



SANTIAM
CANYON
SCHOOL DISTRICT

Staff Handbook

2019-20

GENERAL INFORMATION

ASSOCIATIONS

The SEA/ACE Association is the bargaining unit for all licensed staff. Association officers and building representatives are as follows: See faculty bulletin board.

The SEA/ACE Association is the bargaining unit for all classified staff. Association officers and building representatives are as follows: See faculty bulletin board.

BOARD MEMBERS

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:

- Rich Moore (Chair)
- Alicia Boyd
- Jamey Fawcett
- Angie Fencl
- Jeremy Tinney

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the second Wednesday of the month at the Santiam Elementary School Multi-Purpose Room, or other specified locations if needed. Meetings begin at 5:30 P.M. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority as approved by the Board.

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators. A copy of board policy is available online through our website.

BUILDING USE BY COMMUNITY

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. Building use forms are available at the district office.

CONFERENCE AFFILIATION

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the 2A Tri-River Conference with schools comprised of comparable enrollments and activity programs:

Chemawa - *Braves*
Colton - *Vikings*
Culver - *Bulldogs*
Delphian - *Dragons*
Gervais - *Cougars*
Kennedy - *Trojans*
Santiam - *Wolverines*
Sheridan - *Spartans*
Western Christian - *Pioneers*

DISTRICT OFFICE HOURS

The district office is open weekdays between the hours of 7:30 A.M. - 4:30 P.M. during the school year. During the summer months and other times during the school year when school is not in session, office hours will vary.

PAY PERIODS FOR 2019-20

Pay Period	Pay Date
1	9/20/19
2	10/18/19
3	11/20/19
4	12/20/19
5	1/18/20
6	2/20/20
7	3/20/20
8	4/20/20
9	5/20/20
10	6/19/20
11	6/24/20 <i>For 10 month employees</i>
12	6/25/20 <i>For 10 month employees</i>

PAYROLL DRAWS

Employees will be allowed two (2) early payroll draws per year. The first advance will be processed at no charge, but the second will carry a \$15.00 processing fee. 48-72 hours prior notice must be given.

STAFF OPERATIONS

ABSENCES

Staff members unable to report to work for any reason, **MUST USE AESOP Sub Calling System by 6:00 A.M.** to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, **STAFF MEMBERS UNABLE TO RETURN TO THEIR DUTIES THE FOLLOWING DAY SHOULD CONTACT THE AESOP SYSTEM BY 3:30 P.M.** whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the office secretary.

Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law. Personal leave requests must be made at least two days prior to anticipated leave unless it is an emergency.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)

In accordance with federal law, staff members employed by the district may be eligible for FMLA leave. Details can be found online through district policy GCBDA and GCBDA-AR or through the district office.

ACCIDENT/INCIDENT REPORTS

All accidents/incidents 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 building principal or secretary immediately.

Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate.

In the event of a work related accident or injury resulting in overnight hospitalization whereby medical treatment other than first aid is provided, the building principal or designee will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law.

All accidents/incidents will be promptly investigated by building and district safety committees and corrective measures implemented as appropriate.

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 10 minute break. Those working eight-hour days are entitled to two 10 minute breaks.

Classified employees are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior administrative approval.

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal.

Certain district-owned equipment may be checked-out by staff and district patrons. Such equipment may not be used for personal financial gain. AN EQUIPMENT USE FORM MUST BE SUBMITTED AND APPROVED. FORMS ARE AVAILABLE IN THE OFFICE. INDIVIDUALS CHECKING OUT DISTRICT OWNED EQUIPMENT AND TOOLS WILL BE HELD LIABLE FOR SUCH ITEMS.

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

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school related purposes is to be deposited in the office safe. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms or at home.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

CHECKOUT

Work Day Checkout

Staff may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by the building administrator.

All staff is encouraged to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

Year End Checkout

See the building principal for end of the year checkout sheet.

CHILD ABUSE REPORTING

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to DHS in the county that the abuse occurred. The building principal is also to be immediately informed.

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office.

Oregon law recognizes these types of abuse:

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

* Failure to report a suspected child abuse 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 child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff is asked to refrain from keeping personal items of value in or about their desks. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of personal items due to break-in, vandalism or theft.

COMMUNICABLE DISEASE/BLOOD BORNE PATHOGENS INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff 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 contaminated

fluids have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon State Health Division 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.

