

Warrenton Grade School Staff Handbook

2016-2017

Warrenton Grade School

“Educating the Leaders of Tomorrow”

CERTIFIED AND CLASSIFIED STAFF HANDBOOK 2016-2017

Together, both certified and classified employees are involved in one of the most important tasks of a society: educating our youth. Each of you is a valued staff member and has an integral part in accomplishing our mission.

To help guide our working relationship, this handbook has been provided as a method of communicating general district information, rules and regulations. It is not intended to either enlarge or diminish any board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice. To obtain additional information, or clarification, you are encouraged to talk with your building principal or appropriate District Office personnel. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Please see the appropriate person listed below for additional information and/or compliance issues:

Compliance Officer for Title VI, Title VII, Title IX and other civil rights or discrimination issues AND Health Insurance Portability and Accountability Act (HIPAA) Compliance Officer for the Americans with Disabilities Act And Section 504 of the Rehabilitation Act of 1973	Mark Jeffery Superintendent District Office 503-861-2281 x 13
In addition, equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status and/or disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Warrenton-Hammond SD#30 office for additional information and/or compliance issues.	Jen Palmer, Administrative Assistant

Any questions you may have about the material contained in this staff handbook, or any other information provided to you, please contact me directly.

Tom Rogozinski
Principal

STAFF OPERATIONS

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are usually held on the second Tuesday of each month at Warrenton High School. Meetings begin at 7:00 p.m. with regular and special meetings of the Board open to the public unless as otherwise provided by law. All meeting notices including special meetings and times are posted in the window at the front office of the grade school.

All staff members are invited to attend board meetings. All formal communications or reports to the School Board are to be submitted through your building supervisor and administrator to the superintendent in accordance with established lines of authority, as approved by the Board.

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

BOARD MEMBERS

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

Debbie Morrow, Chair	Kelly Simonsen, Vice Chair
Greg Morrill	Darlene Warren
Dalan Moss	Dan Jackson

ABSENCES

Certified and Classified employees unable to report to work for any reason must submit their request through the Absence Reporting System no later than **6:15 A.M.** on the date of their absence. Requests may be made online or by phone. **This must be reported anytime any employee is not working their regular scheduled hours, even if you do not require a substitute.** You can change the time in the system, to reflect the amount of time you are absent.

It is highly advised to make any sub arrangements in advance.

Paid and unpaid leaves are provided in accordance with negotiated agreements, established Board policy and law. **Please be advised of the requirements for taking personal leave as outlined in the negotiated agreement.**

Federal Family and Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA). Please refer to your bargaining unit's negotiated agreement and Board policy.

A Substitute folder should be readily available when you are absent that includes the following: 2 copies of Class Roster (1 for attendance purposes, 1 for identifying special population needs, etc.); Class Schedule/Timeline; Student Schedules for Special Services; Summary of BIP, IEP, 504 requirements; Lesson Plans (1 Emergency Lesson Plan); Seating Charts; Classroom Management Plan; Emergency Procedures.

ANNOUNCEMENTS (WEEKLY FLYER)

A Weekly Flyer is placed in staff mailboxes for the classified employees and sent by email to certified staff. The Weekly Flyer may provide information pertaining to students and staff members. Staff may be responsible for informing students of information about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students. Staff members may inform the head secretary if they wish to submit an item for the weekly flyer.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for inspection at the District Office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

ATTENDANCE

Use Synergy to record attendance. Attendance for K-5 classes must be entered by 8:30 a.m. each morning and by 15 minutes after lunch-recess each afternoon. For grades 6th – 8th attendance must be entered by 10 minutes into each class period.

BREAKFAST

Breakfast is available to all students. All components must be offered to the student, but they may elect to not take an item or items. All unused and untouched (including the milk) supplies are returned to the kitchen immediately.

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements set by the Bureau of Labor and Industry. By law, all classified staff members who work four or more consecutive hours are entitled to one ten-minute break. Those working eight-hour days are entitled to two ten-minute breaks. Each employee that works more than six hours per day is entitled to a minimum of one-half hour lunch break, to be taken as near as possible to the mid point of the employee's shift.

