communicable Disease/Bloodborne Pathogens/Infection Control Procedures

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The district provides for the reasonable protection against the risk of exposure to communicable disease to all employees while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative rules for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon Department of Human Services, Health Services, and the County Health Department. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

### *HBV\*/Bloodborne Pathogens Training and Immunization*

Employees designated as primary first-aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district, will receive appropriate information and training as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place;
2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the employee's occupational exposure.

Additionally, HBV vaccination and vaccination series will be made available after training and within ten (10) days of initial assignment to all employees that have been identified by the district as having occupational exposure. Report any occupational exposure to bloodborne pathogens to your immediate supervisor or school nurse. Following a report of an exposure incident, the district will immediately make available to the exposed employee a confidential post-exposure evaluation and follow-up.

Employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) will annually be provided an opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

### *Infection Control Procedures*

Appropriate hygienic and sanitation practices have been established by the district as follows:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*\*, HBV and/or blood borne pathogens;

2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district, as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant\*\*\* following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables.
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, or by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;

13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood;
14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

\*HBV – Hepatitis B Virus

\*\*HIV – Human Immunodeficiency Virus

\*\*\*Disinfectant which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

**Policy GBM, KLD**  
**Certified: Article 6**  
**Classified: Article 8**

## **Complaints**

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### *Student/Parent Complaints*

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

When a complaint is made directly to the Board as a whole or to an individual Board Member, it will be referred to the Superintendent for appropriate building administrator follow-up. If the complaint is against the Superintendent, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative rules and collective bargaining agreements regarding the handling of complaints.

### *Staff Complaints*

Staff member's complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the principal or immediate supervisor for informal discussion and resolution. If the staff complaint is against the Superintendent the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations (GBM – Staff Complaints).

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

**Policy IIBGA  
OAR 584-020-0041,  
584-020-0035, -0040, and -0041**

## **Computer Use/Electronic Communications**

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Staff may be permitted to use the district's electronic communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use of district computers, including Internet and E-mail access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance. Such use is restricted to the employee's own time and is prohibited during the employee's work hours. In addition, employee use of district-owned computers may be permitted only when such use does not violate provisions of O.R.S. 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials. Staff who violate Board policy or administrative rules, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail systems.

## **Conferences**

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Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled annually.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with parents as necessary.

## Contracts and Compensation

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Contracts will be issued for all licensed district employees.

Contract teachers are employed pursuant to two-year employment contracts. “Contract teacher” means any teacher who has been regularly employed by a school district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

Upon recommendation of the Superintendent, the Board may extend a contract teacher’s employment for a new two-year term by providing a written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher’s employment for a new term shall replace any prior contracts.

If the teacher’s contract has not been extended for a new two-year term, the Board, upon recommendation of the Superintendent, shall notify the teacher prior to March 15.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member’s regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of collective bargaining agreements.

It is the staff member’s responsibility to provide all information necessary for placement on the salary schedule to the district office in accordance with timelines established by the district and collective bargaining agreements.

Notice will be given to staff in compliance with rules of the insurance carrier and the current relevant collective bargaining agreement regarding domestic partner benefits.

## Copyright

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

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

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under Federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

‘Fair use’ guidelines are as follows:

1. Printed Materials



- A. Permissible uses – district employees may:
1. Make a single copy of the following for use in teaching or in preparation to teach a class:
    - a. A chapter from a book;
    - b. An article from a periodical or newspaper;
    - c. A short story, short essay or short poem, whether or not from a collective work;
    - d. Chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
  2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
    - a. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
    - b. A complete article, story or essay of less than 2,500 words;
    - c. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
    - d. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
    - e. An excerpt from a children’s book containing up to 10 percent of the words found in the text.
- B. All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.
- C. Prohibited uses – district employees may not:
1. Copy more than one work or two excerpts from a single author during one class term;
  2. Copy more than three works from a collective work or periodical volume during one class term;
  3. Copy more than nine sets of multiple copies for distribution to students in one class term;
  4. Copy to create or replace or substitute for anthologies or collective works;
  5. Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
  6. Copy the same work from term to term;
  7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- D. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.
2. Sheet and Recorded Music
- A. Permissible Uses – district employees may:
1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
  2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a

section, movement or aria, but in no case no more than 10 percent of the whole work;

3. Make, for academic purposes other than performance, a single copy of the entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
4. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
5. Copy complete works that are out of print or unavailable except in large works and used for teaching purposes;
6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
7. Make a single copy of a sound recording, such as a tape, disk or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

B. Prohibited uses – district employees may not:

1. Copy to create or replace or substitute for anthologies, compilations or collective works;
2. Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests, and answer sheets;
3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
4. Copy to substitute for purchase of music except as noted above (A. 1, 2 and 3);
5. Copy without inclusion of the copyright notice on the copy.
6. Downloading/file sharing of music from the internet that was originally intended for sale.

3. Television Off-the-Air Taping

A. Permissible uses – district employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.  
A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording. Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.  
Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Video Taping form to the library/media supervisor for each program recorded. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary

and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;

4. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
  5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
  6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
  7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).
- B. Prohibited uses – district employees may not:
1. Record off-air programs in anticipation of an educator’s requests;
  2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
  3. Use the recording for instruction after 45 consecutive calendar days;
  4. Hold the recording for weeks or indefinitely because:
    - a. Units needing the program concepts are not taught within the 45-day use period;
    - b. An interruption or technical problem delayed its use; or
    - c. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.
  5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
  6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
  7. Exchange program(s) with other schools in the district or other school districts without the approval of the media/library supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
  8. Use the recording for public or commercial viewing;
  9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.
10. The downloading of programs originally intended for sale or pay for use from the internet.

“Pay” programs received via satellite dish are also subject to these prohibitions.

4. Rental, Purchase and Use of Video recordings

A. Permissible uses – district employees may:

1. Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
2. Use only rented lawfully-made video recordings;
3. Arrange for the local school to transmit video recordings over their closed circuit television systems for direct instruction;
4. Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.

B. Prohibited uses – district employees may not:

1. Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;
2. Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

5. Computer Software

A. Permissible uses – district employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
4. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

B. Prohibited uses – district employees may not:

1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
3. Make or use illegal copies of copyrighted programs on district equipment;
4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;

5. Make copies of software provided by a software publisher for preview or approval;
  6. Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or district;
  7. Make replacement copies from an archival or back-up copy;
  8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
  9. Make multiple copies of the printed documentation that accompanies copyrighted software.
- C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.
6. Reproduction of Works for Libraries/Media Centers
- A. Permissible uses – district employees may:
1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
  2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
  3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
  4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
  5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
  6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.
- B. Prohibited uses – district employees may not:
1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
  2. Copy without including a notice of copyright on the reproduced material.
7. Performances
- A. Permissible uses – district employees must:
1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.  
This is particularly important if admission is to be charged or recordings of the performance are to be sold.
8. Violations
- Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

All employees and volunteers are required to undergo a criminal history background check before working or volunteering. Board policy also requires licensed employees and individuals who are completing practicum or internships for a licensed position to submit to fingerprinting. Other details can be found in the policies listed above.

