

ABSENCES

Staff members unable to report to work for any reason must call AESOP at 1-800-942-3767 (WHSD Absence Reporting System) or log-in is available on the district Website at **gowarrenton.com**. Scroll down to *staff quick links* on the bottom right. Please call as soon as possible (6:00 am or the evening before if possible) to ensure that appropriate substitute arrangements can be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

(Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties.)

Substitute coverage for absences during work hours due to illness or emergency will be made by AESOP and **staff is to notify Jeanne Hyatt in the office.**

An Advanced Request for Leave (when known in advance) must be submitted on AESOP. This includes absences due to school or district related activities.

Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law.

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 immediately.

Reports will cover property damage as well as personal injury. A completed **Accident Report Form 801 (Liberty Northwest)** must be submitted to the building principal within 24 hours or the next scheduled district work day, as appropriate.

In the event of a work related accident or injury resulting in a hospital admission whereby medical treatment other than first aid is provided, the district safety officer 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 and corrective measures implemented as appropriate.

ALTERNATIVE EDUCATION PROGRAMS

Alternative educational programs have been developed and identified to meet the needs of students unable to succeed in regular district programs in compliance with state requirements. The involvement of staff, parents and the community in recommending alternative programs for Board approval is encouraged.

Alternative programs consist of instruction or instruction combined with counseling and may be public or private. Home schooling is not a permissible alternative educational option.

The district is obligated to pay the actual alternative program cost or an amount equal to 80 percent of the district's estimated current year's average per-student net operating expenditure, whichever is less. If a student is not successful in the alternative program, there is no obligation to propose or fund a second alternative.

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

- When two or more severe disciplinary problems occur within a three year period. Severe disciplinary problems are defined in the student/parent handbook;
- When attendance is so erratic the student is not benefitting from the educational program. Erratic attendance is defined on a case-by-case basis;
- When an expulsion is being considered;
- When a student is expelled;
- When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis, at age 16 or 17 as provided by law.

Teachers with questions concerning available alternative programs should contact the counselor or the building principal.

ASSEMBLIES

Students are required to attend all assemblies. Those who refuse are to be referred to the office.

All teachers are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas.

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

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.

The district's assessment program consists of the following:

- Performance-based assessment with results are reported to the Board and parents;
- Annual statewide benchmark testing in grades 3, 4, 5, 6, 7, 8 and 11. Results are reported annually to the Board, parents and community;
- Criterion referenced assessment in selected areas/programs;
- Content-based assessments;
- Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
- Assessments by individual teachers;
- District approved optional assessments.

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

ASSIGNMENT OF STUDENTS TO CLASSES

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

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

BILINGUAL EDUCATION

Students whose primary language is a language other than English are provided appropriate assistance [through the district's English as a Second Language Program (ESL)] 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.

BLOOD BORNE/HBV* Pathogens Training and Immunization

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

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

Additionally, HBV vaccination will be made available within 10 days of initial assignment to all staff who have been identified by the district as having occupational exposure. Report any occupational exposure to BLOOD BORNE pathogens to the building principal. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.

Infection Control Procedures

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

- Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV*, HBV and/or BLOOD BORNE pathogens;
- Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band aids. If assistance is required, band aids may be applied

- after removal of gloves if care giver will not come into contact with blood or wound drainage;
- Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
 - Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
 - If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
 - In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
 - Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA)** approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables;
 - An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
 - Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
 - Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leak proof containers that are appropriately labeled or color-coded;
 - All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
 - Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
 - Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood;
 - If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.
- * HIV - Human Immunodeficiency Virus
 AIDS - Acquired Immune Deficiency Syndrome
 HBV - Hepatitis B Virus
- ** Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other

products with EPA numbers.

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 at least two hours are entitled to one 10 minute break; four or more consecutive hours are entitled to one 10 minute break. Those exceeding four consecutive hours are entitled to a half hour lunch break. Those working eight hour days are entitled to a half hour lunch break and 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 supervisor approval.