The building supervisor will make every effort to grant an unpaid lunch break of at least one-half hour and not more than one hour during each work shift, as close as possible to the middle of the shift, for all employees who work six or more hours in a day.

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

BUILDING HOURS

WGS is open during the school year at 6 a.m. Monday – Friday (unless a school holiday) when the first custodian arrives. The building is locked at 4:00 p.m., with the alarm system being set at 10:00 p.m. Teachers wishing to enter the building outside of those hours and on the weekends must deactivate/activate the building alarm system housed in the main office.

BUILDING SECURITY MEASURES

Level One:

1. Identification Badges for all staff and visitors (Control: Office Staff)
 - a. Student Assistants – name tags
2. Actively engage every adult. Make eye contact, greet, and check for ID badge. If no ID, escort adult to office to check in. (Control: Office Staff)
3. Keep cell phone available for emergencies (Control: All Staff, optional)

Level Two:

1. Secured Entryways – always locked
 - a. Exterior Classroom Doors
 - b. Gym Rear Exit and Locker Room Doors
 - c. Playshed single door outside
 - d. Cedar Street entrances into MS wing
 - e. Parking lot entrance to MS wing
2. Secured Entryways – designated areas to be locked at 8:10 am
 - a. Exterior Cafeteria Doors (Control: Cafeteria Mgr)
 - i. Unlock from 2:40-3:30 pm
 - b. Exterior Gym Doors (Health Consortium Teacher)
 - c. 9th Street Gate (Control: Administration/5th Grade Teachers)
3. Interior Classroom Doors (Control: Classroom Teacher)
 - a. Door to remain locked but may be propped open
 - b. Window uncovered except during lockdown
 - i. Be prepared to cover window in an emergency
4. Pre-School (Control: Classroom Teacher)
 - a. Exterior doors locked
 - b. Interior doors locked but may be propped open

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, digital cameras and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief must be reported immediately to the building supervisor or designee.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the building office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25.00 unless other arrangements are made with the building administrator. At no time are substantial amounts of money to be kept in classrooms overnight or held during holidays or for long periods of time. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

CHECKOUT

Workday Checkout

Licensed and classified staff may leave the building and district grounds during lunch, as necessary. All staff members are required to check out/in with the office prior to leaving the building during the work day. This will enable office staff to respond appropriately in the event of a message or an emergency situation arises.

Year-end Checkout

Each building will establish year-end check out procedures for all staff that do not work year-round. Staff members leaving the district will be required to turn in to the building office all district-issued materials, including keys, prior to the last day of work, unless other arrangements are made with the building principal.

CHILD ABUSE REPORTING – REQUIRED BY LAW

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 to the Oregon Department of Human Services, Community Human Services, or local law enforcement agency. The building principal or supervisor is also to be immediately informed. **Staff members are required to provide the building administrator a completed Child Abuse/Neglect Referral form as written documentation of the report.** If the report includes allegations of harassment or abuse between an employee and a student, the reporting person is to contact the Superintendent immediately.

Oregon law recognizes these types of abuse:

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

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

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

CLASS PARTIES

The Health Department disallows the use of home baked items for school parties, fundraisers, etc. All food items to be consumed by your students during class parties and special events **MUST BE** commercially prepared and packaged.

CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to **turn out the lights and secure all doors**. Windows should also be secured at day's end. Staff members are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident or vandalism.

COMMUNICABLE DISEASE/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 potentially infectious materials, 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 Department of Human Services, Health Services and the County Health Department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

HBV/Bloodborne Pathogens

The Warrenton-Hammond SD#30 has developed a "Communicable Disease Control Plan" that is available to staff at each building upon request. Each year, staff will be required to participate in training on the procedures to prevent and lessen the chance of occupational exposure to bloodborne pathogens in the workplace.

Employee classifications that have been identified as at-risk for exposure include: **Custodians, PE teachers, shop teachers, teachers or assistants assigned to feed, toilet and perform other personal hygiene functions for students, football and wrestling coaches, secretaries responsible for assisting students with illness and/or injuries, or staff members designated as primary first-aid providers.**

The identified staff members and any additional staff 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 hire into a district-identified position.
2. At the time of initial assignment to tasks where occupational exposure may take place;
3. At least annually thereafter and within one year of their previous training;
4. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's chance of occupational exposure.