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## **Curriculum**

Course guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks and instructional materials are permitted with principal approval. Teachers with questions should contact the principal.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

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## **Discipline and Discharge**

**Certified: Article 22****Classified: Article 9**

Discipline and dismissal of staff will follow the due process and relevant provisions of collective bargaining agreements and applicable law.

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## **Drug-Free Workplace**

**Policy GBEC**

No employee shall unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol in the workplace. The purpose of this policy is to promote safety, health and efficiency.

As a mandatory condition of employment in the district, employees agree to abide by the terms of this policy and to notify the superintendent of any criminal drug statute conviction for a violation occurring in the workplace, as defined above, no later than five days after such conviction.

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

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

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

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

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## Emergency Closures

**Policy EBCD**

In the event of hazardous or emergency conditions all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Late arrival/early dismissal times or closure will be announced on local radio and television stations and the district website.

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## Emergency Procedures and Disaster Plans

**Policy EBC/EBCA**

Staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies as natural disasters, fire, safety threats, etc. Copies of the Emergency Response Plan will be available in the school office and other strategic locations throughout school buildings.

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## Employee Assistance Program

**Certified: Article 13**

An employee Assistance program (EAP) provides services to help people privately resolve problems that may interfere with work, family, and other important areas of life. EAP services include counseling, work-life balance, and wellness resources.

Culver provides an employee assistance program for its employees and their family members at no charge. All services are CONFIDENTIAL. No private information is reported to your employer when you choose to use the EAP to improve your life. Information on this program is available at [www.MyRBH.com](http://www.MyRBH.com) – access code: OEBC or the district office.

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## Evaluation of Staff

**Policy GCN/GDN  
Certified: Article 13**

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

The district's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students as appropriate; to have formal and informal observations; to assess the performance of other duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

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

Classified staff will be formally evaluated at least twice during their first year of employment with the district and annually thereafter.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

## **Fair Labor Standards Act**

**Classified: Article 4**

Regular working hours for all classified staff will be set by the supervisor. Nonexempt staff members are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the Superintendent or designee. Flexible scheduling may be authorized by a supervisor based on mutual agreement between the employee and supervisor.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and collective bargaining agreements.

"Overtime" is defined as time worked over 40 hours in one week. A "week" is defined as seven consecutive days covering Monday through Sunday. "Non-Exempt" is defined as a classification of employee regulated under the Fair Labor Standards Act (e.g. hourly employees).

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed as stipulated in the collective bargaining agreement.

## **Fundraising**

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times through the course of the school year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the administrative team in writing via a fundraising request form, prior to the activity being initiated.

Fundraising requests forms must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school. Fundraising request forms are available in the office, under 'Forms' at the end of this handbook and under the staff tab on the district website.

All money raised must be receipted and deposited with the district.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold and money collected. Staff members are directed to follow



established building and district procedures for the depositing of funds collected. Also, at no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

## **Gifts and Solicitations**

**Policy GBI, KI**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined as \$50 from a single source in a single year.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without approval. Any solicitation should be reported at once to the building principal or supervisor.

## **Grants**

The Culver School District Board encourages employees to apply for additional resources to enhance district programs. Staff members who desire to apply for a grant are required to complete an “Intent to File for a Grant” form (available in the ‘Forms’ section at the end of the handbook and on the district website. Grant proposals for external funds from private sources need to be submitted to the Building Principal for evaluation and approval prior to applying for the funds. Copies of all information and completed forms pertaining to the grant must be filed in the District Office prior to application. If the grant is awarded, you must forward a copy of the award letter to the district office. The district office will draft the necessary resolution that will need board approval before funds can be spent.

## **Guest Speakers/Controversial Speakers**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the principal of the date, time and nature of the presentation whenever such use is planned.

Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

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

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco use is prohibited (Policy KGC);
3. Sexist, racial remarks or derogation of any group or individual is prohibited.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

## Hazing/Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student\*\*

Policy GBNA & JCF

Hazing, harassment, intimidation, or bullying, menacing or cyberbullying by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

### Definitions

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.
2. “District” includes district facilities, district premises and non-district property if the employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff member for the purpose of initiation or as condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.
4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability or sexual orientation.
5. ‘Protected class’ means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.
6. ‘Teen dating violence’ means:
  - a. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relations with the person, where one or both persons are 13 to 19 years of age; or
  - b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

7. 'Domestic violence' means abuse as defined by Oregon Revised Statute (ORS) 107.705 between family and household members, as those terms are described in ORS 107.705.
8. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.
9. "Cyberbullying" means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or ~~is~~ otherwise harms, insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.
10. "Menacing" includes, but is not limited to any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Students will be subject to discipline up to and including expulsion.

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing harassment, intimidation, or menacing in violation of this policy shall immediately report his/her concerns to the designated district official.

Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying, teen dating violence, or domestic violence of a student to the designated district official may be subject to remedial action, up to and including dismissal.

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

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

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

1. Transmitted by electronic media;
2. Maintained in electronic media;
3. Transmitted or maintained in any other form or medium.

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

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the personnel office.

## Identification Badge Procedure

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

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action.
2. All identification badges are to be worn on a lanyard or clip in plain sight when the employee is engaged in the performance of district duties while on district property.
3. A report of a lost or stolen identification badge must be made to the appropriate administrator immediately.
4. If an identification badge, lanyard or clip is lost, stolen or damaged due to circumstance beyond the employee's control they will be replaced by the district at no cost to the employee. Other replacement costs will be charged a \$10 fee to the employee each time the badge is replaced and/or an additional fee of \$5 for each lanyard or clip replaced.
5. The district will not disclose the identification badge of an employee without the written
6. consent of the employee if:
  - a. The badge contains the photograph of the employee.
  - b. The badge was prepared solely for internal use by the district to identify employees.
7. The district will not disclose a duplicate of the photography used on the identification badge, unless agreed upon by the employee.

## Incident Reports (Illness or Injuries)

**Policy EBBB**

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the district office immediately. Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the district office within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the district safety officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic procedures and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

All work-related injuries/illnesses will be promptly investigated, and corrective measures implemented, as appropriate.

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A full inventory is required for the end of each athletic season and school year. Please see school offices for teacher check out and inventory forms.

