Personnel Handbook
2019-2020

Inspire, Challenge & Prepare

Mt. Angel School District #91
PO Box 1129
Mt. Angel, OR 97362

Mt. Angel School District is an equal opportunity employer and educator.
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PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, negotiated agreement or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

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

Nondiscrimination Statement:
Mt. Angel School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, sexual orientation and gender identity or expression, or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact Superintendent Troy Stoops, at 730 E. Marquam Street, Mt. Angel, Oregon 97362 or telephone 503-845-2345.

Federal Compliance Officer:
The following person(s) have been designated to coordinate compliance with legal requirements, including Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973:

Compliance Officer: Troy Stoops, Superintendent
P O Box 1129
Mt. Angel, Oregon 97362
Phone: 503-845-2345
Mission Statement

We develop virtuous students who honor Mt. Angel’s diverse culture and inspire their pursuit of academic success.

Vision Statement

We provide exceptional educational experiences that inspire, challenge and prepare each student to achieve personal and academic success.

Organization Chart
STAFF ORGANIZATION

Superintendent: Troy Stoops – 503.845.2345 (ext. 6001)
Principal, Kennedy High School: Dale Pedersen – 503.845.6128 (ext. 5001)
Principal, Mt. Angel Middle School: Jared Tiecke – 503.845.6137 (ext. 4001)
Principal, St. Mary's Public Elementary: Katie Voss – 503.845.2547 (ext. 3001)

DISTRICT OFFICE
730 E Marquam Street
PO Box 1129
Mt. Angel, OR 97362

Gayle Schmidt, Business Manager – 503.845.2345 (ext. 6002)
Carmen Fennimore, Accounts Payable Clerk – 503.845.2345 (ext. 6003)
Grant Henderson, Director of Maintenance – 971-280-0048
Donna Kintz, Maintenance/Grounds
Sue Sprauer, Director of Transportation – 503.845.2562 (ext. 6005)

School Bus Drivers:
Lisa Kintz
Leslie Uselman
Sharon Stephens

Erica Gordon, Special Services Director – 503.845.9682 (ext. 6004)
Scott May, Technology & Information Services Manager – 503.930.3551 (ext. 6007)
Eva Briseño, District Secretary – 503.845.2345 (ext. 6000)
Jill Holland, Administrative Assistant - 503.845.2345 (ext. 6009)
Jasmine Winslow, AVID District Director

DISTRICT ROLES & CONTACTS

TROY STOOPS SUPERINTENDENT (x6001)
Stoops_Troy@mtangel.k12.or.us

- Human Resources Director
- Curriculum Director
- Federal Compliance Officer
- District Level Issues
- District Assessment Coordinator
- Expulsion Hearing Officer

ERICA GORDON SPECIAL PROGRAMS DIRECTOR (x6004)
Gordon_ERICA@mtangel.k12.or.us

- Special Educations Services at district level
- Migrant Program
- Talented and Gifted Program
- Section 504 Program
- Federal Title Programs, IA, IIA and III
- McKinney Vento Liaison
- Counseling/Mental Health
- Nursing
- Foster Care

GAYLE SCHMIDT BUSINESS MANAGER (x6002)
Schmidt_gayle@mtangel.k12.or.us

- Accounts Receivable
- Payroll
- FMLA/OFISA
- Health Insurance and Other Insurance Benefits
- Staff Accident/Injury – Workers Compensation
- Student Body Accounting – InTouch

CARMEN FENNIMORE
ACCOUNTS PAYABLE (x6003)
Fennimore_Carmen@mtangel.k12.or.us
- Requisition/Purchase Orders
- Tuition Reimbursement
- Expense Reimbursement
- General Purchasing
- Accounts Payable
- Proof of receipt and packing slips

JILL HOLLAND
ADMINISTRATIVE ASSISTANT (x6009)
Holland_jill@mtangel.k12.or.us
- Talent Ed
- Recruiting and Hiring
- Licensure and PDU’s
- School Board Secretary
- Collective Bargaining Agreements
- Fingerprinting
- TieNet System
- Summer School

EVA BRISENO
DISTRICT SECRETARY (x6000)
Briseno_eva@mtangel.k12.or.us
- Frontline/Leaves
- Blackboard Broadcast
- Inter-District Transfers
- Safe Schools Trainings
- Criminal Background Checks
- Flu Clinics
- Free/Reduced Meal Applications
- Calendars
- Master Key Checkout
- D.O. meeting room reservations

SUE SPRAUER
DISTRICT TRANSPORTATION DIRECTOR (x6005)
Sprauer_sue@mtangel.k12.or.us
- Bussing and Bus Drivers
- Bus Routes
- Field Trips/Sports
- First Aid/CPR/AED Trainings
- Activity Driver Certification
- Driver Certification & Training

GRANT HENDERSON
DISTRICT MAINTENANCE DIRECTOR (x6006)
Henderson_grant@mtangel.k12.or.us
- Facility Maintenance and Repair
- Facility Use Management
- Grounds Maintenance
- Safety Officer
- Integrated Pest Management
- Property Management and Disposal
- Building Security and Access Codes
SCOTT MAY
TECHNOLOGY & INFORMATION SERVICES DIRECTOR (x6007)
May_scott@mtangel.k12.or.us
- All Technology Purchases, Repairs, installation and inventory
- Surveillance Video
- Email, computer login and Website Accounts
- Network/Server Infrastructure and Connectivity
- District Phones (VOIP Phones) and Extensions
- Building Security Codes

MARTIN HALL
DIGITAL COMMUNICATIONS SPECIALIST (x6007)
Hall_martin@mtangel.k12.or.us
- Develops and Manages all District and School Websites and Social Media Accounts
- Provides Trainings for website development, maintenance and social media use.
- Posts content upon request.

EMERGENCY AND INFORMATION NUMBERS
Oregon Drug & Alcohol Information Center.................................................................503-413-2673
Addiction & Mental Health Resource Center.............................................................503-945-5763
Youth Alcohol/Drug Help Line....................................................................................1-877-968-8491
(Line is answered by peers from 4:00 – 10:00 p.m. Also text 839863 teen to teen)

Self Help Groups:
Narcotics Anonymous (NA) 24-hour Hotline, Salem area.................................503-990-0861
Al Anon & Alateen 24 hour services, .................................................................503-370-7363
Salem area (for family & friends of someone with a drinking problem)

Drug Emergencies:
Emergency Services...........................................................................................................911
Salem Hospital Emergency..............................................................................................503-561-5373
665 Winter St. SE, Salem
Poison Control Center......................................................................................................1-800-222-1222
Northwest Human Services 24-hour Crisis Hotline- Salem........................................503-581-5535

JOHN F. KENNEDY HIGH SCHOOL
890 E Marquam Street
Mt. Angel, OR 97362
503- 845-6128

**Teachers:**
Casey Arn, Science/Sports Med/Physics
Kevin Arndt, Advanced Math/AVID
Rosemary Kacalek, Math/AVID
Serafina Sorensen, Language Arts
Pascual Oropeza, Counselor
McKenna Kuhns, Special Education
Bruce McDonald, Language Arts
Kevin Moffatt, Athletic Director/Emergency Svc
Robert Morrissey, Business/Computer Applications
Joe Panuke, PE/Health
Jessica Schmidtman, Social Studies
Karl Schmidtman, Social Studies/AVID
Korrie Shull, Agricultural Science
Anne Stevenson, Science
Edilberto Valladares, Spanish
Jasmine Winslow, ELD

**Classified Staff:**
Sherry Rodriguez, Office Manager
Brianne Simpson, Secretary
Ruth Pomeroy, Cook Manager
Stacy Kleinschmit, Cook Assistant
Sara Jordan-Valdez, CTP Educational Assistant
Irene Samoilov, CTP Educational Assistant
KaShan Snell, CTP Educational Assistant
Rachelle Aerni, LRC Educational Assistant
Rocio Moreno, Educational Assistant
Autumn Barth, Graduation Coach
Steve Maurer, Custodian
## MT. ANGEL MIDDLE SCHOOL
460 E MARQUAM STREET
MT. ANGEL, OR 97362
503-845-6137

<table>
<thead>
<tr>
<th>Teachers:</th>
<th>Classified Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merrily Aylett- Ellis, Language Arts</td>
<td>Karen Henry, Office Manager</td>
</tr>
<tr>
<td>Erin Arndt, Social Studies</td>
<td>Kristen Beyer, Cook Assistant</td>
</tr>
<tr>
<td>Brielle Matson, 6th Grade</td>
<td>Cherie Bielenberg, Cook</td>
</tr>
<tr>
<td>Jenny Roythorne, Math</td>
<td>Christy Vanlandingham, Custodian</td>
</tr>
<tr>
<td>Grace Henckel, 6th Grade</td>
<td>Sue Geck, Media Assistant</td>
</tr>
<tr>
<td>Kim Vela, Science</td>
<td>Gladys Aceves, Educational Assistant</td>
</tr>
<tr>
<td>Krissy Kukar, P.E/Health</td>
<td>Dar Wavra, Educational Assistant</td>
</tr>
<tr>
<td>Luke Schroeder, Band</td>
<td>Andrea Oropeza, Counselor</td>
</tr>
<tr>
<td>Andrea Oropeza, Counselor</td>
<td>Angie Traeger, 6th Grade</td>
</tr>
<tr>
<td>Angie Traeger, 6th Grade</td>
<td>Rylan Traeger, Special Ed./Intervention Specialist</td>
</tr>
<tr>
<td>Rylan Traeger, Special Ed./Intervention Specialist</td>
<td>Kellie Whitlow, Language Arts</td>
</tr>
</tbody>
</table>