Additionally, HBV vaccination and vaccination series will be made available for staff that has been identified by the district as potentially having occupational exposure.

Report any occupational exposure to bloodborne pathogens to the building administrator or designee. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

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

Infection Control Procedures

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

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

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

* HIV - Human Immunodeficiency Virus

HBV - Hepatitis B Virus

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

Control may be used. Maintenance staff will provide the appropriate disinfection taking into consideration the odor factor and surface to be disinfected. (Board Policy GBEB, JHCC, JHCCA, JHC, GBEB, EBBAA, EBBAB)

COMMUNITY USE OF BUILDINGS

The building is available to rent by community groups during the week and weekends for approved use such as do not interfere with district programs. Scheduling of the buildings after school hours is done through one of the office secretaries. As classrooms may be scheduled outside regular buildings hours, all staffs are encouraged to leave their rooms in order and secure personal items. The district is not responsible for personal items left on district property. Please check availability with your building administrator if you need access to particular rooms after hours. **A building use form is to be filled out by staff in order to have activity approved and scheduled on the building use calendar.**

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 and form 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 collective bargaining agreements regarding the handling of complaints. (Board policy KL-AR)

Staff Complaints

- 1) Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the immediate supervisor or 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.
- 2) Any staff member with a complaint against another staff member should attempt to resolve the issue directly and professionally with that staff member. If unable to resolve the problem or concern via this informal meeting the complainant should work with the principal or the supervisor of the employee who is the focus of the complaint to resolve the matter.
- 3) This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement. (Board Policy GBM-AR)

COMPUTER AND INSTRUCTIONAL TECHNOLOGY USE

Technology in instruction provides increased opportunities for active learning for students and more options for achieving district curriculum goals. Technology also represents a set of tools that students will need to master in preparation for successful work and living in the 21st Century.

1. Responsibilities

Failure to follow district policy, procedure and administrative regulation when using district technology may result in suspension and/or revocation of the user's access to the technology. Student violations may also result in discipline up to and including expulsion. Staff violations may result in discipline up to and including dismissal. Fee, fines or charges may also be imposed.

Staff: It is the teacher's responsibility to assure responsible, efficient, ethical and legal use of the technology by students and staff members in compliance with the Acceptable Use Policy. **Teachers are responsible for exercising continuous active supervision of students while the students are using internet-enabled devices.** Personal use of the District's hardware, software or connectivity must be on the employee's personal time, meet the Acceptable Use Guidelines, and not result in increased costs to the District.

Administration: Principals will ensure that staff and students are informed of guidelines for appropriate technology use and will develop school procedures to assure compliance.

Students: Students are responsible for knowing and following the Acceptable Use Policy for Technology. An Internet User's Agreement is to be sent home by the classroom teacher before students use the computer in class. (The Language Arts teacher is responsible for keeping the list of students in grades 6-8 with agreements on file. The signed user agreement is for one school year.)

2. Software Licenses

Use of software without a license valid for installation on district-owned machines or unauthorized copying of district-licensed or school-licensed software, is a violation of copyright law and district policy. The user may be subject to discipline.

3. Wide Area Network and Internet

WHSD #30 has established a wide-area network of computers reaching each school district location, and local-area computer networks in each school. The purpose of the network is to support and enhance learning and teaching by providing electronic communications and sharing information resources across the district. Staff and selected students may have access to electronic communication inside and outside the district via the network.

4. Network Monitoring WHSD #30 will use technology protective measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual and textual depictions that are obscene, child pornography or with respect to the use of the computers by minors, harmful to minors. The District will monitor the on-line activities of minors and deny access by minors to inappropriate matter on the Internet and World Wide Web. The District may monitor the activities of adults as needed to establish compliance with the Acceptable Use Policy.

5. Publishing on the Internet and World Wide Web

Any material created and/or placed on the Internet and World Wide Web using WHSD #30 resources (hardware, software, server space, personnel) whether or not the material appears with the district or a school name, must serve an instructional purpose and conform to the WHSD #30 Acceptable Use Policy. Failure by staff or students to adhere to the Instructional Technology Use and Copyrighted Instructional Materials Policy and related procedures may result in discipline.