## **Job Sharing**

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The district may consider a request for job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half-time. The district's overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current collective bargaining agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job sharing employees, proving the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

Job sharing requests are considered on an individual basis and subject to Superintendent approval.

## **Keys**

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Building level keys are issued to staff by the building principal. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key control procedures:

Establish and maintain an efficient organizational plan for securing district property and facilities.

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc;
3. Keys may not be loaned to students or individuals not employed by the district. Under no circumstances should staff provide keys to students to 'run errands,' 'unlock/lock' doors, etc.;
4. Lost or stolen keys must be reported to the principal/supervisor within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property;
5. Upon completion of a lost or stolen key report, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the principal/supervisor to keep their keys, as appropriate.

**Failure to abide by district policies regarding keys as herein set forth may result in disciplinary action.**

## **Lesson Plans**

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Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans, which cover the length of the course of study, should also be prepared and readily available for building principal and/or student and parent review.

**Certified: Article 5**  
**ORS 342.173**

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## **License Requirements**

Teachers shall provide an electronic copy of their current teaching license to the district office. It is the responsibility of each licensed staff member to remain currently licensed in the State of Oregon in the subject/class area of instruction for which they are responsible. Specifically excluded is the teacher who is licensed in the State of Oregon, teaching outside his/her area of licensure, but doing so in accordance with the current Oregon licensure requirements.

Teachers who fail to maintain a current license and endorsement may invalidate their contract with the district.

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## **Mail, Email and Delivery Services**

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff. Staff members are not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

Recognized collective bargaining units may use the service in accordance with the terms of their negotiated agreements and Board policy on the use of school facilities and current postal regulations.

All staff members should check their email and mailboxes twice daily. Students should not pick up mail from staff mailboxes unless directed by an employee.

District mailing and postage may be used for school district business only.

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## **Materials Distribution**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## Meetings

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Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through emails, staff bulletins, departmental or committee structure.

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.

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the Superintendent. Attendance of staff members at such meetings is left to the discretion of each employee.

The Superintendent shall be notified of Association presence.

## Mother Friendly Workplace

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**Policy GBDA**

An adequate location for the expression milk or breast-feeding will be provided to an employee, including a 30 minute, paid rest period to express milk or breast-feed during each 4-hour work period.

## Parental Rights/Surveys

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**Policy KAB**

Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screening administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

## **Participation in Political Activities**

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

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints, as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **Personal Electronic Devices and Social Media**

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**Policy GCAB & IIBGA**

Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while staff are on duty, including duty in attendance at school-sponsored activities is permitted subject to the limitations in Board policy and consistent with any additional rules as may be established by the Superintendent. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A 'personal electronic device' is a device, not issued by the district, that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices shall be silenced during instruction or class time, while on duty, or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices which have the capability to take photographs or record audio or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time. The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.



Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff may not post images of district facilities, staff, students, volunteers or parties without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district email using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety or emergency reasons with principal or designee approval.

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

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers. (See Board policy GCAA)

## **Personal Property**

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The district is not liable for lost, stolen or damaged personal property on district property.

## **Personnel Records**

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

**Policy GBL**  
**Certified: Article 14**  
**Classified: Article 12**

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

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection.
5. The Superintendent and members of the district office staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the district or the district's designated representative on matters of district business;
8. The disciplinary records of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is the subject of the disciplinary record.
9. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

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

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

## Petty Cash

Policy DJB

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In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a general fund petty cash account has been established in each school and the district office. Staff members may purchase items costing \$20 or less **with prior approval** from the principal/supervisor.

Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the building secretary. Expenditures against this fund must be carefully itemized with a valid original receipt and reconciled by the building secretaries and turned in to the district office on the 25<sup>th</sup> of each month.

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Phones are available throughout the building for staff convenience. The District pays per minute for every phone call, so personal phone calls made during working hours from district phones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students.

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

**Progress Reports**

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Teachers are expected to report, at least annually, their students' progress toward their meeting or exceeding grade level academic content standards to the students and their parents. Progress reports are issued at six weeks and 12 weeks each semester indicating academic progress. Progress reports are given by the high school and middle school only with a final grade at the conclusion of the semester. Final grades are presented quarterly in the elementary school. Progress reports or final grades will also include the student's attendance.

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

No grade of "D" or "F" should be issued without a written progress report having been sent home notifying the student and his/her parents of academic deficiencies. Teachers will notify parents of student's failure prior to the 6 weeks and 12 weeks.

**Purchase Orders**

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The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the schools and departments will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used. Requisition forms are available in each school office and on the district website.

No purchase, including purchases from student body funds with the exception of a petty cash purchase, will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

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

1. Date
2. Vendor
3. Item Quantity
4. Item Description
5. Unit Value
6. Total Amount
7. Budget Code
8. Name of Requestor
9. Signature of Individual Authorized to Sign Requisition Forms

Requisitions will be submitted electronically by buildings/departments to the business office. The business manager will process an official purchase order and return it to the building/department. Please ask vendors to use this number on all billings. Staff members are responsible for ordering their own merchandise after approval.

In order to assure that all materials ordered are received, all orders will be received through the individual schools or the district office. Upon receipt of product(s), packing slips will be pulled and verified by the building secretary or district office staff. Personnel checking in orders need to sign and mark the date products are received and forward the packing slip to the district office for payment. If you have any questions regarding your orders, please contact the district office immediately after you have received your order.

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## **Release of General Staff Information**

**Policy KBA**

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Employee and volunteer addresses, personal electronic mail address, social security numbers, date of birth and personal phone numbers contained in personnel records maintained by the district are exempt from public disclosure. Such information may be released only upon written request of the employee or volunteer or as otherwise provided by law.

Authorized district personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance; and,
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

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## **Research/Copyrights and Patents**

Staff members engaged in a research project during the workday or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the principal.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district.

In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

## **Resignation of Staff**

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A resigning staff member is required to deliver a written and signed notice of resignation to the office of the Superintendent. If the Superintendent accepts the resignation, an acceptance shall be by letter from the Superintendent to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the Superintendent's acceptance letter.

A licensed staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave district employment. The Superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date he/she wishes to leave district employment.

## **Retirement**

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

## **Safety Committee**

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**Policy EBAC**

A district safety committee has been established to help the district's safety officer program and as a part of any ongoing effort to help ensure the safety and health of students, staff and others while on district property.

The district safety committee meets monthly and conducts quarterly workplace safety inspections to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

## Security System

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Teachers are responsible for securing their own rooms on a daily basis (windows, curtains, doors, etc.). The schools are equipped with an electronic security system. Staff who use the buildings or facilities after normal daytime hours must learn how to disarm the system upon arrival and be responsible for securing the building and reactivating the system when leaving.