CARE/USE OF DISTRICT PROPERTY

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

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, including computers 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 and filed in the school office.

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 fund raisers or other school related purposes is to be deposited in the office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

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

CHECKOUT - Work Day Checkout

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

Classified staff are permitted to leave the building and district grounds during their lunch break.

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

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 the Services to Children and Families or local law enforcement agency. The building principal is also to be immediately informed.

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

Oregon law recognizes these types of abuse:

- Physical;
- Neglect;
- Mental injury;
- Threat of harm;
- 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.

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.

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.

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

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

- Training for or participation in athletic competition voluntarily engaged in by a student;
- Recreational activity voluntarily engaged in by a student;
- Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
- Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individual education program which has been signed by the parents and is carried out according to district procedures.

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. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to personal property due to such causes as fire, theft, accident or vandalism.

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. Services generally will not be provided to students excluded unless otherwise required by law.

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.

Parents of a student six years or older, who is infected with HIV or HBV and not a special risk student as defined by the Oregon Health Division, are not required by law to report their condition to the district. These students also, as provided by law, have a right to continue school.

Parents of a special risk student as defined by the Oregon Health Division, who is HIV positive as well as all students with AIDS, are required to notify the district of the student's condition for continued educational services, following evaluation by the Oregon Health Division or local health department of the student's risk to others, including any restrictions which may be required. With written parental permission, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

- HIV - Human Immunodeficiency Virus
- HBV - Hepatitis B Virus
- AIDS - Acquired Immune Deficiency Syndrome

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

Student/Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the

staff member. All such meetings should be held in confidence and not in the presence of others.

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

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 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 and administrative regulations.

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 each fall and spring. 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.

COPYRIGHT

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

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

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the media center.

"Fair use" guidelines are as follows:

Fair Use

I. Printed Materials

A. Permissible uses — district employees may:

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
 - a. A chapter from a book;
 - b. An article from a periodical or newspaper;

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

II. Sheet and Recorded Music

- A. Permissible Uses — district employees may:
 - 1. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
 - 2. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than 10 percent of the whole work;
 - 3. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the "unit" is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
 - 4. Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
 - 5. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
 - 6. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
 - 7. Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

- B. Prohibited uses — district employees may not:
1. Copy to create or replace or substitute for anthologies, compilations or collective works;
 2. Copy works intended to be "consumable", such as workbooks, exercises, standardized tests and answer sheets;
 3. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
 4. Copy to substitute for purchase of music except as noted above (A. 1, 2. and 3.);
 5. Copy without inclusion of the copyright notice on the copy.

III. Television-Off-the-Air Taping

- A. Permissible uses — district employees may:
1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re-transmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.
 - a. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
 - b. Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.
 - c. Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the "Request for Off-Air Video Taping" form to the library/media supervisor for each program videotaped. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
 2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
 3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first ten consecutive school days of the 45-consecutive calendar day retention period;
 4. Use off-air recordings for evaluation purposes only, after the first ten consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
 5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
 6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
 7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
 8. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

- B. Prohibited Uses — district employees may not:
1. Tape off-air programs in anticipation of an educator's requests;
 2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
 3. Use the recording for instruction after 45-consecutive calendar days;
 4. Hold the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 45-day use period;

- b. An interruption or technical problems delayed its use; or
 - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
 6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety.
 7. Exchange program(s) with other schools in the district or other school districts without the approval of the media/library supervisor. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
 8. Use the recording for public or commercial viewing;
 9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

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

IV. Rental, Purchase and Use of Videotapes

A. Permissible uses — district employees may:

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

B. Prohibited uses — district employees may not:

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

V. Computer Software

A. Permissible uses — district employees may:

1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
4. Use a purchased program sent from a manufacturer labeled "archival" simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
5. Make an archival copy of a rightfully-owned disk that is labeled "archival" by the software manufacturer;

6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

B. Prohibited uses — district employees may not:

1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
3. Make or use illegal copies of copyrighted programs on district equipment;
4. Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board;
5. Make copies of software provided by a software publisher for preview or approval;
6. Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district;
7. Make replacement copies from an archival or back-up copy;
8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
9. Make multiple copies of the printed documentation that accompanies copyrighted software.