## ST. MARY'S PUBLIC ELEMENTARY
590 E COLLEGE STREET
MT. ANGEL, OR 97362
503-845-2547

<table>
<thead>
<tr>
<th>Teachers:</th>
<th>Classified Staff:</th>
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</thead>
<tbody>
<tr>
<td>Lucas Anderson, Counselor</td>
<td>Alejandra Rincon, Office Manager</td>
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<tr>
<td>Jenny Bizon 4th Grade</td>
<td>Melinda Wanderscheid, Cook Assistant</td>
</tr>
<tr>
<td>Hayley Freshour, 1st Grade</td>
<td>Andrea Grosjacques, Cook</td>
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<tr>
<td>Chelsea Goin, 1st Grade</td>
<td>Tony Kintz, Custodian</td>
</tr>
<tr>
<td>Marc Icovino, 4th Grade</td>
<td>Jen Basile, Educational Assistant</td>
</tr>
<tr>
<td>Suzie Kloft, 5th Grade</td>
<td>Renee Bland, Educational Assistant</td>
</tr>
<tr>
<td>Paula Kraemer, 2nd Grade</td>
<td>Robin Talbot, Educational Assistant</td>
</tr>
<tr>
<td>Michelle Kurns, 2nd Grade</td>
<td>Lisa Samoilov, Educational Assistant</td>
</tr>
<tr>
<td>Molly Mannix, Kindergarten</td>
<td>Casle Portner, Educational Assistant</td>
</tr>
<tr>
<td>Christy Miller, 4th Grade</td>
<td>Karen Wright, Educational Assistant</td>
</tr>
<tr>
<td>Monica Mitchell, Music</td>
<td>Annie Vazquez, Bilingual Ed Assistant/Secretary</td>
</tr>
<tr>
<td>Luke Schroeder, Band</td>
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<tr>
<td>Anna Pardey, 3rd Grade</td>
<td></td>
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<tr>
<td>Ginger Pratt, 2nd Grade</td>
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<tr>
<td>Katie Schiedler, 3rd Grade</td>
<td></td>
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<tr>
<td>Christi Seiler, Kindergarten</td>
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<tr>
<td>TBD, ELD</td>
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<tr>
<td>Tina Snyder, Special Education</td>
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<tr>
<td>Nicholas Sowa, TOSA</td>
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<tr>
<td>Tracy Strandberg, 1st Grade</td>
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<tr>
<td>Kelly Taylor, P.E.</td>
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<tr>
<td>Cameron Thompson, 3rd Grade</td>
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<tr>
<td>Angela Young, Kindergarten</td>
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<tr>
<td>Luke Schroeder, 5th Grade Band</td>
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Mt. Angel Teachers Association Officers:
The Mt. Angel Teachers Association is the bargaining unit for all licensed staff. The association president is Chelsea Goin, St. Mary’s Public School.

The Mt. Angel Classified Employees' Association is the bargaining unit for all classified staff. The association president is Karen Wright, St. Mary’s Public School.

BOARD MEMBERS

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

<table>
<thead>
<tr>
<th>BOARD OF DIRECTORS</th>
<th>POS. #</th>
<th>TERM EXP. 6/30 (4 YEAR)</th>
</tr>
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<tbody>
<tr>
<td>Rod Hill</td>
<td>5</td>
<td>2021</td>
</tr>
<tr>
<td>865 College Street</td>
<td></td>
<td>Mt. Angel, OR 97362</td>
</tr>
<tr>
<td>Theresa Kinkaid</td>
<td>4</td>
<td>2023</td>
</tr>
<tr>
<td>595 Gilles St.</td>
<td></td>
<td>Mt. Angel, OR 97362</td>
</tr>
<tr>
<td>Shari Riedman, Chair</td>
<td>3</td>
<td>2021</td>
</tr>
<tr>
<td>PO Box 871</td>
<td></td>
<td>Mt. Angel, OR 97362</td>
</tr>
<tr>
<td>Greg Traeger, Vice Chair</td>
<td>2</td>
<td>2021</td>
</tr>
<tr>
<td>14264 E Marquam Rd NE</td>
<td></td>
<td>Mt. Angel, OR 97362</td>
</tr>
<tr>
<td>John Conklin</td>
<td>1</td>
<td>2023</td>
</tr>
<tr>
<td>490 E. College St.</td>
<td></td>
<td>Mt. Angel, OR 97362</td>
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</tbody>
</table>

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the 2nd Monday of each month at Mt. Angel School District Office. Meetings begin at 6:30 p.m. All regular and special meetings of the Board are open to the public unless as otherwise provided by law.

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

All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators.

Link to: Board Policy BD/BDA and BG
COMMUNITY USE OF BUILDING
The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. As classrooms may be scheduled outside regular building hours, all staff is encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.
Link to: Board Policy KG

DISTRICT OFFICE HOURS
The district office is open between the hours 8:00 a.m. - 4:00 p.m.

STAFF OPERATIONS

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

Staff members unable to report to work for any reason (i.e. need coverage due to illness or emergency) shall follow proper procedures as set forth through the utilization of the AESOP substitute calling system. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should follow protocol by 2:00 p.m. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the building principal only. Final decisions regarding substitute use or non-use will be made by the district. 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.

BEREAVEMENT LEAVE
With the superintendent’s approval, up to five days may be granted to make funeral arrangements, to travel to and from the funeral and to attend the funeral in the event of a death in the employee’s immediate family. Immediate family is defined as mother, father, spouse, son, daughter, brother, sister, grandchildren, grandparents and mother or father-in-law. Beyond the immediate family, other leave may be granted with prior approval by the superintendent.

LEGAL LEAVE OR JURY DUTY
An employee shall be granted leave with pay for services on a jury, provided however, that compensation paid to such employees for the period of the leave shall be reduced by the amount of the compensation received by the employee for such jury service. Upon being excused from jury services during any day, an employee shall immediately return to complete his assignment for the remainder of the regular work day. The above provisions shall also apply to service as a witness in response to a subpoena or other direction by proper authority. Leave identified in the above provision does not apply when an employee is involved as a litigant for personal reasons.

Link to: Board Policy GCBD/GDBD, GCBDC/GDBDC, GCBDD/GDBDD

UNPAID LEAVE
All paid leave must be expended prior to use of unpaid leave. Unpaid Leave (Without Pay) Form

Employees are discouraged from taking unpaid leave, unless there is an unforeseen emergency and appropriate paid leaves have been exhausted. All unpaid leave must be requested prior to the date of leave through AESOP to the Superintendent with an explanation describing the specific purpose of the request. Again, regular attendance is fundamental to providing a quality education program. Use of leave without pay (LWOP) may be an indication of an absenteeism problem which could impact services for children, co-workers and others who work with the

Revised: 08-27-19
absent employee. Employees using LWOP inappropriately may be subject to supervision intervention, which may include disciplinary action.

**LEAVE OF ABSENCE**
Upon receipt of a written request to the superintendent, the district may grant a leave of absence to not more than two employees at a time who have worked for three consecutive years. The decision as to whether such requests will be granted will be made based upon individual merits and circumstances of the request as determined by the Board. Requests will be granted in the order submitted.

A leave of absence shall be without salary and benefits.

**ACTIVITY LEAVE**
The district will provide substitutes for coaches during their respective season who are district employees, to attend scheduled contests. All other activities (i.e. clinics, conferences, camps, trainings, etc.) outside of the season that require a substitute are not covered by the district.

**ACCIDENTS (Staff)**
All accidents (where treatment from a medical provider is required) 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 Supervisor immediately. (See Student Operational Procedures regarding Student Accidents)

A completed **Staff Accident Form** along with a **SAIF 801 Form** must be submitted to the Supervisor within 24 hours or the next scheduled district work day, as appropriate, and your supervisor is responsible for completing a **Supervisor Report of Injury Form** before forwarding all documents to the district office.

Take time to review the **Employee Responsibilities for On-the-Job Injuries/Accidents**. All work-related accidents will be promptly investigated and corrective measures implemented as appropriate.

- If medical treatment is not required **SEE INCIDENTS**.

Link to: **Board Policy EBBB**

**ATTENDANCE**
The importance of regular attendance is fundamental to providing a quality education program. The District acknowledges the need for absence due to illness or other reasons allowed by law, policy or collective bargaining agreements. However, absence considered to be chronic without a substantiated reason or if an unacceptable pattern of absences emerges, is to be considered as part of each employee's annual evaluation.

Link to: **Board Policy GCBD/GDBD**

**Eligibility**

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. However, for parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

**Length/Purpose of Leave**

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

1. Birth of the employee’s child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a family member with a serious health condition; or
4. The staff member’s own serious health condition.

Additionally, an employee eligible for OFLA leave is entitled to such leave for the care of a sick or injured child who requires home care but who is not suffering from a serious health condition. An additional 12 work week leave within any one-year period is available for an illness, injury or condition related to pregnancy or childbirth that disables the employee from performing her work duties.

A serious health condition is defined differently under federal and state law. Contact the district office for details.

Family leave under federal and state law is generally unpaid. The district requires the employee to use any accrued sick leave, vacation or personal leave days (or other paid time established by Board policy(ies) and/or negotiated agreements) in that order before taking FMLA and/or OFLA leave without pay for the leave period.

OFLA/FMLA Policy Form

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

Link to: Board Policy GCBDA/GDBDA

BLOODBORNE 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.

HBV*/Bloodborne 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:

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

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that has been identified by the district as having occupational exposure. Report any occupational exposure to Bloodborne 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.
BLOODBORNE PATHOLOGIES EXPOSURE CONTROL KIT

- Post location card in close proximity to kit.
- Minimize exposure by wearing gloves at all times.
- Whenever possible, staff member should direct injured party to care for their own minor injury until gloves can be put on.
- Keep injured party contained in area of injury.
- Use barrier tape to block off area if blood is spilled on floor. Place absorbent cloths on floor over the spill.
- If exposure to blood occurs through any first-aid procedure, through coughing or through an open break in the skin, thoroughly wash area and contact direct supervisor. Post Exposure Packet must be completed. (packet located in district office)
- Contact direct supervisor for spill evaluation. Direct supervisor will contact Maintenance staff for clean up of area.
- Staff member must thoroughly wash hands.
- Maintenance staff will clean area as soon as possible. An EPA approved disinfectant must be used. Another thorough disinfecting will also be performed to the area at the end of the day.
- Maintenance staff must wear gloves to avoid contamination of skin, and, if necessary, a gown to avoid contamination of clothing.
- Contaminated rags or towels can be disposed of in a regular lined waste can as long as they are not dripping or saturated. If blood is dripping from toweling, a red bio-hazard bag must be used for disposal.
- If contaminated sharps (such as bloody broken glass) are located at the area, the sharps must be disposed of in a clearly marked sharps container.
- After clean up, maintenance staff must thoroughly wash hands.
- Submit pink card to Maintenance Director to get kit refilled after each use.