COMPLAINTS

EVERY EFFORT WILL BE MADE TO ENSURE THAT ALL COMPLAINTS ARE HANDLED AND RESOLVED INFORMALLY (AS CLOSE TO THEIR ORIGIN AS POSSIBLE).

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. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member, and 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 building 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 negotiated 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.

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

Staff Complaints

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement, nor will it be used in any instance where a negotiated agreement provides a dispute resolution procedure.

CONTRACTS AND COMPENSATION

All staff (Certified and Classified) are paid on 12 pay periods, even if only working during the school year. This use of balanced pay means that paychecks remain steady from month to month, as different months vary in work hours. All hours worked above the regularly scheduled work hours need to be submitted on a separate timecard, which will be paid out that pay period.

Contracts will be issued for all Certified district employees, pending school board approval.

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. The board may enter into agreements that provide for a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district.

Upon recommendation of the superintendent, the board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15th 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, may elect by written notice to the teacher no later than March 15th of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board.

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 negotiated 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 TIME LINES ESTABLISHED BY THE DISTRICT AND NEGOTIATED AGREEMENTS.

CONFERENCES

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 twice a year. The student may be included, if the teacher or parent so desires.

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 students as necessary.

CRIMINAL RECORDS CHECK/FINGERPRINTING

All newly licensed educators and those applying for renewal of a license are required to submit to a nationwide criminal records check and fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC).

This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous year.

All current employees not requiring licensure as a teacher, administrator, personnel specialist or school nurse and working in a position having direct, unsupervised contact with students as identified by the district who have not already submitted to a nationwide criminal records check and fingerprinting are required to do so as follows:

Additionally, all staff not requiring licensure as a teacher, administrator, personnel specialist or school nurse and newly hired into a position having direct, unsupervised contact with students are required to submit to a nationwide criminal records check and fingerprinting as required by Board policy and law.

The district has determined that individuals hired into the following positions may have such contact:

1. Classroom aides/Educational assistants;
2. Library/Media aides;
3. School office secretaries;
4. Custodians;
5. Cooks;
6. Bus Drivers;
7. Volunteers;
8. Extracurricular activity staff, including:
 9. Coaches/Athletic trainers;
 10. Club, organization or other extracurricular advisors.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees as required by the Oregon Department of Education (ODE) for individuals currently employed by the district and not requiring licensure shall be paid by the individual district. Fees for all other individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual district.

Newly hired staff members not requiring licensure may request that the required fees be withheld from the employee's paycheck.

All newly licensed educators and those applying for reinstatement of a license that has expired for more than three years are required to submit to nationwide criminal records checks and fingerprinting in accordance with rules and procedures as set forth by the Teacher Standards and Practices Commission.

The following procedures will be used for all newly hired non-licensed employees subject to criminal records checks and/or fingerprinting:

Processing/Reporting

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form and/or schedule a fingerprinting appointment through Fieldprint.
2. Following acceptance of an offer of employment, the Criminal History Verification of Applicants form for those not subject to fingerprinting will be submitted for processing. A copy will be kept on file by the district.
3. If the individual is subject to fingerprinting, he/she will be required to report within [three] working days to an authorized vendor for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Contracted agent of employing district; Currently Fieldprint

Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

4. The individual is responsible for scheduling a fingerprinting appointment through www.FieldprintOregon.com. They will also need to present two forms of identification.
5. The authorized fingerprinter will submit the fingerprints through the fieldprint system. Results will be available to the district via secure site. A copy of the approval/denial will be kept at the district office.

Termination of Employment

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from, consideration as a district volunteer and employment or contract status by the superintendent immediately upon the following:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

Appeals

A non-licensed individual may appeal a determination which prevents their employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal as a contested case will be so notified in writing by the Oregon Department of Education.

CURRICULUM

Curriculum 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 or adopted curriculum is not permitted without building principal approval. Teachers with questions should contact the building principal.

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

BULLETINS OR ANNOUNCEMENTS

A daily bulletin is prepared by office staff and delivered to staff. All staff are asked to provide time at the beginning of class each day to read the daily bulletin to their students to help keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, relevant provisions of negotiated agreements and applicable law.

DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant or contract of \$25,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

Each staff member engaged in work related to a direct federal grant or contract of \$25,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member engaged in work related to direct federal grant or contracts of \$25,000 or more must abide by the terms of the district's drug-free workplace policy.