C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

VI. Reproduction of Works for Libraries/Media Centers

A. Permissible uses — district employees may:

1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

B. Prohibited uses — district employees may not:

1. Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
2. Copy without including a notice of copyright on the reproduced material.

VIII. Performances

A. Permissible uses — district employees must:

1. Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

COUNSELING AND GUIDANCE PROGRAM

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

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

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

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

Teachers may refer a student to the counselor by contacting the counselor directly or by completing a referral form, available in the office. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counseling office.

The counselor and teachers with counseling responsibilities are expected to respect fully the right of privacy of those with whom they enter counseling relationships. Confidential matters are not to be discussed over the telephone.

Confidentiality is not to be abridged except:

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

COURSE SYLLABI

As of April 1, 1997 OAR 581-022-1130 (e) states that Course syllabi shall be written for courses in grades 9 through 12 and shall be available to students, staff, parents, the district school board and other interested individuals. Information should include: Planned Course Statements as well as a class outline, text used, materials needed, attendance and participation required, procedures/expectations regarding missed class and make-up work, grading policy in relation to quizzes, oral presentations, exams, papers, homework, lab work, term paper, final exam, etc. Class participation, or lack of, should impact the final grade. Attendance alone can not be the determining factor.

CRIMINAL RECORDS CHECKS/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 are required to submit to a nationwide criminal records check and fingerprinting by January 1, 2000.

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. Extracurricular activity staff, including:
 - a. Coaches/Athletic trainers;
 - b. Club, organization or other extracurricular advisors not requiring licensure.

Current staff members transferring into such positions voluntarily or involuntarily are also subject to such checks.

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, textbooks and instructional materials 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.

DAILY BULLETIN/ANNOUNCEMENTS

A daily bulletin, The Daily News, is prepared by office staff and placed in staff mail boxes. **All staff is required to provide time at the beginning of second period class each day to read "The Daily" 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.

Staff may place an announcement in "The Daily" by completing the appropriate form and returning it to the office no later than 3:00 p.m., one day in advance of the announcement. Announcements generally are not run more than three days unless otherwise authorized.

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 (drug paraphernalia, 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.

Given the extensive use and the formal and informal promotion of alcohol, tobacco and drug use in society, the school has an obligation to provide drug education that emphasizes prevention, describes intervention and referral procedures and outlines consequences.

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

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.

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. School closures will also be placed on our website, www.gowarrenton.com.

The following radio stations regularly report delayed openings and school closures:

KAST AM 1370
KSWB AM 840
KVAS/KKEE
FM 91.9

Phone Tree Areas:
Astoria Seaside
Hamlet Warrenton
Hammond

EMERGENCY DRILLS

All teachers grades K-8 are required to provide instruction on fire and earthquake dangers and drills for at least 30 minutes each school month in accordance with the requirements of law.

At least one fire drill will be conducted each month for grades K-12.

At least two drills on earthquakes will be conducted each year for grades K-12.

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

The warning signal for a fire alarm/drill is a continuous fire alarm bell. Upon the sounding of a fire alarm, teachers are required to:

- Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
- Close windows, turn off lights and close door/leave door unlocked;
- Take roll book;
- Escort class to at least 100 feet from the building and take roll. Report any unaccounted students to the building principal;
- Upon "all clear" signal, (one long single bell), escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is an announcement over the PA. In the event of an earthquake, teachers are required to:

- Immediately direct all students to "duck, cover and hold". Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
- Wait until shaking stops;
- Evacuate building following established evacuation procedures; (a three bell signal)
- Take roll and report any unaccounted students to the administration;
- Await direction from fire department to evacuate to the tsunami safe zone at the cemetery.
- Upon "all clear" signal (one long single bell) escort students back to class;
- If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

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].