Link to: Board Policy JHCCBA/EBBAB/GBEBAA
Link to: Board Policy GBEB
Link to: Board Policy EBBA

BREAKS- SEE LENGTH OF WORKDAY, LUNCH AND REST BREAKS

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, 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 in the office.

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

Link to: Board Policy KGF/EDC and Board Policy ECAB
CASH HANDLING PROCEDURES

How to request money for a cash box:

- Start Process 2 weeks before cash is needed.
- Complete a requisition and obtain supervisor’s approval.
- If funds are from a student body account, be sure to have the treasurer approve the requisition as well.
- The requisition should be completed at least 7 days before the cash is needed.
- Contact Accounts Payable to make arrangements to pick up the cash box on the day needed.
- Follow checklist below to return the money.

Making a deposit:

- Complete a deposit form. Ensure two people count the money together (for accountability and protection) and sign the form.
- Give the deposit to your building office manager/secretary.
- The office manager/secretary will complete a Deposit In-Transit form and send your deposit to the DO.

Items to note:

- Protect yourself and keep someone else with you when in charge of cash for accountability.
- Don’t tempt students/staff with unsupervised cash that is too accessible.
- Once the money is counted in dual custody, SEAL the bag. Don’t allow someone to walk off with counted currency.
- Turn in the money to the office. Do not keep cash/checks in your classroom.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school related purposes is to be immediately receipted and deposited in the district office. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Money collected within a school will be taken to the district office vault when the sum accumulated in any one day exceeds $50. Money shall be counted and properly accounted for prior to taking to district office. Lunch money, regardless of the amount, shall be accounted for separately, and turned in to the district office on a daily basis. Money shall be brought to the district office on any given day, no later than 2:00 p.m., in order for it to be counted and deposited at the bank. Any money collected after 2:00 p.m., which exceeds $50.00, shall be labeled and turned in to the District Office.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials. Refer to policy below for details.

Link to: Board Policy DM and Board Policy IGDF

CHANGE OF ADDRESS

It is important to promptly update any change of address, telephone, and emergency contact information to ensure mailed notices, texts and contacts for emergency purposes are handled efficiently and appropriately. Updates to payroll and human resources information, including change of address, are done by the employee using the Infinite Visions portal

CHARITABLE DONATIONS

Charitable donations in the form of cash or check may be accepted at any of our three schools or District Office. When accepting the donation in person please issue a receipt to the individual, if the donation is accepted at the District Office, a copy of this receipt will be forwarded to the designated school for record keeping purposes. If the donation is received in the District Office mail, a receipt will be written and a copy of the receipt will be forwarded to the designated school for record keeping purposes.
The school receiving the donation should provide a donation letter to the donor. Per the IRS in Publication 526 “Charitable Contributions,” this letter must show the name of the organization, the date of the contribution, and the amount of the contribution. The Tax ID number is not required, so under normal circumstances the District will not be providing it to donors. According to the IRS, a cancelled check is proof enough, but providing the letter is an extra step on our part to say thank you and provide documentation to the donor.

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 Oregon Department of Human Services, and 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 within 24 hours of being reported. Forms are available in the office and on the district website. All reports will be forwarded to the superintendent.

Oregon law recognizes these types of abuse:

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

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

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

Link to: Board Policy JHFE

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 the end of each day.

All staff is asked to refrain from keeping personal items of value in or around 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.

Link to: Board Policy ECA

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.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

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

Link to Forms: Board Policy KL KL-AR, JBA/GBN-AR, GBN/JBA-AR

**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.

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

Link to Form: Board Policy GBM-AR

**COMPUTER USE**

Staff may be permitted to use the district’s system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district’s mission and goals. Personal use of district computers, including Internet and E-mail access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., “occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual’s keyboard proficiency and software component familiarity). Such use is restricted to the employee’s own time. Staff who violates Board policy or administrative regulations including general system user prohibitions shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

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

Link to: Board Policy IIBGA, IIBGA-AR
CONFIDENTIALITY

It is the responsibility of every staff member to maintain confidentiality regarding any personally identifiable information of a student without the written consent of the parent. The exception is only to share information to other school officials and/or teachers within the district that are determined to have legitimate educational interests (need to know). This applies at all times, on or off duty. The only other exception that may apply to staff would be to comply with judicial order or lawfully issued subpoena. (See "Subpoena to testify in court"). If subpoenaed, notify your building principal.

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed and classified district employees.

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

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

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

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

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

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

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

COPYRIGHT

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.

“Fair use” guidelines are described in: Guidelines for the Use of Copyrighted Materials
Link to: Board Policy EGAAA
CRIMINAL RECORDS CHECKS/FINGERPRINTING

All newly licensed or registered educators and those applying for renewal of a license or registration 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.

Additionally, all staff not requiring licensure or registration 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.

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

Fees for all individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district, shall be paid by the individual. A staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

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

In addition, all newly hired employees will be subject to further and more restrictive background checks through a private service.

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

Processing/Reporting
1. The individual shall, as part of the application process, complete a Criminal History Verification of Applicants form.
2. Following acceptance of an offer of employment, the Criminal History Verification of Applicants form for those not subject to fingerprinting will be sent to the ODE for processing. A copy will be kept on file by the district in the individual’s personnel file.
3. If the individual is subject to fingerprinting, he/she will be required to report within three working days to the district office for appropriate paperwork and instructions.

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

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

Link to: Board Policy GCDA/GDDA-AR

CURRICULUM

Curriculum guides and course outlines will be available for all courses offered in the district. Planned course statements will be on file for each course offered in grades 7 – 12. Such statements will include essential skills/academic content standards as appropriate.

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

Deviations from established curriculum, textbooks and instructional materials are 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.

Link to: Board Policy IFE

DISCIPLINE AND DISCHARGE

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

DISCRIMINATION COMPLAINT

The Board shall not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, national origin, disability, marital status or age, because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status, age or disability of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the district strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an
investigation, proceeding or hearing. The ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

Link to: Board Policy AC and AC-AR

**DRUG-FREE WORKPLACE**

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

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

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

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

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

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

1. Take action with regard to the employee determined to be appropriate which may include discipline up to and including dismissal and/or;
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Link to: Board Policy GBEC

**EMERGENCY CLOSURES**

In the event it becomes necessary to cancel or delay school due to inclement weather or any other unforeseen event, the following procedures will be followed by all school employees. When the superintendent makes the decision to either delay school or close school, the Blackboard Connect Automated System will be utilized to inform all staff of the decision. Staff should also be checking either on the television or radio for information. All efforts will be made to make a decision no later than 6:00 a.m.

**School Delays**

In case of a one or two hour delay, safety is of the utmost concern. Efforts should be made to arrive at least fifteen minutes prior to when students are due to arrive. Any staff member unable to arrive before students shall contact their principal to ensure students are supervised until their arrival.
School Cancellation
If extreme conditions require schools to be closed on a day that was otherwise scheduled to be a day to report, district staff will not report. To ensure the safety of the buildings, custodians, principals, and/or district office staff may be required to report. In the event of one or more days of school closure, the district board may review the calendar to determine the need for missed days to be made up, or determined as non-contract days.

Early Release Due to Unexpected Event or Severe Weather Conditions
In the event of the need to dismiss students early due to an unexpected event, or a severe change in weather conditions, the superintendent may make the decision to close schools early. As soon as students have been released, staff may leave in order to get home safely. Custodians will ensure buildings are properly secured before leaving.

Link to: Board Policy EBCD

EMERGENCY NOTIFICATION SYSTEM

Systems Utilized by School District
- Blackboard Broadcast
- Flash Alert Messenger
- District and School Websites
- District and School Social Media Accounts

Blackboard Broadcast
- MASD currently uses the Blackboard Connect notification system for getting emergency and informational messages to parents, students and staff.
- The system can send messages by text, phone and email.
- Used for daily attendance notification by all schools.
- Security Access provided by District Technology & Information Services Director
- File uploads occur nightly by SIS
- Access is limited to Administrators, Building Office Managers, Secretaries and Counselors.
- System is used of emergency notifications from the District Office.
- System is used by buildings for attendance, school –related events and activities specific to the staff, students and parents of their building.
- System is used by District Office for district-level communications of events, activities and other information sharing.
- District Secretary is responsible for all messages from the district level.
- System is not used for events and activities of non-district organizations.
- Any messages outside of this guidance require pre-approval from Superintendent.

FlashAlert Messenger
- This system used only for emergency, inclement weather and school closure notices.
- Access is limited to Superintendent and District Business Manager.
- This system posts messages to all local television and radio stations.
- There is a link on all district websites.
- Members of the public can sign up for automatic notification from Flash Alert by downloading the FA Messenger app for iOS an Android

District Websites & Social Media Accounts
- Security access for all website and social media accounts are managed by District Technology & Information Services Director.
- District information is managed by District Digital Communications Specialist.
- All District and School websites and social media accounts must be approved by District Digital Communications Specialist.
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 unauthorized use of force on school property. Copies of the emergency procedures plan will be available in the office and shall be posted near the entrance of each classroom.

Link to: Board Policy EBC/EBCA

EMPLOYEE BENEFITS: LINK

EQUAL PAY OPTION- Q & A

- What are my options for equal pay?
  Employees whose work year begins after August 15, have the option of choosing their salary to be paid in ten or twelve monthly payments commencing with the September payroll.

- How will I sign up for equal pay?
  You must complete the Classified Pay Election Form that is included with the New Classified Employee packet. The form also can be found in the HR section on the District’s website.