When the personal opinions of students and staff are expressed, notice will be given that the opinions are those of the author(s) and do not necessarily represent those of the school or school district.

All materials related to Warrenton-Hammond SD #30 schools must be linked to the WHSD #30 Web page.

Technology Acceptable Use Procedure

1. **System Use.** Acceptable use of technology including, but not limited to, computers, software, telephones, Internet, e-mail, fax machines and similar equipment, by staff and students, is for the purpose of:
 - enhancing educational opportunities for students; improving employee productivity in their work assignments;
 - enhancing staff and student ability to communicate with others regarding their WHSD #30 work;
 - Such use must be responsible, ethical, efficient and legal.
2. **Employee and Student Privacy in the Use of Technology.** Because technology is provided to accomplish the work of the school district, employees and students have a limited expectation of privacy in their use of the technology. Routine maintenance and monitoring of the system may lead to discovery that staff or student has violated law, regulation, procedure or policy. An individual search, within the context of the suspected violation, may be conducted when reasonable suspicion is established.

3. Violations. Employee violations of law, regulation, policy or procedure may result in discipline up to and including dismissal and/or report to the Teacher Standards and Practices Commission and legal authorities. Student violations may result in discipline according to the school's procedures.
4. Personal Use of District Technology by employees. Personal use of district-owned technology resources is permitted on the employee's non-work time, for non-prohibited uses, and when the District incurs no added cost because of the employee's use and when the use does not violate current Government Ethics rules. Employees are responsible for supervising compliance with the AUP for all equipment that is assigned to them at work and/or used out of school.
5. Inappropriate and Prohibited Use of Technology for Employees and Students Includes: violations of State or Federal law or regulation, violations of WHSD #30 Board policies or administrative regulations and violations of school regulations; use of technology to interfere with or disrupt other users, services or equipment; use of district resources primarily to benefit a commercial operation or political activity; raising funds for outside organizations; political lobbying, except for communication with elected representatives; propagation of computer worms or viruses; unauthorized entry to other computational, informational or communications devices; violations of copyright law; attempts to intentionally transmit or access any media, or to engage in a conference or e-mail that includes material which is libelous, obscene, indecent, vulgar, profane, lewd, threatening, harassing or insulting; attempts to intentionally transmit or access any material or advertisement for any product or service not permitted to minors by law; more than minimum use for personal business; and invasion of the privacy of other users, e.g. posting personal information.
6. Inadvertent Misuse. If a user inadvertently encounters inappropriate or prohibited material, she/he should promptly report the occurrence to the supervisor in writing.

Children's Internet Protection Act (CIPA Executive Order, 4/01).

WHSD#30 will enforce the provisions of the Children's Internet Protection Act when students have access to technology provided by WHSD#30 or supervised by WHSD#30 staff. Provisions include:

A) **Internet Filtering:** "Measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of computers with Internet access by minors, (3) harmful to minors. An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose."

B) **Staff Supervision:** All student use of technology will be under the direct supervision of a staff member who will monitor the online activities of all students, especially: "(1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal information regarding minors."

C) **Report of Violation to School Administration:** Staff supervising student use of technology in schools is responsible for knowing and following the school district's Acceptable Use Policy (AUP). They must report student violations to the school administration. (Board Policy IIBGA)

CONTRACTS AND COMPENSATION

Classified employees are paid an hourly rate according to the OSEA/WHSD#30 Bargaining Agreement. Certified and classified employees are issued a Reasonable Assurance Notice in the spring of each year, regarding their return for the coming school year.

All certified employees are paid according to the WEA/WHSD#30 Bargaining Agreement in effect for the current school year. Individual licensed contracts are issued for all licensed district employees. Monetary adjustments to an individual's contract during the school year may be done as an addendum to that contract, or other manner deemed appropriate by the district.

Certified staff employees are employed as temporary, probationary or contract employees. Temporary employees are hired for positions that are available only for a designated period of time or are hired after August for the upcoming or current school year. In most cases, temporary hires are provided with non-

renewable contracts. However, some less-than-half time staff may be offered continuing temporary contracts, but may not advance to contract status as defined by Oregon law.