A staff member who violates this district policy must satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. Any staff member failing to satisfactorily participate in

such program may be suspended, have his/her contract non-renewed or be dismissed at the discretion of the Board.

EMERGENCY CLOSURES

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.

In the event of a closure or delay, staff will be notified using the School Messenger electronic communication program via phone call, text or email. Generally, the decision is made by 6:00 am. Additionally, updates will be posted the Santiam Canyon School District Facebook page and the following radio/TV stations regularly report delayed openings and school closures:

KCCS	1220 AM	KWBY (Spanish)	940 AM	KEX	1190 AM
KWIP (Spanish)	880 AM	KXL	750 AM	KRSK/ The Buzz	105.1 FM
KGON	92.3 FM	KFIS/ The Fish		104.1 FM	
KGW Channel 8	KATU Channel 2	KPTV Channel 12		KOIN Channel 6	

Radio and TV reports are usually made by 7:00 a.m. each day. Staff members should refer to their negotiated agreements if there are questions about whether they are required to report to work on school closure days.

See also school board policy EBCB

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and the authorized use of force on school property. These plans should be available and easily accessible in all classrooms to staff members.

Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building.

Visitors and volunteers should be wearing identification badges, any who is not should be sent to the office. If you observe any dangerous individuals, call the office and the warning will be given from there.

EVALUATION OF STAFF

The purpose of the district's evaluation program 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 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 time lines.

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, negotiated agreements and Oregon Revised Statutes.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal. Classified staff is not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal.

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 negotiated 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.

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.

FUND RAISING

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times throughout 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 Activities Coordinator or building principal prior to the activity being initiated.** All fundraisers “contracted” with companies outside the school district, must have prior approval by the building administrator and school board. Refer to Board Policy IGDF. **The use of ‘GoFundMe’ accounts also requires supervisor approval and board approval.**

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school.

All money raised must be receipted and deposited with the district or main office. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GIFTS AND SOLICITATIONS

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

Staff members are prohibited from accepting items for personal gain from companies or organizations doing business with the district. Material value is defined by law as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

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

GRIEVANCES

See local negotiated contract. Also see board policy GBM.

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 building principal of the date, time and nature of the presentation whenever such use is planned.

Prior building 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. Smoking is not permitted while on school ground
3. Sexist, racial remarks or derogation of any group or individual 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. See board policy INC.

HARASSMENT

Harassment of staff members is strictly prohibited on district property including non-district property while a staff member 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.

Harassment includes, but is not limited to, racial, religious, national origin, age, parental or marital status, disability and sexual harassment.

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

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion. Also see board policy GBN and JBA.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or superintendent immediately. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

INVENTORY

Inventories and needed items for all equipment and supplies must be turned into the office by all staff and coaches prior to checkout at the end of the school year.

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 a job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in the current negotiated agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job-sharing employees, providing 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 and school board approval.

KEYS

Keys are issued to staff by approval of the building principal. Keys may be given or temporarily checked out from the District Office. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff is expected to follow the following key control procedures:

Keys are not to be given to anyone for access to any part of the building. A staff member must be present when the building is being used for unscheduled activities.

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 to individuals not employed by the district.
4. Lost or stolen keys must be reported to the building principal within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed.
5. Charges may be made to the staff member whose key(s) have been lost or stolen.

LESSON PLANS

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 or office staff. 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 that 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.

LICENSE REQUIREMENTS

Teachers offered employment in the district must present their original teaching license to the district office before the Board will consider approving their employment.

Applicants not presenting their license prior to the beginning of school or the first day employment is to begin will not be employed until such license has been submitted.

Licensed staff is required to submit copies of all license endorsements to the district office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

MAIL 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.

To avoid overburdening the service, staff is 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.

All staff are to check their mailboxes before school, noon and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes.

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

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

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff is 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 building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

PARKING/TRAFFIC CONTROL

Staff is responsible for the protection and safety of their own vehicle.

PARTICIPATION IN POLITICAL ACTIVITIES

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. 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 their 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.

PETTY CASH

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established.

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. Prior approval from the building principal is required.

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the business manager.

PERSONNEL RECORDS

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, 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. 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 [personnel] office to inspect the contents of his/her personnel file on any day the [personnel] 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 central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the district or the district's designated representative on matters of district business.