Copies of the emergency procedures plan are posted in the office and other strategic locations throughout the building.

EVALUATION OF STAFF

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement 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 are 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.

Regular working hours for certified staff are from 7:50 a.m. until 3:50 p.m. unless otherwise specified by the building principal.

FEATURE FILMS/VIDEOS

Use of Commercially Produced Feature Films and Other Digital Media **

The showing of commercially produced and rated feature films and other digital media must have a direct instructional outcome and have a legitimate purpose in the school's educational program.

Since the content of feature films customarily is designed for general audience viewing, the Board's preference is that only excerpts of approved films be shown as part of the curriculum. In all cases, certain precautions should be taken to ensure the showing of a particular film is consistent with the educational values espoused by the District. Only instructionally relevant films rated G for grades K-6; G and PG for grades 7 and 8; G, PG, and PG-13 for grades 9 and 10; and G, PG, PG-13 and R for Grades 11 and 12 may be shown.

In the case of PG rated films in 4-6; PG-13 rated films for grades 7 and 8; or R rated films for grades 11 and 12, teachers must have:

1. Written approval from the administration;
2. Previewed the movie or excerpt;
3. Signed permission from the parent.

If any parent objects, the teacher will prove an educationally related alternative for that student.

Other digital media must have prior administrative approval before being shown to students.

The Board directs administrative procedures be developed to accomplish this objective, including the provision that a parent have the opportunity to preview a film when practicably possible and that a parent may request

his/her student not be allowed to view a film rated PG, PG-13, or R.
END OF POLICY **Legal Reference(s):** [ORS 332.107](#)
Use of Commercially Produced Feature Films and Other Digital Media*- IIABB 1-1

FMLA/OFLA

See Board Policy GCBDA/GDBDA and GCBDA/GDBDA-AR

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, 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 travel must be approved by the Board.

FUND RAISING

Fund-raising 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 fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated.

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

Fund raising request forms are available in the office.

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

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. 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.

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.

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
- W---Withdrawal

There will be no minus (-) or plus (+) signs used in grading on report cards.

Grading will be on a nine-week basis.

Point values for regular and honors courses will be awarded for GPA based on the following scale:

Regular Course	
Grade	Points awarded
A (90%-100%)	4
B (80%-89%)	3
C (70%-79%)	2
D (60%-69%)	1
F (0%-59%)	0

Honors Courses	
Grade	Points awarded
A (90%-100%)	5
B (80%-89%)	4
C (70%-79%)	3
D (60%-69%)	1
F (0%-59%)	0

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

- **Identification of how the attendance and class participation is related to the instructional goals of the subject or course;** (must be in course syllabus)
- Parents and students will be informed;
- Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
- Reasons for non-attendance are considered and the grade is not reduced or credit denied based upon absences due to:
 - a. Religious reasons;
 - b. A student's disability; or
 - c. Substantial health issue

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

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

GRADING - HOMEWORK

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

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

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

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

GRADING - 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.**

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

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

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.

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.

GRADING - WEIGHTS AND ASSESSMENTS

Teachers will assess students in a minimum of three weighted category. The first weighted category is practice. Practice is considered to be daily activities and homework. Practice assessments will carry a weighted scale of 10% to 15% of a student’s grade. Multiple opportunities will be given each quarter for students to earn points in this category. The next weighted category is formative assessments. The formative category may include quizzes, rough drafts, presentations, etc. Formative assessments will be weighted from 30% to 45% of the student’s grade. Students will have a minimum of 5 opportunities per quarter to earn points in this category.