## Sexual Conduct

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**Policy JHFF**

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

*‘Sexual conduct’ as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered abuse of a child as outlined by Oregon law and district Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.*

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her immediate supervisor.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the district employee or student who is the subject of the report. If the subject of the report is a district employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreement. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that his information may be disclosed to a potential employer.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the Superintendent will follow up on receipt of a report. In the event that the designated person is the suspected perpetrator, the Business Manager will receive the report. When the Superintendent takes action on the report, the person who initiated the report must be notified.

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

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all district employees.

## **Sexual Harassment**

**Policy GBN/JBA**

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited and shall not be tolerated in the district. 'District' includes district facilities, district premises and nondistrict property while a staff member or student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

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

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

Examples of sexual harassment of students and staff may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge or conduct in violation of this policy, or feels he/she is a victim of

sexual harassment, must immediately report his/her concerns to the building principal, compliance officer or Superintendent, who has overall responsibility for all investigations.

The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

**Step I:** Any sexual harassment information (complaints, rumors, etc.) shall be presented to the principal or Superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

**Step II:** The district official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five (5) working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter: The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended shall be forwarded to the Superintendent.

**Step III:** If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) working days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant within ten (10) working days.

**Step IV:** If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within ten (10) working days after the receipt of the Step III decision. The Board shall, within twenty (20) working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within ten (10) working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Pacific Region, Office of Civil Rights, US Dept of Health & Human Services, 90 7<sup>th</sup> Street, Suite 4-100, San Francisco, CA 94103. Additional information regarding filing of a complaint may be obtained through the principal or Superintendent.

The initiation of a complaint in good faith about behavior that may violate the district's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the complainant. A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.



In an effort to encourage community involvement in shared decision making and to foster the collaborative efforts of staff, students, parents and community members, a 21<sup>st</sup> Century Schools Council has been established at each school site.

The 21<sup>st</sup> Century Schools Council responsibilities include: the development of plans to improve the professional growth of staff; the improvement of the school's instructional program; the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21<sup>st</sup> Century at the school site; administration of grants-in-aid for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules; and advising the Board in the development of a plan for school safety and student discipline in accordance with ORS 339.333.

All council decisions are subject to Superintendent and Board review and approval. Council decisions may not abrogate any provision of district labor agreements or law.

Meeting times and locations will be announced through the office and will follow the notice, meeting, and record keeping requirements of the Public Meetings Law. All staff members are invited to attend meetings.

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### **Special Interest Materials**

Supplementary materials from non-school sources require principal approval prior to its use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

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### **Staff Conduct**

All staff members are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations.

Additionally, all licensed staff members are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

### **STANDARDS FOR COMPETENT AND ETHICAL PERFORMANCE OF OREGON EDUCATORS**

#### **Application Rules**

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes

- or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
  4. The commission will promptly investigate complaints:
    - a. The commission may, at its discretion, defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action the educator is pending at the local district level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator.
    - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

## Definitions

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. "Administrator" means any supervisory educator who holds a valid Oregon administrative license or registration.
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered, person who is authorized to be engaged in the instructional program including teaching, counseling, administering, and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.
5. "Sexual Contact" includes:
  - a. The intentional touching of the breast or sexual or other intimate parts of a student;
  - b. Causing, encouraging, or permitting a student to touch the breast or sexual or other intimate parts of the educator;
  - c. Sexual advances or requests for sexual favors directed towards a student;
  - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
  - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual harassment" means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
7. "Teacher" means any person who holds a teacher's license as provided in ORS 342.125.

## **The Competent Educator**

The teacher demonstrates a commitment to:

1. Recognize the worth and dignity of all persons;
2. Encourage scholarship;
3. Promote democratic citizenship;
4. Raise educational standards;
5. Use professional judgment.

## **Curriculum and Instruction**

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

The competent teacher demonstrates:

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

## **Supervision and Evaluation**

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the district's program, and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher demonstrates:

1. Ways to assess the progress of individual students;
2. Skill in the application of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum and instructional goals and practices;
4. Skill in the supervision of students.

## **Management Skills**

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

The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining district property, equipment, and materials appropriately;
3. Using and maintaining student records as required by district policies and procedures.

## **Human Relations and Communications**

The competent educator works effectively with others -- Students, staff, parents, and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity, and judgment about educational matters, the school, and the needs of students.

The competent teacher demonstrates:

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

## **The Ethical Educator**

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of the students, the district, and the profession.

The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and
3. Maintain an appropriate professional student-teacher relationship by:
  - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
  - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
  - c. Reporting to the educator's supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator; and

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
5. Not use the district's or school's name, property, or resources for noneducational benefit without approval of the educator's supervisor or the appointing authority.

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; and
3. Respond to requests for evaluation of colleagues and keep such information confidential as appropriate.

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The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, research, travel, supervision of teacher trainees and other activities.

All requests for district payment of college course work tuition are subject to applicable collective bargaining agreements.

Requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and the employees job assignment. Requests require prior principal approval. Professional leave forms are available in school offices. Completion of continuing, or advanced professional development unit requirements, as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal, is the sole responsibility of the employee.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees and like activities are not considered appropriate for the expenditure of district funds.

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## Staff Dress and Grooming

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All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact your building administrator or supervisor for additional information/guidelines.

Staff is expected to set a good example for students in every possible way. As adults and professionals, staff is expected to be guided in their grooming habits by what is **most generally acceptable in the business and professional world.**

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## Staff Ethics

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Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district. This means that:

1. Staff members shall not solicit for gain or avoidance of financial detriment from students, parents or other staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Staff members shall 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. No district employee may serve as a Board or budget committee member in the district;

5. Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

## **Staff Health and Safety**

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In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file with the district's facilities supervisor, and are readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first-aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless a guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjusting, oiling, repair, or setting up a new job;
  - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body or a dump truck, etc.) until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface, or destroy any warning, danger sign or barricade or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;

5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding is provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects in which contact would be dangerous;
12. Any material which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## **Staff Involvement in Community Activities**

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The district encourages all staff to participate in community activities which have the improvement of the general welfare of the community, state and nation as their objectives.

## **Staff Involvement in Decision Making**

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**Policy IFCA**

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved or serve with the school's 21<sup>st</sup> Century Schools Council and may participate in such district and building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the principal for additional information regarding possible building and district level committee work that may be available.

## **Staff/Parent Relations**

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**Policy GBH/JECAC**

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody to one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the noncustodial parent.

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

Noncustodial parents will not be granted visitation or telephone access to the student during the school day unless a signed agreement has been submitted to the school by the parent having sole custody of the child/children.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff, as appropriate.