- How will insurance premiums be deducted?
  Your annual insurance premiums will be deducted in either ten or twelve equal payments depending on the pay option you select.

- Do I have the option to change pay plans mid-year?
  Once you have selected a pay option, it will remain in effect through the entire school year. This election will continue from year to year thereafter unless you request a change by September 5, for the following school year.

- What happened if I leave the District or change positions?
  If you leave the District, any money held in reserve will be paid off in your final check. If you change positions during the work year, your pay option will be adjusted for any change in the number of work days and/or salary range.

- What happens with other voluntary deductions such as American Fidelity optional plans or Tax Sheltered Annuities?
  Voluntary deductions will continue to be taken out at the monthly rate you have requested. If you wish to make adjustments in the amount deducted each month, please contact the Payroll Department.

- Will my paycheck always be the same?
  Your “base” pay will always be the same. Vacation used on non-scheduled workdays, additional earnings, overtime or hourly earnings would result in a higher paycheck. Leave without pay would result in a lower check.

- Who do I contact if I have questions?

Questions regarding equal pay should be directed to Gayle Schmidt at the District Office. 503.845.2345 or schmidt_gayle@mtangel.k12.or.us.

Link to: Pay Plan Election Form
EVALUATION OF STAFF

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

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

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

Licensed probationary staff will be formally evaluated at least annually. Evaluations will be based on at least two observations and other relevant information developed by the district. All other licensed staff will be formally evaluated at least biennially.

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

Copies of the district’s evaluation procedures will be available on the District website. Evaluation of all staff will be conducted in accordance with established Board policy, applicable district evaluation procedures, and Oregon Revised Statutes.

Link to: Board Policy GCN/GDN

EXPENSE REIMBURSEMENT

District Staff Expense Reimbursement is subject to receiving appropriate receipts and documentation. The Travel and Expense Reimbursement Request form is used to submit these receipts for reimbursement. The Reimbursement form is found on our website at www.masd91.org under Staff in documents and forms. TRAVEL AND EXPENSE REIMBURSEMENT FORM

Print the Travel and Expense Reimbursement Request form, attach original receipts to the back, fill in all blank fields, including the account code (if you don’t know the account code, please ask your principal or supervisor), sign and date the form.

Original receipts must have the name of the vendor (restaurant), itemize the purchase, and show the amount paid. If this is not preprinted on the receipt please write this information on it and sign the receipt. Tips will be reimbursed if preprinted on receipt.

Meals are reimbursed as follows: breakfast up to $5.00; lunch up to $7.00; dinner up to $13.00, up to a maximum of $25.00 per day for meals. If meals exceed these amounts, please attach an explanation and rationalization. If you paid for persons other than yourself, please list individuals’ names and positions. Exceptions to the maximums are subject to prior approval by the principal and superintendent.

Mileage will be reimbursed at the Federal rate, which is preprinted on the form. When figuring mileage on a scheduled workday, your starting location should be the location closest to your destination. For example: if you are leaving from home to go to the airport, but leaving from work would be less miles, you must use your work location as your starting point.
Once you have completed these steps, please give this form to your Building Principal for approval. Your Building Principal will submit your form to the District Office for Superintendent approval and reimbursement. You will receive an email when your reimbursement is complete and scheduled for direct deposit to your bank account.

**Lodging:** Requires preapproval by principal or superintendent.

**Registration Fees:** Actual fees. Must be preapproved with the district Professional Development Tuition/Course Reimbursement Form, unless directed by supervisor.

**Statewide Teacher In-service Day:** Actual registration fees only. Must be preapproved with the district Professional Development Tuition/Course Reimbursement Form, unless directed by supervisor.

Employees attending conferences necessitating breakfast, lunch and dinner will be reimbursed actual cost up to a maximum of $25.00 per day for meals.

*Link to:* [Board Policy DLC and DLC-AR](#)

**FACILITY & BUILDING USE**

All activities that occur in district buildings or on district property outside of regular school hours must be preapproved by submitting a Facility Use Request. Coaches must submit a practice schedule and game/meet schedule to their principal prior to the start of each season. All other activities outside of the designated season require preapproval the same as activities outside of regular school hours. All approved building and facility use activities will be posted on the district website calendar. All staff using facilities are responsible for security, supervision and maintenance of facilities during use as described in Board Policy KG-AR.

*Link to:* [Board Policy KG and KG-AR](#)

**FAIR LABOR STANDARDS ACT**

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

All timesheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and negotiated agreements.

Administrators, directors and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board’s following expectations:

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee timesheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

If funds are available, overtime will be compensated at not less than one and one-half times the employee’s rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed.
FIELD TRIP REQUESTS

Field trip request form must be completed online and received by transportation supervisor at least two weeks in advance. All requests must be approved by the building principal and transportation supervisor. Final approval is dependent upon availability of bus and bus driver. Any requests for transportation made less than two weeks prior, may or may not be approved. Any requests two days or less prior to departure will not be approved. To lock in a particular date, the requester should email the transportation supervisor to check for availability prior to making request. Last day of the school year to submit requests is April 30th. There will be no field trips planned after May 27th (Except 8th Grade Beach Trip, Senior Beach Trip and Project Grad). Principal shall route a copy of any requests that impact lunch to the kitchen staff.

FLEX, OVERTIME & COMPENSATORY TIME

Flexible time is defined as a temporary change in an employee’s scheduled work hours within one work week. The starting or ending time may be flexed, and/or the number of hours within one day. The total work hours for the work week to not change.

Employees may request an adjustment to their daily schedule of up to thirty minutes with prior supervisor approval. Flex time shall not be used during student contact time, direct service time, or scheduled meetings. The request should be made thirty-six hours in advance, whenever possible.

The following key elements pertain to how flex time should be used:

- Flex time is to be used on rare occasions
- Flex time requires pre-approval by your direct supervisor
- You must notify your supervisor when flex time will be made up and recorded on time card (if required)

Hourly employees shall be compensated at the rate of time and one-half in the form of pay or compensatory time off, at the discretion of the DISTRICT for work under the following conditions (but not twice for the same hours). All assigned work in excess of forty (40) hours in any workweek.

Overtime shall be computed to the nearest quarter hour. Overtime pay shall be based on the actual number of hours worked. For the purpose of computing overtime, only the hours an employee actually works shall be credited as time worked in computing total work hours. All overtime must be approved in advance by the immediate supervisor.

Compensatory time earned as a result of actual work in excess of 40 hours per week shall be calculated at time and one-half.

Salaried staff are not entitled to overtime or compensatory time. Additional duties for salaried staff may require a separate contract and staff should contact their supervisor for more information.

FUNDRAISING

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the appropriate advisor, the building principal and superintendent prior to the activity being initiated. All fundraising activities must be school-related or sponsored by the school district.

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school. Fundraising request forms are available in each school office and online. All money raised must be receipted and deposited with the district. All food sales must comply with State and County health regulations.
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.

The collection of fundraising monies must have an accountability system in place to ensure all funds are accounted for. In the collection of fundraising money, procedures under “Cash in School Buildings” must be followed.

*Link to: Board Policy IGDF, IGDK and DM*

**GIFTS AND SOLICITATIONS**

Staff members need to be accountable for maintaining integrity and avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

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

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

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal.

*Link to: Board Policy GBI*

**GRANTS-IN-AID AWARDS AND SCHOOL BOARD APPROVAL**

The superintendent shall approve all grant proposals prior to submission to the appropriate agency. Most require the superintendent’s signature. Upon a grant being awarded, the superintendent shall receive a copy of the award letter. A copy of the approved grant shall be provided to the business manager. Superintendent shall place grant award on the agenda of the next school board meeting for the Board’s acceptance. The recommendation from the superintendent shall include the following: a) obligations by the district, b) expectations of the grant, c) the amount of funds awarded, and d) any encumberances that may exist when grant funding ceases. Once the Board approves a grant award, ensure appropriate staff is clear on appropriate spending of grant funds is adhered to and that overspending does not occur. Implement and monitor grant activities and funds. Funding Proposals and Applications, all grant proposals awarded to the school district must be approved for acceptance of funds.

*Link to: Board Policy DD*

**GUEST SPEAKERS/CONTROVERSIAL SPEAKERS**

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

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

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

Prior to his/her participation, guest speakers are to be informed of the following regulations:
1. Profanity, vulgarity and lewd comments are prohibited;
2. Smoking is not permitted while speaking to or consulting with students;
3. Sexist, racial remarks or derogation of any group or individual is prohibited.

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

Link to: Board Policy IICB

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

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

Link to: Board Policy GBNA-AR, GBNA-AR(2) and JFCF

INFINITE VISIONS

How to Access the Infinite Visions WebPortal:
Sign in by going to: https://bis.iblesd.k12.or.us/mtangel.
Enter your name (first and last) in small letters with a period “.” between the names. Example: john.smith. Then enter your password. Your starting password will be emailed to you.
You will then be able to view your personal information in the Self Service tab.

What else will this give me access to do?

1. View and print direct deposit paystubs.
2. Access current and previous years’ W-2s.
3. View your W-4 information and submit changes as needed.
4. View your leave balances and history.
5. View and change/modify your contact and emergency contact info.
6. Use the Pay Check Calculator feature for future planning.

INCIDENTS (Staff)

All incidents (where treatment from a medical provider is not required) occurring on district property or during the course of school-sponsored activities, including field trips and other away events require the completion of a Staff Incident Form.
A completed incident report form must be submitted to the Supervisor within 24 hours or the next scheduled district workday, as appropriate, and the Supervisor will forward the form to the district office along with a completed Supervisor Report of Injury Form. No further action is necessary. If the employee decides that they need to seek treatment from a medical provider, they will need to notify the Supervisor and complete a Staff Accident Form along with a SAIF 801 Form. SEE ACCIDENTS

Take time to review the Employee Responsibilities for On-the-Job Injuries/Accidents. All work-related accidents will be promptly investigated and corrective measures implemented as appropriate. (See Student Operational Procedures regarding Student Accidents)

Link to: Board Policy EBBB
JOB SHARING

The district endorses the concept of job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half-time.