The final weighted category is summative assessments. The summative category may include tests, final drafts, major projects, etc. Summative assessments will be weighted from 45% to 60% of the student’s grade. Students will have a minimum of 2 opportunities per quarter to earn points in this category. Over any nine week period our teachers will score at least 18 assessments from a combination of the three categories: practice, formative and summative assessments.

The practice category must log a minimum of 100 points and 6 graded opportunities each quarter. The formative category must log a minimum of 300 points and 5 graded opportunities each quarter. The summative category must log a minimum of 200 points and 2 graded opportunities per quarter

See the table below:

Weighted Grading			
	Practice	Formative	Summative
% of Grade	10%-15%	30%-45%	45%-60%
Min. # of Grades per Quarter	6 assessments 100 points	5 assessments 300 points	2 assessments 200 points

* Teachers must record a minimum of 18 grades each quarter

HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION & BULLYING

See Board Policies at www.gowarrenton.com:

- JBA/GBN
- JBA/GBN-AR
- JFCF
- JFCF-AR
- GBNA
- GBNA-AR

HEALTH EDUCATION - AIDS, HIV AND HBV*

An AIDS, HIV and HBV curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others.

All teachers or the school nurse are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum. The instructors and schedule for such instruction will be determined annually.

The purpose of the curriculum is to present current, accurate information to help students learn infection control procedures for preventing the spread of HIV/AIDS-causing virus and to assist them in making decisions about protecting their health and the health of others. The value of abstinence must be stressed.

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

- AIDS - Acquired Immune Deficiency Syndrome
- HIV - Human Immunodeficiency Virus
- HBV - Hepatitis B Virus

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

“Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium.

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

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

HEALTH SERVICES PROGRAMS

The district has an established health services program which provides:

- Pertinent health information on students, as required by Oregon statutes and regulations;
- Health appraisal services, including screening for possible vision or hearing problems (and also scoliosis);
- Health counseling for students and parents when appropriate;
- Emergency care and first-aid assistance for sick and injured students and staff;
- Control and prevention of communicable diseases as required by the State Health Division and the county health department;
- Assistance for students in taking medication according to established district procedures;
- 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.

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] days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction.

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

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

KEYS

Keys are issued to staff by the head custodian with the approval of the building principal. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key control procedures:

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
- Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
- 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.
- All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

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

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure 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.

LIBRARY/MEDIA SUPPORT SERVICES

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

Additional supplemental materials may also be available through the local education service district and/or state library system.

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

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

LICENSE REQUIREMENTS

Teachers offered employment in the district must present their original teaching license to the personnel 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 are required to submit copies of all license endorsements to the personnel 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.

In the event the district is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license requirements as set forth by the Teacher Standards and Practices Commission, the district is entitled to recover one-half of the amount of the forfeiture from the teacher whose unlicensed status caused the forfeiture. Recovery may not exceed one-half of the amount forfeited that is attributable to the particular licensed person.

LUNCH PROGRAMS

The district participates in the National School Lunch 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.

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.

MEDICATION - 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.

Students in grades 9-12 are permitted to self-medicate prescription and nonprescription medication in accordance with the following procedures:

1. A parent (guardian) permission form and written instructions have been submitted as required above for all prescription and nonprescription medications. In the case of prescription medications, permission from the physician is also required. Such permission may be indicated on the prescription label. Building principal permission is also required for all self-medication requests.
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
 - b. Nonprescription medication must have the student's name affixed to the original container.

The right to self-administer medication may be revoked by the building principal if there are any abuses of these procedures.

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.

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 fund raising.

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.

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.

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

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

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

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Prep periods are to be used by the teacher for planning, class preparation, correcting papers, attending IEP meetings and occasional coverage for other teachers attending IEP meetings, etc. (Areas pertaining to the educational program). They are not to be utilized for personal reasons.

PROFESSIONAL WORKDAY

The teacher workday shall be 8 hours and shall fall within the hours of **7:50 a.m. to 3:50 p.m.** On the last working day of the week, employees may leave at 3:00 or after bus duty.