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

## **Staff Room**

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A staff room is provided for staff use during break, lunch and preparation periods as may be appropriate. All staff members are expected to 'pitch-in' as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. **Students are not permitted in the staff room.**

## **Supervision of Students**

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Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

## **Tax Shelter Annuity (TSA) 403 (b)**

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The 403 (b) tax sheltered annuity (TSA) plan is offered to all employees. Monthly elective payroll deductions are made in accordance with the plan document. A list of approved vendors may be obtained from the Business Office or found on the web at [www.ncompliance.com](http://www.ncompliance.com).



## **Teaching about Religion**

**Policy IGAC**

Religious education is the responsibility of the home and religious institution. Public schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, a teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

## **Telephone Usage**

**Policy EGAC**

Phones are available throughout the building for staff convenience. The District pays per minute for every phone call, so personal phone calls made during working hours from district phones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students.

## **TimeClock / Time Sheets**

All time sheets must be reviewed at the end of the pay period and must be a true reflection of all time worked. Time entries must be completed daily at the actual time of arrival and departure. Employees shall sign their time sheet upon completing the payroll period and verify the accuracy of their time. Paychecks are distributed on the morning of the 21<sup>st</sup> of each month or on the last working day prior to the 21<sup>st</sup>. If you have any questions, please contact the district office.

## **Tobacco-Free Environment**

**Policy GBK/JFCG/KGC**

In order to comply with state law tobacco use is prohibited on all district property and in district-owned buildings and vehicles and at district-sponsored events.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew, snuff in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g. e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

## **Travel Expense Reimbursement**

**Policy DLC**

District personnel, officials, and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the district consistent with IRS requirements upon submission of an approved and properly completed requisition or professional/travel leave request form. A valid receipt must include a date, vendor, purpose, amount paid, and gratuity. Such expenses may be approved and incurred, but not exceed, in line with budget allocations for the specific type of expense. When official

travel by personally owned vehicles has been authorized, mileage payment shall be made at the current IRS rate. Meal reimbursement rates are as follows:

Breakfast: \$15.00 Maximum (includes gratuity)  
Lunch: \$15.00 Maximum (includes gratuity)  
Dinner \$25.00 Maximum (includes gratuity)

The district will not reimburse for alcoholic beverages consumed during district travel.

Those requesting reimbursement for approved travel or event should submit a signed professional/travel leave request form prior to the trip. Upon return, the pink copy of the professional leave request form should be completed and then submitted to the district office with receipts.

**Valid receipts MUST show food/drink ordered AND proof of payment (Ex: Itemized receipts AND credit card slip).**

## **Tutoring**

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No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District facilities, materials or equipment may be used under the same conditions as property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

## **Use of Private Vehicles for Student Transportation**

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**Policy EEAE/EEBA**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior school administration approval, via the Request to Transport Students in Private Vehicles form, and a vehicle inspection by the Transportation Supervisor. The parent, employee or other adult driving the vehicle must be properly licensed and provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district.

The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver must require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags. (Forms are available under the staff tab of the district's website)

No student is permitted to perform district business with her/her own vehicle, a staff member's vehicle or a district-owned vehicle unless authorized by parent and/or principal.

## **Vacancies/Transfers**

**Classified: Article 10; Certified: Article 19**

Announced vacancies for licensed and classified positions are posted (in school offices and staff rooms, the transportation department, facility supervisor's office, the district office, and the cafeteria) at least five workdays for classified positions and seven calendar days for a certified position is. A link to all vacancies is also posted on the district website.

During summer break, such notices are mailed to the association representatives.

Voluntary and involuntary transfer of staff members may be authorized by the Superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

## **Volunteers**

**Policy ICC, GCDA/GDDA**

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools' instructional and other programs are valuable assets. The district encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.

Any person authorized by the district for volunteer service is required to undergo an Oregon criminal records check.

Non-exempt employees may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services as the employee's regularly assigned duties. In the event a non-exempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the district recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.

## **Weapons**

**Policy JFCJ**

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e. Oregon School Activities Association).

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

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

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

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" is defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

### **Work Requests: Maintenance/Technology Repair**

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Repair or maintenance work requests beyond the duties of the building custodian should be submitted to the facilities supervisor via e-mail. Jobs requiring a work request are items that don't need immediate attention. For items requiring immediate attention, contact the facilities supervisor via their cell phone. Call your building secretary if you need the number.

Technology work requests should be submitted via email to: [helpdesk@culver.k12.or.us](mailto:helpdesk@culver.k12.or.us).

# Student Operational Procedures



The district recognizes that administering of prescription medication to students and/or self-medication may be necessary when the failure to take such medication during school hours would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis.

All requests for the district to administer medication to a student shall be made in writing by the parent. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

Training will be provided by a qualified trainer to designated school staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication in accordance with the following procedures:

1. A parent/guardian permission form and written instructions have been submitted for all prescription and nonprescription medications. In the case of prescription medications, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. Principal permission is also required for all self-medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
  - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
  - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day except for manufacturer's packaging that contains multiple dosage, the student may carry one package;

5. Sharing and/or borrowing of medication with another student is strictly prohibited.

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

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

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

## **Assemblies**

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Students are required to attend all assemblies. Those who refuse are to be referred to the office. All staff are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.

Students may be removed from an assembly as deemed necessary by a staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

## **Assignment of Students to Classes**

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The assignment of students and classes to teachers is the responsibility of the principal. Parents have the right to discuss student class assignments with the counselor and the principal.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the counselor or principal.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the counseling office or when otherwise notified by the office.

Any students with the proper add slip or who have otherwise been added to a particular class by the counseling office, are to be admitted to class. Teachers with questions regarding a student's placement should contact the counseling office.

## **Chaperones**

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Chaperones are considered volunteers and should follow the same procedures as volunteers which include a criminal history background check *before* chaperoning a school-sponsored event.

## **Class Interruptions**

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The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restrictable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

**Contests for Students**

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on staff. All such contests must be consistent with the purposes and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

Materials or activities initiated by private sources are to be referred to the principal for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

**Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited by the district and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as willful infliction or willfully causing the infliction of physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to district property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;



4. Physical restraint or the use of aversive techniques as part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to district procedures.

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## Dismissal of Classes

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Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic as student reporting to class late will need to account for their tardiness.

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## Drug, Alcohol, and Tobacco Prevention, Health Education

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**Policy IGAEB**

The district will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on district property, on a school bus or while participating in any school-sponsored activity, whether on district property or at sites off district property.