The district’s overall cost of a job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current negotiated agreements and normally assigned to one staff employee position is shared in a manner agreeable to both job-sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

Job sharing requests are considered on an individual basis and subject to superintendent approval. If approved, a “Partnership Teaching Agreement” must be signed. Job sharing requires annual review and approval.

KEY ISSUANCE AND SECURITY

All staff issued keys and/or any district property shall sign a “Key Issuance Form.” Issuance forms shall be maintained in a school binder and binder will be retained in a secure place in each school office and district office.

Key Issuance Form

In order to be issued any keys to district facilities, I agree to the following:
1. The employee will not duplicate any district keys.
2. The employee will be responsible for all costs associated with the replacement of keys and re-keying of locks due to lost or stolen keys.
3. Report a lost or stolen key to your immediate supervisor as soon as possible.
4. Keys are to remain with the staff to whom they are issued; they are not to be loaned or shared with other staff, students or community members.

All teaching staff shall turn keys in at the end of each school year. All coaches who are issued keys shall return keys at the end of the season in which they coach. On a need basis only, a coach may be reissued a key for off-season activities that are directly tied to their coaching assignment. On a need basis only, a teacher may be reissued a key during summer break for specific activities tied to their assignment (summer school, tutoring, etc.). It is the responsibility of the secretary/administrator to ensure procedures are adhered to. During summer months, school binders will be kept at the district office. District Maintenance Director shall be responsible for all key duplication. All “master keys” will be issued from the district office only.

LENGTH OF WORKDAY, LUNCH AND REST BREAKS

The normal workday for full-time employees is eight (8) hours. Daily starting and ending times are determined by the individual supervisor. Working hours and daily starting and ending times for part-time employees will be determined by the supervisor.

Employees working six or more hours per day will be given a minimum of a thirty (30) minute continuous, duty free lunch period each day.

Employer-paid rest breaks of not less than ten minutes shall be provided for non-exempt employees, for every segment of four hour, or major part thereof. It is prohibited to allow employees to add the rest period to a meal period.

Employees are expected to work at their assigned home base and/or worksite(s) for the duration of their assigned workday. Exceptions must be authorized by one’s supervisor.

All leave must be appropriately recorded in Frontline Attendance. Failure to adhere to expectations regarding home base, worksite, assigned work hours and use of leave may result in discipline, up to and including dismissal. Contact your supervisor if you have any questions or need clarification of expectations.
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 to assist a substitute.

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

LICENSE REQUIREMENTS

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

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

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

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 (TSPC), 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.

You can find information for renewing your license on our website www.masd91.org under the Human Resources tab or by visiting https://www.oregon.gov/tspc/Pages/index.aspx

**TSPC Links:**
- Requirements for renewal
- E-licensing application
- TSPC FAQs

**District resources:**
- Licensure Renewal Process Checklist
- Log of Professional Development Activities
- PDUs-Professional Development Requirements

Link to: Board Policy GCA

MAINTENANCE & CUSTODIAL WORK ORDERS

All maintenance and custodial work orders must be submitted online accessed in Staff Center on district website. All work orders require Principal and Maintenance Director approval. Maintenance Director will prioritize work orders and determine whether the work can be completed within current budget. Maintenance Director will notify approving supervisor upon completion of work order. Requests that are minor requests may be added to maintenance clipboard located in the main office of each school building. Please see your desktop for the link below:
Included in link: Chrome App Request, Technology Request, Heating/Cooling Request, Maintenance Request, Transportation Request, Security Alarm Response Form. These items are listed on the same webpage and accessible by clicking on the desktop link or from the Staff section of the website (District Lifering). All of these are Google Forms that generate a series of emails to notify the appropriate staff members.

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.

Link to: Board Policy KJ

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through other means.

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. Building principals may schedule meetings at 7:15 a.m. to cover content prior to the start of the school day. When staff are expected to arrive at 7:15 a.m. for a staff meeting, they are excused at 3:15 p.m. on the last day of the same week. When staff are directed by their supervisor to attend meetings that extend beyond the regular workday (7:30 a.m. – 3:30 p.m.) they will be compensated for their time at the educator rate.

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

MOTHER FRIENDLY WORKPLACE

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breastfeeding or expressing milk in the workplace. A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member’s responsibility. A list of designated locations for each building is located in the district office and in each school building central office.

- St. Mary’s Public School
  - Room 16B
- Mt. Angel Middle School
  - Room adjacent (north) to staff lounge
- John F. Kennedy High School
  - Room 120
  - Room adjacent (south) to Room 120
- District Office
  - Small conference room

Link to: Board Policy GBDA
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 their assigned duties.

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

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

Link to: Board Policy GBA

PAYROLL DISTRIBUTION AND DIRECT DEPOSIT

Questions related to your paycheck should be directed to your supervisor for resolution. “Balance of Contract” checks are distributed with the regular June payroll on or before June 30th of each year. Authorization forms for direct deposit of your payroll check are available on the MASD website or from the Payroll Department. Paychecks electronically transmitted in this way are credited to your designated account on each payday. Direct deposit becomes effective as soon as a valid, voided check and authorization form are received before payroll processing, up 4 days before the payroll date. Please notify the Business Office immediately if there is a change to your bank account.

PERSONNEL RECORDS

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

All records containing medical condition information such as workers’ compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records.

All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the district office to inspect the contents of his/her personnel file on any day the district office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the district or the district’s designated representative on matters of district business.
The superintendent may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

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

Link to: Board Policy GBL

PROFESSIONAL DEVELOPMENT AND TUITION COURSE REIMBURSEMENT

Each fiscal year (July 1 - June 30), the Board will establish a professional development pool to reimburse teachers for up to three (3) graduate level credits (based on a quarter system), or the equivalent in workshops, inservices or non-credit classes, as established by the state higher education fall rate at Portland State University. Three additional credits may be reimbursed pending availability of funds in the pool at the end of the school year, as per CBA Memorandum of Understanding 2019-2021. All courses, workshops and inservices will be subject to prior approval by the building principal and the Superintendent. Reimbursement will occur upon satisfactory completion of the course, submission of the signed professional development form, grade report, and receipt from the institution, if submitted prior to end of fiscal year. Employees new to the District will be reimbursed only for courses taken after the date they actually begin work for the district. Teachers who are employed for less than half-time are not eligible for professional development reimbursement. Teachers who are contracted from one-half to less than three-quarters time are eligible to receive one-half of the professional development allowance. Mileage, meals and lodging are not eligible for reimbursement from this professional development pool.

DISTRICT REQUIRED MEETINGS/WORKSHOPS. If a teacher is required by an administrator to attend a meeting or workshop, the employee will be directly reimbursed for agreed-upon mileage, meals, lodging and registration. Prior approval by the Superintendent is required. These reimbursements will not be part of the "Pool".

Reimbursement for a teacher who chooses on his/her own to attend a meeting or workshop shall be subject to the provisions of the "Pool". Prior approval by the principal and Superintendent is required.

PROFESSIONAL DEVELOPMENT AND TUITION COURSE REIMBURSEMENT FORM

PROGRESS REPORTS

Teachers are expected to report their students’ progress to the students and their parents. The building principal will determine the minimum number of progress reports to be issued during the school year. Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget, by approved purchase order, 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.

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

1. Date;  
2. Vendor;  
3. Delivery address;  
4. Item quantity;  
5. Item description;  
6. Unit value;  
7. Total amount;  
8. Budget code;  
9. Name of requestor;  
10. Signature of individual authorized to sign purchase orders

Link to: Board Policy DJ, DJC and IGDG

**RELEASE OF GENERAL STAFF INFORMATION**

A staff member’s or volunteer’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 or volunteer, unless otherwise exempted 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.

Link to: Board Policy KBA

**RESEARCH/COPYRIGHTS AND PATENTS**

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

Link to: Board Policy GCQBA

**RESIGNATION OF STAFF**

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

Revised: 08-27-19
superintendent’s acceptance letter.

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

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to suspend the teacher’s license for the remainder of the school year. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

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

Link to: Board Policy GCPB/GDPB

RETIREDMENT

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 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 safety committee meets monthly except months when quarterly workplace safety inspections are held 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.

Link to: Board Policy EBAC

SECURITY CAMERAS

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student’s educational record or a staff member’s personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Link to: Board Policy ECAC

SECURITY SYSTEM & PASS CARDS

It is the responsibility of staff members using security systems to learn to operate them properly. Staff members are also responsible to deactivate and/or activate alarms when entering/exiting the building during times the building is not normally open. Every building has a sign in sign out sheet that must be signed upon arming and
disarming of the building security system. Signing in and out is to avoid arming a building security system that is occupied.

The district is charged $100 dollars from the City of Mt. Angel Police Department for every false alarm. The $100 fee will be charged to the responsible building for all false alarms caused by human error. False alarms triggered by mechanical failure and acts of god will not be charged to individual buildings.

Link to: Board Policy ECAA

SEXUAL CONDUCT WITH STUDENTS - REPORTING

Sexual conduct by any district employee as defined by Oregon law will not be tolerated. “Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. Sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district policy.

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

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

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct.

Link to: Board Policy JHFF and JHFF-AR

SEXUAL HARASSMENT

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

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

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

Building principals and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated promptly. The investigator shall be a neutral party having
had no involvement in the complaint presented or reported incident.

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

Step II  The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. The date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended shall be forwarded to the superintendent.

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

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

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, or superintendent. The initiation of a complaint in good faith about behavior that may violate the district’s sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. The Superintendent shall report the name of any person holding a teaching license to TSPC.