Certified employees hired for permanent positions are considered probationary for the first three years of employment with the district. Probationary teacher's contracts are considered for renewal on a year-to-year basis.

Certified "contract" teachers are employed pursuant to two-year employment contracts. "Contract teacher" means any teacher or licensed staff member who has been regularly employed half-time or more by the school district for a probationary period of three successive school years and who has been recommended to continue employment for the subsequent school year.

Salaries, including compensation for extra-curricular assignments over and above the duties associated with any staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board, which are consistent with salary schedules and salary placement provisions of collective bargaining agreements. It is the employee's responsibility to provide all information necessary for placement on the salary schedule to the district office in accordance with timelines established by the district and collective bargaining agreements. In addition, all employees are responsible to review their contract, timesheet and monthly pay stubs to ensure that their placement and salary is correct. **Failure to bring an error to the attention of the administration in a timely manner may result in denial of additional compensation for dates in question. This includes accurately and timely completion of leave slips for every absence.**

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, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

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

"Fair use" guidelines are as follows:

Fair Use

I. Printed Materials

A. Permissible uses — district employees may:

1. Make a single copy of the following for use in teaching or in preparation to teach a class:
 - a. A chapter from a book;
 - b. An article from a periodical or newspaper;
 - c. A short story, short essay or short poem, whether or not from a collective work;
 - d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
2. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - a. A complete poem if it has fewer than 250 words and does not exceed two printed pages in length;
 - b. A complete article, story or essay of less than 2,500 words;
 - c. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - d. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
 - e. An excerpt from a children's book containing up to 10% of the words found in the text.

B. All permitted copying must bear an appropriate reference. References should include the author, title, date and other pertinent information.

C. Prohibited uses — district employees may not:

1. Copy more than one work or two excerpts from a single author during one class term;

2. Copy more than three works from a collective work or periodical volume during one class term;
 3. Copy more than nine sets of multiple copies for distribution to students in one class term;
 4. Copy to create or replace or substitute for anthologies or collective works;
 5. Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
 6. Copy the same work from term to term;
 7. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.
- D. All sound recordings, including phonograph records, audiotapes, compact disks and laser discs will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

A. Permissible uses — district employees may:

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

B. Prohibited uses — district employees may not:

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

III. Television Off-the-Air Taping

A. Permissible uses — district employees may:

1. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission, and retain the recording for period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Video Taping form to the [library/media supervisor] for each program videotaped. The [library/media supervisor] will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

2. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
3. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;
4. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
5. Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
6. Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
7. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

B. Prohibited uses — district employees may not:

1. Tape off-air programs in anticipation of an educator's requests;
2. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
3. Use the recording for instruction after 45 consecutive calendar days;
4. Hold the recording for weeks or indefinitely because:
 - a. Units needing the program concepts are not taught within the 45-day use period;
 - b. An interruption or technical problem delayed its use; or
 - c. Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.
5. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
6. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
7. Exchange program(s) with other schools in the district or other school districts without the approval of the building principal. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
8. Use the recording for public or commercial viewing;
9. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.

IV. Rental, Purchase and Use of Videotapes

A. Permissible uses — district employees may:

1. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;

2. Use only rented lawfully-made videotapes;
 3. Arrange for the local school to transmit videotapes over their closed circuit television for direct instruction;
 4. Use off-air videotapes made at home for classroom instruction and only in accordance with television off-air guidelines and district policy.
- B. Prohibited uses — district employees may not:
1. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 2. Use rented or purchased videotapes such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.
- V. Computer Software
- A. Permissible uses — district employees may:
1. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
 2. Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
 3. Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
 4. Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
 5. Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
 6. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
 7. Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.
- B. Prohibited uses — district employees may not:
1. Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
 2. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
 3. Make or use illegal copies of copyrighted programs on district equipment;
 4. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
 5. Make copies of software provided by a software publisher for preview or approval;
 6. Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or district;
 7. Make replacement copies from an archival or back-up copy;
 8. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
 9. Make multiple copies of the printed documentation that accompanies copyrighted software.
- C. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.
- VI. Reproduction of Works for Libraries/Media Centers
- A. Permissible uses — district employees may:
1. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 2. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical with the last five years prior to the date of the request for the material;

3. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
4. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
5. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
6. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

B. Prohibited uses — district employees may not:

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

VIII. Performances

A. Permissible uses — district employees must:

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

IX. Violations

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal. (Board Policy EGAAA)

CONFERENCES

Planned conferences between teachers and parents are essential to the district's efforts to foster close collaboration between the home and school. Parent-teacher conferences are scheduled each fall and spring. Students may be included in conferences from grades 3rd through 8th. Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Teachers or parents may arrange for conferences outside regularly scheduled conference dates to meet more immediate student needs. Teachers should be prepared to provide time before or after-school to meet with students and/or parents as necessary.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

All licensed educators are required to submit to a State and National criminal history/fingerprint check prior to being issued their first Oregon teaching license 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 specialist who has not submitted to a criminal records check under the regulations in effect at the time of application.

Additionally, all classified employees, including classified substitutes and coaches, are required to complete a State and National criminal history check and be fingerprinted. Fingerprinting for classified employees and substitutes must be completed, prior to beginning employment with the Warrenton-Hammond SD#30. Verification of the criminal history/fingerprint check will be done by the district office through the Pupil Transportation Section of the Oregon Department of Education.

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

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 complete Fingerprint-Based Criminal History questionnaire and fingerprint card as provided by ODE.
2. Following acceptance of an offer of employment, these items will be sent to ODE for processing. A copy will be kept on file by the district in the individual's personnel file.
3. Individuals subject to fingerprinting will be required to be fingerprinted before beginning to work.

Termination of Employment

1. Any individual required to submit 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-certified individual may appeal a determination that prevents his/her employment or eligibility to contract with the district to the Oregon Superintendent of Public Instruction. Individual's eligible to appeal as a contested case will be so notified in writing by ODE. (Board Policy GCDA, GDDA)

CURRICULUM

The district curriculum is driven by the curricula standards adopted by the Oregon Department of Education. The curricula established for content areas across grade levels provide the flexibility necessary to meet the individual needs of students.

Deviations from the established curriculum, textbooks and instructional materials may be permitted with building principal or designee approval. Teachers with questions should contact their building principal. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction. (Board Policy IFE, II)

DISCIPLINE AND DISCHARGE OF STAFF

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

DISTRICT OFFICE

The district office is open between the hours of 7:45 a.m. and 4:30 p.m. during the regular school year. During winter break, spring break, summer break and other times when school is not in session the district office hours may vary and times will be posted.

DRUG-FREE WORKPLACE

The Warrenton-Hammond SD#30 acknowledges the important role that educational institutions play in helping to create a health and safe environment. The district accepts the commitment to combat drug and alcohol abuse in the workplace and in the community. It is the policy of the district to prohibit the use or presence of illegal drugs, controlled substances, and/or alcohol such that there would be any detectable level of these items present in the individual's system in the workplace

Definitions

Alcohol: Any form of alcohol for consumption, including beer, wine, wine coolers or distilled liquor.

Controlled Substance: Includes any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other illegal drug or other controlled substance.

Under the Influence: Any consumption of an unauthorized controlled substance, illegal drug, or alcohol such that there would be any detectable level of these items present in the individual's system. (For authorized use of a controlled substance, see implementation of the policy.)

Work Site: Any site where work is performed for the district for which the employee is providing a service for the district, receiving compensation or is responsible for the supervision of students

Procedures

1. Awareness

A. The district shall post notice of this policy and procedure in visible workplaces, such as staff manuals and/or faculty bulletin boards, throughout the district.

B. Supervisors annually will provide notice to employees of:

1. The district's policy of maintaining a drug-free workplace
2. Sanctions that may be imposed upon violation of this policy

2. Work Site Guidelines

A. As a condition of employment, an employee shall abide by the terms of the district's drug-free workplace policy and shall notify the employer of any criminal drug conviction for violations occurring in the workplace no later than five (5) days after such conviction. The district shall notify the federal granting agency within ten (10) days after receiving notice of an employee's conviction of any criminal drug statute violation occurring in the workplace.