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.

PROGRESS REPORTS

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the mid-way point of the first, second, third and fourth quarter grading periods indicating academic and

citizenship progress to date. **No grade of "D" or "F" should be issued without a written progress report having been sent home notifying the student and parent of academic deficiencies.** Staff will be current on gradebook postings so that parents can access student grades on Parent-Vue.

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

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.

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.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase [including purchases from student body funds] will be authorized unless covered by an approved purchase order. Forms are available in the office.

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

Date;	Unit value;
Vendor;	Estimated total amount (including shipping and handling);
Delivery address;	Budget code;
Item quantity;	Name of requestor;
Item description;	Signature of individual authorized to sign purchase orders.

There are two kinds of purchase orders at WHS, district and in-house. District purchase orders are used to order materials and equipment which have been approved in the district budget process.

In-house purchase orders are used with available funds in various WHS accounts for clubs, activities, etc. Please follow these guidelines:

- A. District Purchase Orders - ALL PURCHASES MUST BE APPROVED BY THE DISTRICT OFFICE. Any employee needing to purchase a particular item or service SHALL FIRST MAKE OUT A REQUEST FOR SUPPLIES describing the article or service. This request must include an ESTIMATED PRICE and be signed by the employee. The completed request is submitted to the school office. If the item is budgeted and the principal approves the purchase, (s)he shall cause the purchase order to be typed, sign it, and submit it to the district office for approval by the business manager or superintendent. If the item is not budgeted or the principal does not approve of the purchase, (s)he may reject the request without submitting it to the district office and so notify the person who filed the request, or (s)he may cause the purchase order to be drawn noting on it the fact that it was not budgeted and submit it to the district office for consideration.

If the purchase is approved by the district office, the purchase order will be initialed by the business manager or superintendent, the yellow copy retained for the district file and the other copies will be returned to the school office for distribution.

Open accounts are maintained at Coast to Coast in Warrenton, Warrenton Builders Supply and Astoria Business Equipment. However, before you go to a store where we have an open account, a REQUEST FOR SUPPLIES must be approved in advance by your principal. Invoices have to be signed by the employee picking up the purchase (NO STUDENT MAY SIGN) and be delivered to the school office for forwarding to the district office for payment.

If an item can be purchased locally and costs less than \$25.00, the purchase SHALL BE handled through the PETTY CASH FUND in the building office. A REQUEST FOR SUPPLIES must be completed and approved by the principal before the item is purchased. After purchasing the employee SHALL submit an invoice or receipt for the purchase to the office for reimbursement. No employee will be reimbursed if the request for supplies form is not handled correctly and submitted PRIOR to the purchase or if a receipt is not submitted.

If an item is RETURNED, ALL paperwork and copies of correspondence or records of telephone conversations SHALL BE submitted to the district office to the attention of the accounts payable clerk. PLEASE LET THE CLERK KNOW IMMEDIATELY IF YOU HAVE A PROBLEM WITH A PURCHASE AND MAY BE SENDING ITEMS BACK.

IF AN ORDER IS TO BE PLACED OVER THE PHONE - THE PAPERWORK MUST BE DONE FIRST!!! DO NOT CALL IN AN ORDER AND THEN EXPECT THAT A PURCHASE ORDER WILL BE APPROVED.

If you have any questions regarding this procedure, call the business manager or talk with your building principal. Follow procedure carefully. Items will not be paid for unless the procedure is followed.

- B) WHS Purchase Orders - Warrenton High purchase orders may be obtained from Jeanne. They must be signed by the advisor of the group, club or activity requesting the order and approved by the Principal. These funds can only be used by the groups who have deposited them.

All staff members are advised that district policy forbids the purchase of anything without using the proper purchase order procedure. STAFF MEMBERS ARE LIABLE FOR THE AMOUNT OF PURCHASE IF PROPER PROCEDURES ARE NOT FOLLOWED.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's address, date of birth 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 excepted 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; or
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.