Link to: Board Policy GBN/JBA-AR and JBA/GBN-AR

SICK LEAVE BANK – MTA STAFF
The District will allow MTA bargaining unit members to voluntarily donate their earned/unused personal and accumulated sick leave on an individual basis to provide emergency catastrophic medical leave for another bargaining unit member. Catastrophic leave must qualify under ‘Serious Health Condition’ of OFLA/FMLA policy (GCBDA/GDBDA-AR (1)). When a need for donations is recognized, the employee shall apply to the District of the need for donations of personal sick leave, by completing the ‘Sick Leave Bank Application’. Certified staff will have the option to voluntarily donate up to 2 days per year. The District will provide paid emergency catastrophic medical leave to assist with the prolonged needs of the bargaining unit member or the member’s immediate family member, up to the amount donated up to a maximum of 15 days. The employee must have exhausted their sick leave and personal leave prior to receiving leave from the Sick Leave Bank to qualify. Excess donated leave will be expunged at the end of each contract year.

1. Sick Leave Bank Committee
   a. The Committee shall be composed of two (2) MTA members and two (2) District Administration members.
   b. The Committee shall award or deny a bargaining unit member’s request for leave from the Bank.
2. Donation to the Bank:
   a. Bargaining unit members will have the option to voluntarily donate their earned/unused personal or sick leave towards the creation and maintenance of emergency or Sick Leave Bank.
The option to donate earned/unused personal or sick days towards the Bank will be made available when the District receives 10 or more Sick Bank Applications.

b. When donated leave is available and upon approval of Sick Leave Bank Committee, the District shall withdraw from the Bank to provide paid Sick Leave to assist an employee who has exhausted her/his sick leave and personal leave.

c. Unused days contributed to the Bank will be expunged at the end of each contract year.

d. The MTA President will forward the Personal Leave Donation form to the members of the MTA, and members will have the option to donate earned/unused personal and sick leave days to the Bank.

3. Qualification to apply for Sick Leave Bank:
   a. Employee has provided proof of a personal or immediate family medical emergency of catastrophic nature from an M.D.; and
   b. Employee has exhausted all available types of paid leave: sick leave and personal leave; and
   c. Employee is not receiving disability benefits (short term disability, long term disability, PERS disability or Social Security disability) for the reported illness or injury; and
   d. Employee is not receiving Worker’s Compensation benefits for the reported illness or injury.

4. Application for Sick Leave Bank:
   a. Employee initiates contact with the District’s Benefits Specialist – regarding reason for leave and paid leave available.
   b. If deemed appropriate, employee completes and returns the Sick Leave Application, available from Human Resources. [MTA Sick Leave Bank application]
   c. Application will be reviewed by the Sick Leave Bank Committee.
   d. Employee will receive written notification with ten (10) working days of receipt of application of the committee’s decision.
   e. Upon approval of Sick Leave, Human Resources will make appropriate adjustments to the employee’s leave and time sheet records.

SPECIAL INTEREST MATERIALS

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

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

Link to: Board Policy IIAD

STAFF CALENDARS: [LINK]

STAFF CONDUCT

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

Additionally, all staff is expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules. The district considers all employees to be educators. Applicable performance standards applies to all staff.

Application of Rules
1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.

2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or
suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the 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 or registration;
2. Competent - Discharging required duties as set forth in these rules;
3. Educator - Any licensed or registered 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 or requests for sexual favors directed towards a student;
   d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment; or
   e. Verbal or physical conduct which has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment.
6. Sexual harassment - Any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
   b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
   c. Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment;
7. Teacher - Any person who holds a teacher’s license as provided in Oregon Revised Statutes.

The Competent Educator
The educator 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 educator 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 educator 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 educator 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;
3. Maintain an appropriate professional student -teacher relationship by:
   a. Not demonstrating or expressing professionally inappropriate interest in a student’s personal life;
   b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
   c. Reporting to the educator’s supervisor if the educator has reason to believe a student is or may be coming romantically attached to the educator.

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/reimbursement of college coursework tuition require administrative approval prior to registration or enrollment. Professional development application 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.

Continuing professional development plan requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee and shall be consistent with the qualified district continuing professional development program.

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

Link to: Board Policy GCL and GDL

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.

Link to: Board Policy GBC/GBC-AR and IGD

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.

Link to: Board Policy GBE, GBEBC/JHCCC/EBBAA and EBBA

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

STAFF/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.

Link to: Board Policy GBH

SUBPOENA TO TESTIFY IN COURT

Do not volunteer to testify at a trial or other legal proceeding unless you are subpoenaed. As a witness, a licensed staff member shall make the following statement:

“Judge, I am concerned that my testimony may be privileged or prohibited under ORS 40.245(1). I understand Oregon Evidence Code 504.3 to provide: “A licensed staff member of an elementary or secondary school shall not be examined in any civil action or proceeding, as to any conversation between the licensed staff member and a student which relates to the personal affairs of the student or family of the student, and if disclosed, would tend to damage or incriminate the student or family. Any violation of the privilege provided by this subsection may result in the suspension of license of the professional staff member as provided in ORS 342.175, 342.177 and 342.180.” Am I required testify?” Proceed as the judge tells you.

A school counselor, if subpoenaed as a witness shall state the following:

“Judge, I am concerned that my testimony may be privileged or prohibited under ORS 40.245 (2). I understand
Oregon Evidence Code 504.3 to provide, in pertinent part: "A certified school counselor regularly employed and designated in such capacity by a public school shall not, without the consent of the student, be examined as to any communication made by the student to the counselor in the official capacity of the counselor in any civil action or proceeding or a criminal action or proceeding in which such student is a party concerning the past use, abuse or sale of drugs, controlled substances or alcoholic liquor. Any violation of the privilege provided by this subsection may result in the suspension of certification of the professional school counselor as provided in ORS 342.175, 342.177, and 342.180." Am I required to testify?” Proceed as the judge tells you.

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.

Link to: Board Policy JHF

SURVEILLANCE VIDEO

Mt. Angel School District is equipped with security video surveillance equipment. This equipment is utilized to assist with ensuring the welfare and safety of all students, staff and visitors, to district property, and to safeguard district facilities and equipment, as described in district

Link to: board policy ECAC

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.

Link to: Board Policy IGAC

TELEPHONES

Telephones are available throughout the building for staff convenience. Long distance calls for district business purposes may be placed. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Personal long distance calls may not be made on district telephones.
Personal use of cellular phones is restricted to breaks or other such times when the employee is not on duty and not in the presence of students.

*Link to: Board Policy EGACA*

**TIMECARDS**

Timecards shall reflect actual hours worked. *TIMECARD MASTER*

*Payroll Deadline Dates 2019-2020*

*Frontline Time and Attendance* procedures will be updated and posted as soon as available.

**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 to include any cigarette, cigar or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form.

*Link to Board Policy GBK/JFCG/KGC*

**TRANSPORTATION**

*First Aid/CPR Certification/AED training*
School Bus Drivers, Type 20 Drivers, Coaches and 1 Staff per 15 students in each building. Mt Angel School District offers a class each August and March. The transportation director will notify staff regarding classes.

*Type 20 Certification*
Any staff member that would transport students for school activities in a district van or activity vehicle and any staff member that would transport students for special services in a district van or activity vehicle, not a school bus driver, is required to obtain a Type 20 Certification. The transportation department provides training and testing. To obtain information contact the transportation director.

*Sports Travel*
All travel for sports will be coordinated between the district athletic directors and the transportation director.

*Field Trip Transportation*
Prior to submitting a request form, staff members must contact the transportation director with preferred travel dates. Once the date is confirmed, staff will submit an online field trip request form. Field trips must be requested no less than two weeks prior to trip date. Requests submitted less than two weeks prior to trip date may be denied.

No trips will be taken to Portland on Fridays during the months of April and May. The last date for submission of trip requests is April 30. The last Friday of May will be the last day for field trips with the exception of the 5th grade, 8th grade and 12th grade end of year celebration trips and Project Graduation.

**TRAVEL AND EXPENSE REIMBURSEMENT (SEE EXPENSE REIMBURSEMENT)**

**TUITION REIMBURSEMENT (SEE PROFESSIONAL DEVELOPMENT AND TUITION/COURSE REIMBURSEMENT)**
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 written permission from the building principal.

Link to: Board Policy EEBB

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted in the each building at least five working days prior to closing the application period. Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements.

VOLUNTEERS

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students. Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office. All volunteers are required to submit to an Oregon Criminal Background Check. In addition, any volunteer allowed to have direct, unsupervised contact with students will be required to undergo fingerprinting at no cost to the volunteer.

Link to: Board Policy IICC and GCDA/GDDA-AR

WEAPONS

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

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

Employees shall promptly report all other conduct prohibited by the district’s weapons policy to an administrator.

Link to: Board Policy JFCJ

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING NON-INJECTABLE AND INJECTABLE MEDICINES TO STUDENTS

Students may be permitted to take non-injectable prescription or nonprescription medication at school, on a temporary or regular basis.

When directed by a physician or other licensed health care professional, students grades K-12 will be allowed to self-administer medication. A medical protocol regarding each student who self-administers medication will be developed, signed by a physician or other licensed health care professional and kept on file. Permission for self-
administered medication may be revoked at any time if the student violates policy or medical protocol.

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

The district shall designate school staff authorized to administer medication to students. Training shall be provided as required by law.

The district reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.

In order to ensure the health and well-being of district students who require regular injections of medication as prescribed by a physician and allowed under Oregon law may be administered by means of injections to students by trained staff in situations when a licensed health care professional is not immediately available. All requests for the district to administer injectable medication to a student shall be made by the parent in writing.

Link to: [Board Policy JHCD/JHCD]

**AIDS, HIV AND HBV HEALTH EDUCATION**

An AIDS, HIV and HBV* curriculum has been developed cooperatively by parents, teachers, administration, local health department staff and others. All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum.

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.

The building principal has been designated to facilitate communications between the Oregon Health Division, Oregon Department of Education and teaching staff regarding the district’s AIDS, HIV and HBV health education program.

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

Link to: [Board Policy IGAI]

**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 the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.
ASSIGNMENT OF STUDENTS TO CLASSES

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

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

Link to: Board Policy JECD

CLASS INTERRUPTIONS

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

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS*

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure, as necessary.