Given the extensive use and the formal and informal promotion of drug, alcohol and tobacco use in society, the school has an obligation to provide drug, alcohol and tobacco education that emphasizes prevention, describes intervention and referral procedures and outlines consequences. No district employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12<sup>th</sup> grade students with whom the employee has had contact as part of the employee's district duties, or knowingly endorse or suggest the use of such substances.

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grade 9-12 not enrolled in health education classes, a program of activities which meets the requirements of the drug, alcohol and tobacco prevention rule has been developed. At least annually, senior high school students will receive age-appropriate instruction.

Funds needed to support activities related to drug, alcohol and tobacco prevention are identified by source, particularly the Safe and Drug-Free Schools and Communities Act monies or other grants received from federal, state or local resources.

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## Emergency Drills

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**Policy EBCB**

All teachers are required to provide instruction on fire, earthquake, safety threats and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill will be conducted each month for grades K-12, with the first drill occurring within the first ten (10) days of school.

At least two drills on earthquakes and two drills for safety threats will be conducted each year.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way.
2. Close windows, turn off lights and leave door unlocked;
3. Take attendance book.
4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the principal;
5. Upon “all clear” signal, escort students directly back to class. Check attendance.

\*Building secretaries should take the daily absence report as well as their emergency notebook with them as they leave the building.

In the event of an actual earthquake or earthquake drill, teachers are required to:

1. Immediately direct all students to “drop, cover, and hold.” Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to administration;
5. Upon an “all clear” signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.

If a school assembly is in session when the alarm sounds, teachers will call for their class one at a time and go to the nearest evacuation area.

If class is in the cafeteria during an alarm, students are directed to the practice field. Become familiar with the evacuation areas and go to the nearest one.

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## **Feature Films/Videos**

**Policy IIABB**

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Principal approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated G, PG or PG-13, or R may be authorized for classroom use.

Requests are to be submitted to the [principal] at least five days prior to the proposed showing. Forms are available in the office. The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating (G, PG, PG-13, or R).

The showing of all feature films/videos with a G rating requires only prior parent notification from the staff member. Feature films/videos with a PG, PG-13, or R rating, must have prior parental consent. Parents should be provided the opportunity to preview a feature film/video, whenever possible.

Instructors are required to preview all film media before showing to students. Only films/videos rated G, PG, PG-13, or R may be shown as part of the school program. A parent may have the opportunity to preview a film when practicably possible and that parent must give prior consent before his/her student may view a film rated PG, PG-13, or R.

Edited or unrated films/videos will be shown at the discretion of the administrator.

Parental notification for the showing of G movies at the secondary level will be at the discretion of the administrator.

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## Field Trips and Special Events

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**Policy IICA**

Field trips and other student activities involving travel may be authorized by the principal when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip.

Staff members should contact the office for appropriate substitute and vehicle arrangements related field trip procedures and forms.

**\*\*Overnight trips must have Superintendent approval\*\***

**\*\*Out of state trips require school board approval\*\*** (See forms and checklist in back of book.)

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## Flag Salute

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**Policy INDB**

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

Each classroom is required to display a United States flag of an appropriate size.

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## Grading and Attendance

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**Policy IK, IKAD**

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers are expected to report, at least annually, a student's progress toward their meeting or exceeding grade level academic content standards to the student and their parents. Parents will receive reports on their student's absences.

Teachers should use a variety of communication devices including phone, email and personal conferences as well as written grade reports to keep parents well informed. At the beginning of the

grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows (grades 4-12):

A – Superior  
B – Above Average  
C – Average  
D – Below Average  
F – Failing

P – Pass-credit granted for a non-graded course  
NP – No pass-credit denied for a non-graded course  
I – Incomplete  
W – Withdrawal

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parent, or guardian that includes the following information:

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
  - a. Religious reasons;
  - b. A student's disability; or
  - c. An excused absence, as determined by the district's policy.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by district policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the student's individualized education program (IEP).

## **Human Sexuality, HIV/AIDS, Sexually-Transmitted Diseases, Health Education**

**Policy IGAEA, IGAI**

Human sexuality, HIV/AIDS, sexually-transmitted diseases prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. All teachers are expected to teach the age-appropriate curriculum annually in grades 6-8 and twice in grades 9-12 in accordance with established curriculum.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/HBV/HCV will be taught. Any parent may request his/her student be excused from the instructional program.

\* AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus  
HBV – Hepatitis B Virus; HCV – Hepatitis C Virus

## **Homework**

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Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

## **Make-up Work**

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A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence.

Any student truant from school will be permitted to make up missed work at the discretion of the teacher.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students may however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

## **Media Access to Students**

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The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## **Moving Class/Holding Class Outdoors**

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From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the principal.

From time to time, certain class assignments may be more appropriately conducted outdoors.

## **Non-School-Sponsored Study & Athletic Tours/Trips/Competitions**

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The district does not sponsor, endorse, or financially contribute to the variety of outside-sponsored study and athletic tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise funds for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fundraising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the district which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

## **Program Exemptions**

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**Policy IGBHD**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities, as needed.

## **Release Time for Religious Instruction**

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Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

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The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint and seclusion under these circumstances is only allowed so long as the students' behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets.

### **Resuscitation Decisions/Life-Sustaining Emergency Care**

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No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

### **Retention of Students**

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Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

A recommendation for student retention will always be made after prior notification and conference with the student's parents. However, the final placement decision will rest with the parent.

Recommendations and final decisions should be documented in the student's cumulative record.

## Senior Trips

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The district does not authorize or endorse senior trips taken for any purpose other than a special part of the Board-approved district curriculum.

## Student Activity Funds

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**Policy IGDG**

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

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

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

## Student Conduct

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**Policy JFC**

All students are to comply with district policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These regulations apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. A student handbook, code of conduct or other document shall be developed and distributed to parents, students and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents. Disregard of these regulations constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year. A schedule developed by the principal including particular areas to be emphasized will be provided to all staff during in-service.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy, administrative regulations, and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.



Classroom rules and consequences are to be submitted to the building principal for review and approval.

## **Student Detention**

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Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

## **Student Discipline**

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Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been listed in each school's Student/Parent Handbook. The district also has published the Student Rights and Responsibilities Handbook. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible, are shown through research to be effective.

## **Student Dismissal Precautions**

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No teacher may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

## **Student/Parent Handbook**

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

Staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy. Teachers are expected to review the handbook with students during the days/times designated by the principal.

## **Student Performances**

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Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the principal and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

## **Student Transportation in Private Vehicles**

**Policy EEAE, EEBA**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior school administration approval and a vehicle inspection by the Transportation Supervisor. See page 58 for more detailed information on the transportation of students in a private vehicle.

No student is permitted to perform district business with her/her own vehicle, a staff member's vehicle or a district-owned vehicle unless authorized by parent and/or principal.