B. Any employee convicted of a criminal drug statute violation occurring in the workplace shall be subject to appropriate sanctions, including but not limited to, required participation in substance abuse assistance program, oral or written discipline, suspension, non-renewal or termination of employment.

C. Any employee of the district who is aware of student use or the possession of alcohol, illegal drug or controlled substance in the workplace, as defined above, shall notify his/her immediate supervisor, the person in charge of the activity, or the superintendent.

D. Any employee of the district who is aware of another employee's use or possession of alcohol, illegal drugs or controlled substances in the workplace is encouraged to inform his/her immediate supervisor, the superintendent or the person in charge. Knowingly providing false information alleging violation of this policy shall allow disciplinary action against the reporting employee.

Implementation of the Policy

1. Authorized Use of a Controlled Substances

A. An employee who knowingly uses a prescription drug or other authorized controlled substance that has potential to impair or negatively affect job performance or create a risk of injury to any person at the worksite, shall notify the immediate supervisor of such use. In the event that such authorized use, in the judgment of the supervisor, impairs or negatively affects the ability to perform the job responsibilities, or creates a risk of injury to any person, the district shall take appropriate remedial action including, but not limited to, temporary re-assignment, allowance of the use of unpaid leave or accumulated sick leave, or other leave for treatment to correct the effect on job performance or risk of injury.

2. Unauthorized Use of a Controlled Substance, Alcohol, or Illegal Drug

A. Where there is a reasonable cause to believe that an employee is under the influence of alcohol, illegal drugs, a controlled substance, has ingested alcohol, illegal drugs, or a controlled substance at the work site, the district may, as part of its investigation, require the employee to be examined by a physician for the purpose of determining whether the employee is fit for duty.

B. Initial assessment, including any possible examinations by a physician for illegal drugs, controlled substances or alcohol shall be at district expense. Should the results of the test be positive, the affected employee, his/her designated representative if requested, and an individual designated by the district shall receive the results, including a statement of the employee's unfitness/fitness to return to the workplace.

C. Instead of disciplinary action for a violation of this policy, the district may require an employee to obtain an assessment of the employee's controlled substance and/or alcohol problem. Such assessment shall be based on unpaid leave, paid sick leave, or other such leave as the district may grant available under law, collective bargaining agreements and insurance policies that are applicable.

D. Should the affected employee voluntarily enter a substance abuse program, the district will support the rehabilitation effort by providing unpaid leave or accumulated paid sick leave, vacation leave, or other leave, as applicable under law and collective bargaining agreements, to further the employee's rehabilitative effort. When a treatment provides releases an employee for

- return to work, the district will reinstate the employee to a position in the district. The district may require certification from a medical doctor and/or treatment provider to verify that an employee is able to return to work. Failure of the employee to adhere to the treatment program may necessitate sanctions consistent with this policy.
- E. District property and equipment are furnished and made available for work-related purposes, and are not to be used in connection with unauthorized conduct related to controlled substances or alcohol. A supervisor may only make a search related to a violation of this policy that is permitted by law, and that is based upon report of a fellow employee or based on work-related job performance effects.
 - F. The district may take appropriate disciplinary action against an employee who violates this policy, including reprimand, suspension, requiring an employee to submit to an appropriate treatment program and/or discharge. Any disciplinary actions are subject to provisions of the existing labor contracts.

WHSD#30 board policy regarding drug and alcohol free environment reflects the previous information as well as TSPC standards for ethical behavior of licensed employees. For purposes of this policy it should be strongly noted that WHSD#30 employees are never to appear on duty at the work site under the influence of an unauthorized controlled substance, illegal drug or alcohol. "The work site" means any place where work is performed for the district for which the employee is providing a service for the district, receiving compensation or is responsible for the supervision of students. Pursuant to this policy, the phrase "under the influence" means the consumption within three hours of duty of an unauthorized controlled substance, illegal drug or alcohol or any detectable level of these items present in the individual's system. (Board Policy GBEC, JFCG, JFCH, JFCI)

EMERGENCY CLOSURES/DELAYED OPENINGS

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate. Staff members are expected to provide current phone numbers and email contacts to be alerted to emergency closure information via the **ALERT NOW** system. Additionally, the local radio stations and Portland TV stations will be contacted regarding our status of closure delayed openings, school closures and which employee groups must report to work. (Board Policy EBCD)