Parents of a student six years of age 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 student’s condition to the district. These students also, as provided by law, have a right to continue school. “Special risk students” means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present a special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student’s ongoing history of biting others, spitting or scratching, lack of control of body secretions or uncoverable, oozing lesions.

Parents of an HIV student five years of age or younger, a special risk HIV student (as defined above), or of any student with AIDS, are required to notify the superintendent of the student’s infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. If the district is informed of the student’s infection and written parental permission is obtained, 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

Link to: Board Policy JHCC and JHCCA-AR

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:

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

Link to: Board Policy JGA

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.

Funds needed to support activities related to alcohol, drug and tobacco prevention are identified by source, particularly the 1986 Drug-Free Schools Act, monies or other grants received from federal, state or local sources.

EMERGENCY DRILLS

All teachers 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 each on earthquakes and lockdowns will be conducted each year.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.
The warning signal for a fire alarm/drill is determined by the building principal. Upon the sounding of a fire alarm, teachers are required to:

1. 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;
2. Close windows, turn off lights and leave door unlocked;
3. Take roll book;
4. Escort class to the designated area or at least 100 feet from the building and take roll. Report any unaccounted students to the building principal or designee;
5. Upon “all clear” signal, escort students directly back to class. Check roll.

The warning signal for an earthquake alarm/drill is determined by the building principal. In the event of an earthquake, teachers are required to:

1. 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;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take roll and report any unaccounted students to the administration;
5. Upon “all clear” signal escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Crouch low to the ground and protect head and neck.

Link to: Board Policy EBCB

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting The Pledge of Allegiance.

Link to: Board Policy INDB

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.

Monthly reconciliation of student activity accounts will be submitted to the district Business Manager by the fifth of each month.

Prior to graduation each year, the Senior class shall expend all class funds or designate in writing to the Class Advisor the intent for use of funds.

Link to: Board Policy IGDG
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.

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

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

Link to: Board Policy JFC

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary and/or academic 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. Students who are detained after school are not to be left unsupervised during their detention.

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

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 are listed in the Student/Parent Handbook.

A behavior referral process has been established to assist staff in dealing with student misconduct at each school.

Each student who is being provided educational services through an Individualized Education Program (IEP) is subject to district discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student’s IEP. Teachers are expected to work cooperatively with special education staff to resolve any concerns regarding the conduct and discipline of a student with disabilities.

Link to: Board Policy JG and JGDA/JGEA

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.

Link to: Board Policy JEDB

STUDENT INCIDENT/ACCIDENT

A student will report any incident or accident sustained by him/herself while on district property to a district staff Member. The district defines incident as an incident (where treatment from a medical provider is not required) occurring on district property or during the course of school-sponsored activities, including field trips and other away events. The district defines accident as an accident (where treatment from a medical provider is required) occurring on district property or during the course of school-sponsored activities, including field trips and other away events. ALL accidents will be reported to parents within 24 hours. Staff member will complete the Student Incident/Accident Form and submit to their supervisor within 24 hours of learning of the incident accidents. This applies to all activities that are during school hours, or school-sponsored events and activities.

Link to: Board Policy JHF

Student Incident/Accident Report Form

STUDENT/PARENT HANDBOOK

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

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

Link to: Board Policy CHCA

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.

Although highly discouraged, 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. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints, including when applicable, a child safety system for a child under 40 pounds, regardless of age. A person who weighs over 40 pounds and who is under 4’ 9” and under 8 years old must be properly secured with a child safety system that elevates the person so the safety belt/harness properly fits, and the driver must require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. 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.

Link to: Board Policy EEAE and EEBB

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other district property including replacement costs, if known. Submit the list to the office. In accordance with law and district policy, certain education records may be withheld if fees and fines are not paid.

*Link to: Board Policy JECE*

**VISITORS**

Students are not permitted to bring visitors to school without prior approval of the building principal. Staff members are expected to report any unauthorized person on school property to the building principal.

*Link to: Board Policy KK*

**SPECIAL PROGRAMS**

**BREAKFAST/LUNCH PROGRAMS**

The district participates in the National School Lunch, School Breakfast, Special Milk and Commodity Programs.

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.

*Link to: Board Policy EFAA and EFAA-AR*

**ENGLISH LANGUAGE LEARNER EDUCATION**

Students whose primary languages are languages other than English will be provided appropriate assistance 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.

*Link to: Board Policy IGBI*

**TALENTED AND GIFTED PROGRAM**

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 under potential to perform.

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 defined in the student’s Differentiated Plan of Instruction.

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.

*Link to: Board Policy IGBB, IGBBA, IGBBB and IGBBC*
PREFACE
The material covered within this handbook is intended as a method of communicating to each coach regarding general information, rules and regulations, and procedures, which will benefit the coach in his/her management of the athletic program for which he/she is responsible.

Each coach shall read the handbook and use it as a guide and resource. If there are any questions regarding its contents, the coach shall get clarification from the athletic director or building principal.
MT. ANGEL SCHOOL DISTRICT STATEMENT OF BELIEFS ON ATHLETICS

In accordance with Board Policy IGDJ, Interscholastic Athletics, the Mt. Angel School District Board of Directors believes that participation in interscholastic athletics offers individual students opportunities to grow physically, intellectually and socially through their participation in team and individual sports.

As a member of the Oregon School Activities Association (OSAA), the District fully endorses the adherence to the OSAA Sportsmanship Statement, which states:

Interscholastic activities are an integral part of the educational curriculum and experience. High school activities promote the character development of participants, enhance the educational mission and promote civility in society. Therefore, student-athletes, coaches, spectators and all others associated with high school activities, programs and events should adhere to the fundamental values of respect, fairness, honesty and responsibility. These values should be established as a priority among all OSAA member high schools.

It is the responsibility of each member high school to establish policies for sportsmanship and ethical conduct consistent with the educational mission and goals of that school and to continually educate students, coaches, teachers, parents and all involved about those policies.

The health and welfare of each student-athlete is a primary consideration in conducting an athletic program. Athletic contests are to be the culmination of ethical and educationally sound instruction methods employed by coaches and demonstrated by athletes. It is the expectation of the school district that each coach shall adhere to board policies and regulations, OSAA rules and regulations, and the above sportsmanship statement.

COACHES CODE OF ETHICS

It is the duty of each coach representing Mt. Angel School District Athletics to:

- Exhibit sound, adult conduct and judgment as a role model for athletes
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play
- Eliminate all possibilities which tend to destroy the best values of the sport
- Stress the values derived from competing fairly
- Show cordial courtesy to visitors and officials
- Understand and accept the rules of the sport and standards of eligibility
- Encourage leadership, initiative and good judgment by athletes
- Recognize the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual student-athlete
- Understand the value of effective communication with student-athletes and parents

BUDGETING PROCEDURES

The athletic programs in Mt. Angel Schools are financed through allocations approved by the district budget committee and adopted by the school board. It shall be the responsibility of each coach to operate within the budget limits set forth in the adopted budget. The athletic director and building principal will provide each coach an allocation in which to budget supplies and equipment. Each head coach will meet with the athletic director to finalize budget requests for the following year.

CERTIFICATIONS

Head coaches, including JV Head Coaches are required to have the following certifications:

- First Aid/CPR/AED (every two years)
- NFHS Fundamentals of Coaching (one time)
- Concussion Recognition and Management Training (annual)
- Heat Illness Prevention (every two years)
- Anabolic Steroids and Performance-Enhancing Substances Training (every four years)
Assistant coaches must have the following certifications:
- Head Up Football Certification (annual for football only)
- Preferred: Activity Driver Certificate (aka mini bus certification) (every three years)
- Concussion Recognition and Management Training (annual)
- Heat Illness Prevention (every two years)
- Anabolic Steroids and Performance-Enhancing Substances Training (every four years)
- Head Up Football Certification (annual for football only)

COMMUNICATION

Communication is essential for the success of any program. Coaches are expected to schedule a meeting with parents and athletes at the beginning of each season. This will give the coach the opportunity to clearly communicate his/her expectations and procedures. It also will allow athletes and parents to ask questions to ensure they fully understand the program and what’s expected. Miscommunication or lack of communication usually leads to issues and complaints.

COMPLAINTS

The district recognizes that complaints regarding a coach’s performance, discipline and athlete’s progress may be made by athletes 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. Athletes, parents and others with complaints will be encouraged to discuss the complaint directly with the coach. All such meetings should be held in confidence and not in the presence of others.

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

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

Staff complaints Board policy GBM-AR
Public complaints Board policy KL-AR

CONDUCT OF ATHLETES

Athletes are expected to conduct themselves in a similar manner that is expected of coaches. Each athlete represents Kennedy High School and shall abide by the same rules and policies as expected in school, but at a higher standard. Each athlete is expected to adhere to the fundamental values of respect, fairness, honesty and responsibility as stated in the OSAA Sportsmanship Statement. Any violations of team rules, OSAA standards and district policy will result in the appropriate disciplinary action as outlined in the student handbook. The coach will exercise the utmost effort to see that the conduct and appearance of athletes, managers, statisticians and assistant coaches under her/his charge is exemplary in every respect.

Link to: Board policy JFC

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

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

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

*Link to: Board policy JGA*

**CRIMINAL RECORDS CHECKS/FINGERPRINTING**

Coaches 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.

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

Fees for all coaches subject to such checks and/or fingerprints shall be paid by the individual. A coach may request that the required fees be withheld from his/her first paycheck.

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

**Processing/Reporting**

1. The individual shall, as part of the application process, complete a Criminal History Verification of Applicants form and a Fingerprint Based Criminal History as provided by the ODE.
2. Following acceptance of an offer of employment, the individual is subject to a Fingerprint Based Criminal History check.
3. He/she will be required to report within three working days to the district office for appropriate paperwork and instructions.