## **Student Withdrawal from School**

**Policy JHFDA**

Upon notification by the school office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. The list shall be submitted to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines or charges are paid.

Additionally, the district may notify the Oregon Department of Transportation of the withdrawal of a student who is at least 15 years of age and under 18 years of age. In certain circumstances, driving privileges may be denied or revoked.

Each school office shall, within one day of the withdrawal, notify the transportation and nutrition services departments.

## **Travel Services**

**Policy KI, KJ**

The solicitation and sale of travel services by any person or group that contracts for, sells, provides, furnishes, arranges or advertises travel services is prohibited on school property.

Any district-approved seller of travel must meet the district's criteria for such vendors.

## **Visitors**

Students are not permitted to bring visitors to school without prior approval of the principal. All visitors must check in at building offices. Staff members are expected to report any unauthorized person on school property to the principal or secretary.

# SPECIAL PROGRAMS



Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content standards; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative education programs for Board approval is encouraged.

Alternative education programs consist of instruction or instruction combined with counseling and may be public or private. Homeschooling is not a permissible alternative education program.

The district is obligated to pay the actual alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating expenditure, whichever is less.

If the student is not successful in the alternative education program, there is no obligation to propose or fund a second alternative.

The district provides individual notification to students and parents regarding the availability of alternative programs semi-annually or when new programs become available under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period. Severe disciplinary problems are defined in the student/parent handbook;
2. When attendance is so erratic the student is not benefitting from the educational program; (Erratic attendance is defined on a case-by-case basis)
3. When an expulsion is being considered;
4. When a student is expelled;
5. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis.

Teachers with questions concerning available alternative education programs should contact the counselor and/or principal.

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**Assessment Programs**

The district's assessment program has been developed to meet state requirements and local district needs.

Assessment results are used to measure the academic content of standards and essential skills, and to identify students who meet or exceed the performance standards and essential skills adopted by the State Board of Education. Additional services, alternative education or other public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards.

Dates for district and state assessments will be announced by the principal, as appropriate.

## **Bilingual Education (English Language Learners)**

**Policy IGBI**

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

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

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

## **Breakfast/Lunch Programs**

**Policy EFAA**

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The district participates in the National School Lunch, School Breakfast and Commodity programs.

Free and reduced-price meals are available for eligible students. General information, eligibility criteria and confidential forms are available through the cafeteria, each building office, or district website.

## **Counseling and Guidance Program**

**Policy IJ**

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The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students.

Counselors may provide such services as academic counseling for students and parents, including assistance and information in the areas of scheduling, forecasting, assessments, alternative education programs, progress toward meeting local and state graduation requirements, scholarship and college entrance requirements and identification of district, community and statewide resources for students with academic personal/social or other needs.

Counselors are also available to assist students with academic, social and personal problems and define and arrive at positive solutions through a variety of conference settings.

Students generally schedule appointments to see a counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to a counselor by contacting the counselor directly or referring the student to the building level student services team. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

Counselors and teachers with counseling responsibilities are expected to respect fully the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the phone. Confidentiality is not to be abridged except:

1. When there is clear and present danger to the student or others;
2. To consult with other professional persons when this is in the student's interest;
3. When the student waives this privilege in writing.

## **Diversity Education**

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The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society.

The development of community partnerships and curriculum which uses every opportunity to present the many ethnic, racial and religious strands that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program.

Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women of various ethnic groups in society.

## **Early Childhood Education – Readiness to Learn**

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The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district has coordinated and/or collaborated with a variety of programs for children from birth through age 5. These programs include early childhood special education, state and federal Head Start programs, Healthy Start and child development. These programs are available through the Jefferson County Education Service District (ESD).

## **Health-Service Programs**

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**Policy JHC**

The district has an established health-services program which provides:

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

The district school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics. All staff will be informed of their responsibilities in these areas.

Nonemergency invasive physical examinations and screening not otherwise required or permitted by state law may take place under the No Child Left Behind Act of 2001 only with prior parental notification and the option for parents to excuse their student from the activity.

## Homebound Instruction

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Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

## Home Tutoring Services

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

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

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

## Library/Media Support Services

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Teachers should contact library/media staff for assistance in obtaining materials.

Additional supplemental materials may also be available through the local Educational Service District (ESD) and/or county library system.

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with a note from the student's teacher.

## Pregnant/Parenting Student Programs

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**Policy JFE**

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with his/her educational program and to participate in all school-sponsored activities unless physically unable.

Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly-provided school program.

## Psychological Testing Services

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Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists employed for this purpose or by interns under their supervision.

Psychological evaluations may be made only with the informed and written consent of parents.

Psychological records of students are confidential. Written parental consent is required prior to release of any such data.

## Releasing Students to Authorized Individuals

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To ensure student safety, the Superintendent, principals and the transportation department are required to establish and follow procedures for student checkout and release of students to parents/guardians. Students shall not be removed from school grounds, any school building, school bus or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present, to the satisfaction of the principal, evidence of his/her proper authority to remove the student.

The removal of a student during the school day may be authorized in accordance with the following procedures:

- Law enforcement officers, upon proper identification, may remove a student from school.
- Any other agencies must have a written administrative or court order directing the district to give custody to them. Proper identification is required before the student shall be released.
- A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents/guardian have the burden of furnishing schools with accurate, up-to-date information.
- The school should always check with the custodial parent before releasing the student to a noncustodial parent.
- Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody.
- Bus drivers will not release a student to go with a non-custodial parent without the knowledge of the school. They will radio the school to get confirmation of the appropriate consent and student should show the driver a written note from the custodial parent.

## Special Education Services

**Policy IGBA, IGBAF**

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Students in kindergarten through age 21 living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate education (FAPE).



The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

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

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

Teachers with questions regarding the referral and placement process should contact a special education staff member.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

### **Student/Work Study Program**

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Seniors, and juniors, who are on track to graduate, may earn elective credit for work experience by completing the work experience application form available from the school counselor. Students are required to add documentation of their work experience positions to their Personal Education Plan.

### **Talented and Gifted Programs (TAG)**

**Policy IGBB, IGBBA**

The district has developed a written plan for the identification of and provision of programs and services for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97<sup>th</sup> percentile on one of the district tests. Additionally, talented and gifted students from special populations such as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities may also be identified. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading as may be necessary to meet the needs of identified students.

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve

disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the principal.

## **Title I Programs**

**Policy IGBC**

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In order to help meet the needs of disadvantaged students, the district participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-12 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction in daily schedules, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

Children with disabilities and limited English proficient children are eligible for Title I-A services on the same basis as other children who are selected for services.

Teachers with questions or concerns regarding student placement or scheduling in the program should contact the district Title I coordinator.