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. See board policy GCPA and GDPA and negotiated agreement.

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Prep periods and instructional staff planning time are to be used for preparing lessons and material for the student's welfare. This time is not to be used for jobs outside of the school.

Also, see negotiated contract for requirements regarding prep times.

PROGRESS REPORTS

Teachers are expected to report their students' progress to the students and their parents when (but not limited to) any student who is failing, near failing, or need to complete missing assignments. Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. We encourage communications between parents and teachers regarding student's progress. Parents can monitor student grades and assignments online using the Pinnacle Parent Viewer. Parents can get access codes from the school office upon request.

PURCHASE ORDERS

No purchases are to be made by any staff member unless a purchase order has been filled out and has been pre-approved by an administrator. **No purchase (including purchases from student body funds) will be authorized unless covered by an approved purchase order. Phone orders will not be allowed unless a purchase order has been authorized.**

Frequent users (department heads, activity directors, athletic directors) will be trained by district office or building secretary to process their own purchase orders. Once submitted they will be approved by the principal and superintendent.

Purchases made without purchase orders will not be honored by the District and payment will become the responsibility of the person who placed the order.

- | | |
|---------------------|----------------------|
| 1. Date | 6. Unit value |
| 2. Vendor | 7. Total amount |
| 3. Delivery address | 8. Budget code |
| 4. Item quantity | 9. Name of requestor |
| 5. Item description | |

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services more than \$5000. These may be verbal quotes taken over the phone. For items or services over \$10,000 you will be required to obtain three written quotes and have school board approval.

All other purchases over \$10,000 are subject to the Board's policy governing Bidding Requirements, and administrative regulations specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's address and personal phone number contained in personnel records maintained by the district is exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member, unless otherwise accepted by law.

The district 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
2. Disclosure of information is upon the request of the former staff member
3. The information is related to job performance
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.

RESEARCH/COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the work day 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 building 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

A resigning staff member is required to deliver a written and signed notice of resignation to the office of the superintendent. The resignation shall be effective as of the date received by the district office.

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 suspend the teacher's license for the remainder of the school year. 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.

See board policy GCPB and GDPB.

RETIREMENT

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

SAFETY COMMITTEE

The district shall have a SAFETY COMMITTEE, which will serve to monitor, train and advise the district on safety matters as they relate to the district. The committee shall consist of at least one member from each building and a district administrator.

The committee will hold quarterly meetings during the school year. Meeting times and dates will be posted within the district and each building will maintain a notebook, which will contain all meeting agendas, minutes, inspection records, and any other safety information. An additional copy of this information will be sent to the district office.

Meetings will focus on:

1. Current accident reports: their cause and prevention;
2. Safety training needs for applicable personnel;
3. Site inspection of the building where meeting is being held.

SECURITY SYSTEM

Parts of our facilities are equipped with a security system. Meet with your building supervisor to learn of security features in your building. **COST ACCRUED TO THE DISTRICT DUE TO EMPLOYEE NEGLIGENCE COULD BE PASSED TO EMPLOYEE.**

SEXUAL HARASSMENT

Sexual harassment by staff and students is strictly prohibited and shall not be tolerated in the district. "District" includes district facilities, district premises and non-district 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.

A staff member whose behavior is found to be in violation of board policy may be subject to discipline up to and including dismissal.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources, which may be controversial, require building principal approval prior to their 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.

STAFF CONDUCT

All staff is expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations. Additionally, all licensed staff is expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

STAFF DEVELOPMENT

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, individual research, travel, supervision of teacher trainees and other such activities.

All requests for district payment of college coursework tuition require prior administrative approval. Professional growth application forms are available in the school office. See local contract.

All 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, substitutes, consistency with district and building goals and job assignment. Requests require prior building principal approval. Forms are available in the office.

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 will not be considered as appropriate activities for the expenditure of district funds.

REIMBURSEMENT

District employees who incur expenses in carry out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and receipts as required by the business office. See Board Policy DLC and DL-AR.

STAFF DRESS AND GROOMING

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.

Teaching, as a profession, demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

STAFF ETHICS

See board policy GBC.

STAFF HEALTH AND SAFETY

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.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office, custodial room, and elsewhere in the building as necessary and 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 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 adjustment, 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 of 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 are 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 should 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 with which contact would be dangerous;
12. Any materials 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

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

Staff members are encouraged to participate in the decision-making process whenever practicable. Committee and decision making opportunities will also become available throughout the school year. Contact the building principal for additional information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS

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 on the part of 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 non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education. Once a student reaches the age of 18 those rights transfer to the individual student.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

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 non-custodial parent rights with respect to particular students should contact the office.