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.

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.

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 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.

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

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

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

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

SECURITY SYSTEM

If you use the building after hours, please be sure to turn out the lights and lock classroom doors and windows when you are finished. When leaving the building, test the outside door after you close it. **Do not assume that the door has locked itself. DO NOT FORGET TO SET THE ADT ALARM.**

SITE COUNCIL

In an effort to encourage community involvement in shared decision-making and to foster the collaborative efforts of staff, students, parents and community members, a 21st Century Schools Council has been established.

The 21st Century Schools Council responsibilities include the development of plans to improve the professional growth of staff, the improvement of the school's instructional program and the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century at the school site and for the professional development of teachers and classified employees as provided for in Oregon Revised Statutes and Oregon Administrative Rules.

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

Meeting times and location will be announced through the office and will follow the notice, meeting and record keeping requirements of the Public Meetings Law.

All staff are invited to attend 21st Century Schools Council meetings.

Membership selection information may be obtained by contacting an association representative or the building principal.

SPECIAL EDUCATION SERVICES

Students ages kindergarten through 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).

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

Placements are made by the building's IEP Team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program; at least one special education teacher; a representative of the district; and individual who can interpret the instructional implications of the evaluation results; the student when appropriate and other individuals, who have knowledge or special expertise regarding the student, at the discretion of the parent or district.

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

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

STAFF CONDUCT

All staff are expected to conduct themselves in a manner that conforms with Board policy and administrative regulations.

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

Application of Rules

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

Definitions

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

1. Administrator - Any person who holds a valid Oregon administrative license;
2. Competent - Discharging required duties as set forth in these rules;
3. Educator - Any licensed person who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising;
4. Ethical - Conforming to the professional standards of conduct set forth in these rules;
5. Sexual contact - Includes:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;
 - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator; or
 - c. Sexual advances and verbal or physical conduct of a sexual nature and directed towards a student;
6. Sexual harassment - Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;
7. Teacher - Any person who holds a teacher's license as provided in Oregon Revised Statutes.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

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

The competent teacher demonstrates:

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

Management Skills

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

The competent teacher demonstrates skills in:

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

Human Relations and Communications

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family.
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues.

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

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

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

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

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 course work tuition require prior administrative approval for undergraduate courses. Professional growth application/reimbursement forms are available in the school office.

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

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 professional 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

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

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. District facilities, equipment or materials may not be used in performing outside work.

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 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 shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects 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 DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved on the school's 21st Century Schools Council and may participate in such district and building activities as [the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning].

Contact the 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.

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.

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

Students are not permitted in the staff room.

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

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

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

STUDENT CONDUCT

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.

STUDENT DETENTION

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

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

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

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 divided into two categories, severe violations and minor violations. These are listed in the Student/Parent Handbook.

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 is 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.

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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 building principal approval.

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. **If the student has completed half of a course with a passing grade at the time of withdrawal, half of the credit will be posted to their transcript.**

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.

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 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.

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.

Identified students must score at or above the 97th percentile on selected district tests. Additionally, talented and gifted students from special populations such as cultural and ethnic minorities, disadvantaged, underachieving gifted and disabled learners may also be identified.

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

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the building principal.

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 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.

TELEPHONES

Telephones are available throughout the building for staff convenience. Long distance calls for district business and personal use purposes may be placed from a telephone with an unrestricted line, located in the staff room. Long distance calls must be logged so that the phone bill can be reconciled each month. Staff members are responsible for all costs related to long distance calls made for personal use.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all district property and in district-owned vehicles.

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 private tutoring for which a staff member receives a fee is permitted in district schools on school time. District materials or equipment may be used.

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 and proof of insurance registered with the district office.

VISITORS

Students are not permitted to bring visitors to school. Staff members are expected to report any unauthorized person on school property to the building principal.