# Purchasing



An electronic version of the Requisition Form is available on the Culver Website under Staff, then District Documents.

**INTENT TO FILE  
FOR A GRANT**

The Culver School District Board encourages employees to apply for additional resources to enhance district programs. Staff members who desire to apply for a grant are required to complete an "Intent to File" Form. Grant proposals for external funds from private sources need to be submitted to the Building Principal for evaluation and approval prior to applying for the funds. **Copies of all information and completed forms pertaining to this grant must be filed in the Business Office prior to submitting application.** If the grant is awarded, forward a copy of the award letter to the business office.

Name(s) of applicant(s): \_\_\_\_\_

Name of grant and grant time period: \_\_\_\_\_

Name of grantor, donor, etc: \_\_\_\_\_

Who is responsible for implementation of this grant? \_\_\_\_\_

Amount requested: \_\_\_\_\_

Description of grant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there restrictions on the use of the funds provided through this grant? \_\_\_\_\_ If yes, what are the restrictions?

Does this grant obligate the District in any way? \_\_\_\_\_ If yes, what are the terms of the agreement?

I understand that the Board reserves the right to reject funds associated with any grant that has been approved.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Approved by the Culver School Board By Resolution: \_\_\_\_\_  
(Meeting Date)

**Culver School District #4**  
**CHILD ABUSE REPORT FORM**

This does not constitute a complete report. AS A MANDATED REPORTER, YOU ARE REQUIRED TO **IMMEDIATELY NOTIFY, BY TELEPHONE OR IN PERSON, DEPARTMENT OF HUMAN SERVICES – CHILD WELFARE PROGRAM** and/or **LAW ENFORCEMENT** (ORS 419.B.010).

Please complete all sections that are known to you. If information is not known, please indicate ‘unknown’.  
 Notification of parent(s) is the responsibility of Law Enforcement (LE) or  
 The Department of Human Services (DHS) - Child Welfare Program.

**THE FOLLOWING IS THE INFORMATION YOU WILL NEED WHEN MAKING A VERBAL REPORT:**

<b>DHS PH: (541) 548-9499</b>	<b>LE PH: (541) 475-2201</b>	<b>DHS FAX: (541) 548-5660</b>
<b><u>Telephoned DHS Child Welfare Office (CWO)</u></b> Date & Time of Call:  Name of person talked to:	<b><u>And/or Phoned Law Enforcement (LE)</u></b> Agency called:  Date and Time of Call:  Name of person talked to:	<b><u>Date this written report was mailed/delivered/faxed to DHS:</u></b>   LE may request a copy of this report in some cases.
Today’s date:	Reporter’s Name:	Reporter’s Position:
Child’s Name (last, first, middle) & Address:		School:  DOB:
Parent/Guardian Name (last, first, middle) & Address:	Parent/Guardian Phone #	Sibling(s) Other children in the home & DOB’s:
List additional victims/witnesses or others present during disclosure or when behavior/condition was observed: Addresses & Phone #’s if known		
Person(s) who first told you of incident, if appropriate:	Name/Address/Phone#/Relationship to child:	
Alleged Perpetrator(s) Name (last, first, middle) & Address, if known:	Location of Occurrence(s):	Date(s) Occurred:
Brief description of incident and/or concern. You must call Child Welfare Office and/or Law Enforcement with details of concern.		

**MAKE A COPY OF THIS REPORT FOR YOURSELF, YOUR SUPERVISOR AND SUPERINTENDENT.**

**\*DO NOT FILE IN CHILD’S SCHOOL RECORDS**

Culver School District  
**Field Trip Request/Approval**  
(Submit at Least Two Weeks in Advance)

Today's Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date(s) of Field Trip: \_\_\_\_\_

Bus(es) Needed: \_\_\_\_\_ Yes \_\_\_\_\_ No

# of Passengers: \_\_\_\_\_

Destination: \_\_\_\_\_

Grade or Group: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Estimated Time of Return: \_\_\_\_\_

Other Vehicles (specify): \_\_\_\_\_

Purpose of Field Trip: \_\_\_\_\_

Lesson Plan: \_\_\_\_\_

Chaperone Names (Background Check Must Be Submitted):

1. _____	3. _____	5. _____
2. _____	4. _____	6. _____

Students Attending:

1. _____	14. _____	27. _____
2. _____	15. _____	28. _____
3. _____	16. _____	29. _____
4. _____	17. _____	30. _____
5. _____	18. _____	31. _____
6. _____	19. _____	32. _____
7. _____	20. _____	33. _____
8. _____	21. _____	34. _____
9. _____	22. _____	35. _____
10. _____	23. _____	36. _____
11. _____	24. _____	37. _____
12. _____	25. _____	38. _____
13. _____	26. _____	39. _____

Principal Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Overnight – Superintendent Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Out of State – Board Approval: \_\_\_\_\_

Date: \_\_\_\_\_

(Transportation request form must be completed after approval of field trip)

Culver School District  
REQUEST FOR FUNDRAISING ACTIVITY

**Instructions for this form**

1. Fill out Part 1 and submit to the Principal for approval, Athletic Director if it is an Athletic fundraiser. You must receive approval on all fundraising activities **prior** to starting the fundraiser.
2. Send a copy of the approved Fundraising Activity Request to Business Office with any special vendor payment instructions.
3. Complete the necessary cash receipt forms during the activity and give to the building secretary.
4. At the end of the fundraiser, fill out Part 2 of this form and submit to the Business Office. The building secretary will forward the money and cash receipts to the Business Office for deposit and recording.
5. Submit requisitions and back-up documents for payment to vendors or prizes awarded.

**PART 1 – Complete this section and submit to Principal for approval BEFORE event**

Name of Group and Name of Activity \_\_\_\_\_

Advisor/Coach Name \_\_\_\_\_

Vendor (if selling product) \_\_\_\_\_

Purpose of Fundraiser (provide detail on how the money will be spent) \_\_\_\_\_

\_\_\_\_\_

Description of Fundraising Activity (what are you doing or selling?) \_\_\_\_\_

\_\_\_\_\_

Date(s) of Fundraiser: Begin \_\_\_\_\_ End \_\_\_\_\_

Estimated Amount to be Raised: \_\_\_\_\_ Estimated Expenses: \_\_\_\_\_

Principal/Athletic Director Approval \_\_\_\_\_ Date: \_\_\_\_\_

Denial \_\_\_\_\_ Reason for denial \_\_\_\_\_

**Part 2 – Complete this section at completion of fundraiser**

Total revenues collected \_\_\_\_\_ Total expenses \_\_\_\_\_

Amount and description of product not sold (i.e. product lost, given away, returned, etc.)

\_\_\_\_\_