STAFF ROOM

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

Students are not permitted in the staff room except with specific duties as directed by the office staff or principal.

SUPERVISION OF STUDENTS

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 or their classroom hallway 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 their 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.

TEACHING ABOUT RELIGION

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

However, as religion influences many areas of education such as health, 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, teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

CELL PHONES AND DEVICES

Telephones are available throughout the building for staff convenience for work related calls. Long distance calls for district business may be placed from a school telephone. Personal phone calls should not be made from school phones. Incoming calls should be restricted as much as possible to non-instructional times, except in cases of emergency. The use of staff cell phones/devices shall not interrupt the teaching process or affect our work quality in any manner. Via our online policy manual on the website, please familiarize yourself with our staff policy GCAB: Personal Electronic Devices and Social Media.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students and provide a healthy working environment that promotes good health for all; tobacco use is prohibited on all district property/buildings and in all district-owned vehicles. The Santiam Canyon School District is a designated Tobacco/Drug Free Zone.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

TUTORING

No tutoring for which a staff member receives a fee is permitted in district schools or on school time and no district-owned materials or equipment may be used except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum may be given for remuneration outside of school time and away from school buildings;
2. Teachers may tutor for remuneration outside of normal school hour's students eligible for homebound services according to district procedures;
3. District authorized and/or sponsored programs.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from the building principal. All van drivers must complete a van training in-service. Driver's license and proof of insurance must be submitted before approval. As per board policy EEAE.

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted in the staff room. Copies of the posting are also sent to association representatives, and individual staff upon written request to the district office. During summer break, such notices are mailed to the association presidents.

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 negotiated agreements.

VOLUNTEERS

The district encourages the 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.

The use of volunteers requires prior administrative approval. A criminal history check must be on all volunteers before they begin. Forms are available from the district office.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING NON-INJECTABLE MEDICINES TO STUDENTS

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 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 of 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.

ASSEMBLIES

All teachers and staff are expected to attend all assemblies unless approved by the building administrator. Supervision by all teachers and staff is expected during assemblies.

Students may be removed from an assembly as deemed necessary by the 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

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

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

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. Teachers with questions or concerns regarding a student's placement should contact the counseling office. Teachers are not to add or drop students without notice from either the counseling office or main office.

CHAPERONES

Chaperones are needed at all student functions. Getting plenty of chaperones and having proper supervision will eliminate many potential problems.

CHEATING

The school tries to foster a climate of honesty and integrity. Taking credit for work or material in which one didn't do is cheating. Students who cheat will be disciplined by the classroom teacher. This may range from taking a zero on an assignment, redoing the work, or failing the course.

CLASS INTERRUPTIONS

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.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS*

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-restricted diseases 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 of a licensed physician (with concurrence of the local health officer) 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.

Contact the office or school nurse for current information.

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 [building 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.

Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

DISMISSAL OF CLASSES

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 students reporting to class late will need to account for their tardiness.

DRUG AND ALCOHOL PREVENTION, HEALTH EDUCATION

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

See board policy IGAEB and JFCK.

EMERGENCY DRILLS

All teachers are required to provide instruction on fire and earthquake dangers and drills in accordance with the requirements of law.

At least one fire drill will be conducted each month.

At least 2 emergency evacuation drills/lockdown drills will be conducted annually.

FEATURE FILMS/VIDEOS

Building 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 may be authorized for classroom use.

Requests are to be submitted to the building principal at least five days prior to the proposed showing.

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.

FIELD TRIPS AND SPECIAL EVENTS

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

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, substitutes, 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. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

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

Any out-of-state and/or over night travel must be approved by the Board.

GRADING

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 the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Our Districts grading software called Gradebook. This electronic gradebook is also accessible to parents, so teachers are to keep grades posted and updated regularly. **If a parent requests access to Gradebook, refer them to the office for their access and password.** Teachers should use a variety of communication devices including telephone 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:

- A Superior
- B Above Average
- C Average
- D Below Average
- F Failing
- P Pass-credit granted, non-graded course
- NP No Pass-credit denied, non-graded course
- I Incomplete (This grade is not to be used without prior administrative approval)
- NG No Grade
- W Withdrawal

Minus (-) or plus (+) signs can be used in grading on report cards.