**Termination of Employment**

Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status by the superintendent immediately upon the following:

1. Refusal to consent to a criminal records check and/or fingerprinting; or
2. Notification by the Superintendent of Public Instruction or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

**Appeals**

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

*Link to: Board policy GCDA/GDDA*

**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, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

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

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

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

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

1. Take action with regard to the employee determined to be appropriate which may include discipline up to and including dismissal and/or:
2. Require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Link to: Board policy GBEC

EARLY DISMISSALS FOR AWAY COMPETITIONS

Excusing athletes from school early in order to compete away from home will be kept to a minimum and be the responsibility of the Athletic Director. The athletic director will supply a list of athletes that will be excused. The athletic director will also provide the entire school staff at the beginning of each season a schedule of competitions with school release times and departure times. Athletes will be dismissed upon coach’s arrival at JFK.

Athletes who are excused from classes for participating in a contest are to be fully informed by their coach of the following obligations:

1. Current class assignments shall be turned in before departure.
2. Be prepared for full participation in class work on the day of return to class, including any written assignments due.

EJECTIONS

In accordance with OSAA policy, an ejection by a coach or athlete may result in the school being assessed a fine. The coach/athlete will not be allowed to participate in the next scheduled contest after the first offense, next two contests after the second offense, etc. The district will require the coach/athlete to pay the fine assessed that could range from $50 - $200. Physical contact with an official will result in a fine up to $1000. The athlete must pay the fine before they’re allowed to participate in the next eligible contest. If the coach feels the fine is unwarranted, the coach may present evidence to the athletic director and principal and request fines to be paid through the team’s ASB account, if funds are available. Coaches will sign an agreement allowing the district to deduct the fine from their paycheck.

ELIGIBILITY OF AN ATHLETE

To be eligible to participate in interscholastic competition at Kennedy High School, the athlete must do the following:

1. Pass all classes enrolled in and maintain a minimum GPA of 1.75.
2. Earn a minimum of 1.5 credits the preceding quarter, and maintain passing grades during the season(s) of participation.
3. Observe and abide by the district rules and policies governing athletics and general student behavior.
4. Be in attendance on each school day for all classes enrolled in. Student/Athletes will only be allowed to participate in activities with a pre-arranged absence.
5. Complete and submit all required medical and informational forms. Coaches will obtain a list of ineligible athletes prior to dismissal from classes.

**EQUIPMENT**

Athletic equipment/supplies shall be issued by the coach or by the manager of the sport under the supervision of the coach. Proper return and complete inventory of all equipment will be the responsibility of the coach. Equipment lost or damages by and athlete will be reported by the coach or athletic director to the school office, and paid by the individual at the cost of replacement of the item.

**EVALUATION OF COACHES**

It is the responsibility of the athletic director and the building principal to complete an evaluation on each head coach within two weeks after the season concludes. Assistant coaches will be evaluated with input from the head coach. Prior to the season, each coach shall receive a copy of the Coaches Handbook, which includes a job description. Acknowledgement of receiving both shall be required each year by the athletic director. The building principal and/or athletic director will meet with each coach to discuss the evaluation and the direction of the program. A copy of the evaluation form is included in the Coaches Handbook.

Add new evaluation form that includes recommendation from principal for next year.

**FUNDRAISING**

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff and approved by the superintendent prior to the activity being initiated.

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school. Fundraising request forms are available in the office.

All money raised must be immediately receipted and deposited with the district. If the money is being collected over a period of time, it should be deposited on a daily basis.

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.

Link to: [Board Policy IGDF](#) and [DM](#)

**GAME DAY PROCEDURES**

The day of any home or away competition, the following procedures will be followed:
1. Athletic Director will prepare an eligibility list for coaches
2. Coaches will come to the main office to obtain eligibility verification for grades and attendance before the competition

**GAME SCHEDULING**

Scheduling of games, contest, and meets will be completed by the athletic director. The athletic director may confer with the head coach on non-league events.
HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

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

Link to: Board Policy JFCF and GBNA-AR

INJURY ILLNESS REPORTS

All injuries/illnesses occurring on district property or during the course of any school-sponsored activities, including field trips and other away events, are to be reported to the athletic director or building principal immediately.

Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted by the athletic director or building principal within 24 hours or the next scheduled work day, as appropriate.

Link to: Board Policy EBBB

LOCKER ROOMS

The locker rooms are to be used by in-season athletes as a priority. During practice or home competitions, the locker rooms are to be locked at 3:15 pm and re-opened at the end of practice/game. Coaches will advise their athletes who will leave practice/game early to bring all belongings to the location of game or practice. After practice sessions, home contests or upon the return from trips, athletes should not be allowed to loiter about the school. They should be encouraged to leave the building as soon as they have collected personal belongings. The head coach or designated assistant coach shall remain in the locker room and on school grounds until all athletes have departed. Locker rooms shall be locked at 3:15 and opened only by an authorized staff member with the appropriate key.

PLAY-OFF PROCEDURES

In the event of an athletic team making an appearance in an OSAA sponsored play-off, meet or tournament, it is necessary to establish a uniform procedure to provide for transportation, meals and lodging if necessary. The following procedures have been adopted:

1. All arrangements will be made by the athletic director, with input from the head coach and the approval of the building principal.
2. Within 48 hours of determination of whether Kennedy will be hosting or traveling to an OSAA sponsored event, the athletic director, building principal, and head coach will meet to plan transportation, meals, lodging, other logistics, etc.

Transportation Guidelines

1. Transportation will be arranged by the athletic director with input from the head coach and approval by the building principal.
2. The athletic director will compute the cost of the trip using district vehicles and personnel. The district will fund the full cost of the excursion using district transportation.
3. If the head coach chooses alternative transportation which exceeds the cost of district provided transportation, any additional cost must be paid by the team through its own resources. Alternative transportation will be arranged by the athletic director and must be approved by the building principal.
4. If the cost of alternative transportation exceeds the cost of district provided transportation the additional amount must be available for disbursement by the district business office prior to the trip.
5. Payment of transportation expenses will be done by the district business office using prescribed payment procedures.
6. The district will receive all OSAA reimbursement funds for transportation.

Meals
1. The number of meals to be provided will be determined at the meeting between the athletic director, head coach and building principal.
2. The location, time and a good faith estimate of the total cost will be prepared.
3. The district will fund the cost of meals to be provided based on the predetermined estimate.
4. All payment and account for expenses of meals will be done by the district business office.
5. The district will receive all OSAA reimbursement funds for meals.

Lodging
1. Lodging for teams in OSAA sponsored events is to be prearranged by the athletic director with approval of the building principal.
2. The number of individuals being provided lodging at district expense will be determined by the building principal with input from the athletic director and head coach.
3. The district will fund the cost of lodging for approved team members and school personnel.
4. Payment and accounting for lodging expenses will be done by the district business office.
5. The district will receive all OSAA reimbursement money, if any, for lodging.

PRACTICE SCHEDULES

Practice schedules are to be determined by the head coach in accordance with the rules and regulations of the Oregon School Activities Association. Practice and training regulations need to be carefully planned in consideration of the effect upon the mental and physical health of the athletes. The length and time for practice periods shall be in keeping with sound coaching methods.

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 purchase from student body funds are authorized unless covered by an approved purchase order. Requisition 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:
1. Date
2. Vendor
3. Delivery address
4. Item quantity
5. Item description
6. Unit value
7. Total amount
8. Budget code
9. Name of requestor
10. Signature of individual authorized to sign purchase orders

Link to: Board Policy DJ

STAFF CONDUCT

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

STUDENT ACTIVITY FUNDS

All monies raised or collected by and/or for school-approved student groups are 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 a specific account of student activity funds, related to other school-recognized student groups, must be approved by the members of that organization and their staff advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students.

Revised: 08-27-19
current in school who have contributed to the accumulation of the funds.

Link to: [Board Policy IGDG](#)

**STUDENT ATHLETIC MANAGER**

A student athletic manager will be appointed by the head coach. The manager will care for the equipment under the supervision of the coach. They will perform such duties as required by the coach. Student managers will follow the same guidelines as athletes and sign a student manager contract and follow the guidelines thereof.

**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. The parent, employee or other adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must contain an adequate number of seat restraints and the driver must require their use. 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.

Link to: [Board Policy EEAE and EEBB](#)

**SUPERVISION OF STUDENTS**

Coaches are responsible for the supervision of all students while engaged in school-sponsored activities in which they are responsible. No coach may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency, such as an assistant coach. This includes all home facilities and away facilities used by athletes.

**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 to include any cigarette, cigar or other smoking tobacco and smokeless tobacco dip, chew or snuff in any form.

Board Policy GBK

**TRAININGS**

All coaches, advisors and volunteers must complete all annual required trainings prior to the first practice of the season.

**TRANSPORTATION**

Transportation for all athletic events will be arranged by the athletic director.

**First Aid/CPR Certification/AED training**

School Bus Drivers, Type 20 Drivers, Coaches and 1 Staff per 15 students in each building. Mt Angel School District offers a class each August and March. The transportation director will notify staff regarding classes.

**Type 20 Certification**

Any staff member that would transport students for school activities in a district van or activity vehicle and any staff member that would transport students for special services in a district van or activity
vehicle, not a school bus driver, is required to obtain a Type 20 Certification. The transportation department provides training and testing. To obtain information contact the transportation director.

**Sports Travel**
All travel for sports will be coordinated between the district athletic directors and the transportation director.

**USE OF PRIVATE VEHICLE 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.

*Link to Board Policy EEBB*

**VARSITY LETTER CRITERIA**

The head coach will determine the specific criteria for an athlete to earn a varsity letter. Coaches are expected to give all athletes the criteria at the beginning of the season. General guidelines for lettering at Kennedy High School include the following:

1. Athlete must complete the season, unless injured.
2. Athlete must have participated in events (games, meets, matches, etc) at the varsity level.
3. Obtain the minimum requirements determined by the coach.
4. Varsity letters are awarded for OSAA sanctioned events only.

**VOLUNTEERS**

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students. All volunteers are required to submit to an Oregon Criminal Background Check. In addition, any volunteer allowed to have direct, unsupervised contact with students will be required to undergo fingerprinting at no cost to the volunteer.

*Link to: Board Policy IICC and GCDA/GDDA-AR*