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as sole criteria for the grade reduction or credit denial.

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

HOMEWORK

Teachers at all grade levels may 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

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. Students will receive one calendar day per each day of excused absence to make up work.

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 schoolwork 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 will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions, presentations, or daily participation points missed while under suspension.

MEDIA ACCESS TO STUDENTS

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 building principal or office 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 CLASSES OUTDOORS

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 building principal.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior building principal approval is required for all such activities.

NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS

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 monies 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.

The counseling center may contain pamphlets, which will assist parents who have questions about selection of such activities.

PROGRAM EXEMPTIONS

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 the 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

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.

RESUSCITATION

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 as soon as possible 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

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.

Exception will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the building principal.

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

STUDENT ACTIVITY FUNDS

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 school office. All student activity fund expenditures must be approved by the building principal and person in charge of the student activities program.

STUDENT CONDUCT

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials 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, administrative regulations specifying student conduct expectations have been established. These rules 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. Disregard of these rules 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 building 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 and local building administrative regulations 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 DISCIPLINE

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 the student-parent handbook. Staff is expected to handle minor violations in accordance with district policy and the student-parent handbook.

Staff is encouraged to use a variety of methods to maintain proper discipline within their instructional setting.

STUDENT DISMISSAL PRECAUTIONS

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

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.

All staff are expected to familiarize themselves with the general information, administrative rules 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 building principal.

STUDENT PERFORMANCES

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 building principal and may not interfere with other scheduled activities or classes within the school.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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 or other school activities only with prior administrative approval. A copy of the staff member's current driver's license and proof of insurance will be required prior to the transporting of students.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle.

STUDENT WITHDRAWAL FROM SCHOOL

Upon notification by the 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. Submit the list to the office.

In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the building administration. Each teacher may elect to sign the permission form allowing the visitor into their classroom. If a teacher refuses to give permission, the visitor may be allowed to stay in another designated area during that class time.

Staff members are expected to report any unauthorized person on school property to the building administration.

ALTERNATIVE EDUCATION PROGRAMS

Alternative educational 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 necessary to meet a student's educational needs and interests; or when a public or private alternative program is not otherwise readily available or accessible. The involvement of staff, parents and the community in recommending alternative programs for board approval is encouraged.

ASSESSMENT PROGRAMS

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities.

Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes.

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

BILINGUAL EDUCATION

Students whose primary languages are languages other than English are provided appropriate assistance through the district's ESOL 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

The district participates in the National School Lunch and School Breakfast program. Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

HEALTH SERVICES PROGRAMS

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

1. Pertinent health information on students, as required by Oregon statutes and regulations;
2. Health appraisal services, including screening for possible vision or hearing problems (and also scoliosis) through local agencies;
3. Health counseling for students and parents when appropriate;
4. First-aid assistance for sick and injured students and staff;
5. Control and prevention of communicable diseases as required by the State Health Division and the county health department;
6. Assistance for students in taking medication according to established district procedures;
7. Adaptation for students with special health needs.

The district's school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics. The nurse is available one day a week. Check for times in the office.

All staff will be informed of their responsibilities in these areas.

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 consecutive 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 also may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

HOME TUTORING SERVICES

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 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

Teachers should contact library/media staff for assistance in obtaining audiovisual materials and equipment, computer software and other instructional media materials maintained by the district.

A professional collection of books and current periodicals is also available for staff use in the library. Materials may be checked out through library staff.

Teachers must 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

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 their educational program.

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

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/psychometrists employed for this purpose or by interns under their supervision. These evaluations are conducted with the approval from school administrator or special education director.

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 the release of any such data.

SPECIAL EDUCATION SERVICES

Students age 3 through age 21 living in the district, who have been evaluated and found eligible for services or programs for students with disabilities, are served by the district's special education department.

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

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

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.

SPEECH AND LANGUAGE PROGRAM

The district does provide speech and language services for those students who qualify.

TALENTED AND GIFTED PROGRAMS

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.

Also see board policy IGBB.

TITLE I PROGRAMS

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. Our District utilizes these services for grades K-6 at Santiam Elementary School.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building administrator.

BELL SCHEDULES AND BUILDING MAPS

See individual building handbook. Each building has a building map available in the main office.