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 emergencies such as natural disasters, fire, illness or injury of a student or staff member and the unauthorized or authorized use of force on school property. See tabbed section: "**Emergency Procedures**" (Board Policy EBC)

EVALUATION OF STAFF: The purpose of the district's evaluation program for **certified** employees is to evaluate and support certified staff members. It serves to recognize those who are meeting or exceeding the district's performance standards and also to identify and support those teachers not meeting the district's performance standards. Certified staff members should become familiar with the **WHSD Teacher Growth and Evaluation Handbook**. (Board Policy GCN, GDN)

Copies of the evaluation procedures and standards for certified staff will be provided to all certified personnel at the beginning of the school year or, in the case of mid-year hires, before the first work day. All staff members are responsible for having reviewed the evaluation tools. Evaluation of all employees will be conducted in accordance with established Board policy and applicable district evaluation procedures, collective bargaining agreements and Oregon Revised Statutes.

FAIR LABOR STANDARDS ACT (FLSA)

Regular working hours for all classified employees will be set by the building principal or designee. Classified employees are not to work before, beyond or outside their established working hours and **are not to work overtime without prior authorization from a supervising administrator**. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

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

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

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

FUND RAISING

Fund-raising activities are held at various times throughout the course of the school year. All fund-raising activities must be **approved by the building principal or designee** prior to the activity being initiated. **An activity/field trip form must be completed by the staff member** wishing to hold a fundraiser to request approval for fund-raising. Fund-raising requests must include justification for the proposal that is consistent with building goals. Fund raising must not interfere with or disrupt school. If approved, the fundraising activity must be conducted under the direct supervision of WHSD staff members.

All money raised must be receipted and deposited in a specific district or building bank account. The staff member sponsoring the fundraising activity is responsible for the appropriate handling and accounting of cash/checks and the security of any items/materials/products being sold. Staff members will follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered to them by another stakeholder in the school or district including parents and family members of students, businesses, or other organizations. 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 **\$50.00 or more** from a single source in a single year. No organization may solicit funds from staff members within the schools or distribute flyers or other materials related to fund drives through the school without approval of the building principal or designee. The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without the approval of the building principal or designee. Any solicitation should be reported at once to the building principal or designee. (Board Policy KI, GBC)

GOAL SETTING – PROFESSIONAL DEVELOPMENT PLAN (PDP)

All TSPC certified employees working half-time or more will set and monitor two Student Learning and Growth Goals (SLGs) and design and implement a Professional Development Plan (PDP) with the primary purpose of supporting students in attaining the SLG's. The plan shall be designed to assist the educator to: (1) achieve district, state and national standards, (2) keep current with the development and use of best practices and (3) develop ways to enhance learning for a diverse student body.

Maintaining the appropriate TSPC licensure is the responsibility of the individual certified staff member.

A certified staff member may be required to set additional goals related to the building's specific school improvement goals, or to specific individual needs identified by the administrative supervisor. The staff member may choose whether or not to include these goals in the Professional Development Plan. (Board Policy GCAA, GCL)

GRADING

The evaluation and reporting of student progress is a primary responsibility of all teachers. Optimizing student achievement is a common goal of both the district and the home. The District is committed to providing effective grading practices and providing parents and students with reports of progress in the following ways:

1. Student achievement will be reported using objective performance standards for students in grades K through 2nd and using a percentage-based letter grade in for students in grades 3rd through 8th.
2. Distinctions will be made between a student's behavior and academic performance.
3. The school system will seek consistency in grading and reporting.
4. The school staff will take particular care to explain the meaning of grades and symbols to parents and students during the parent conference held in the first term.

Regular communication with parents about student performance is essential to strong collaboration between school and home. ParentVue is available to provide parents/guardians with access to student attendance, grades and other important student information. Teachers are responsible for the timely updating of the online gradebook and attendance register.

1. **Required: Teacher Gradebook Updates in 3rd – 8th Grades:** Teachers will update grades in the online gradebook as soon after an assignment is graded as possible. Generally, this means grades will be entered into the gradebook on a daily to weekly basis.
2. **Recommended: Class Coursework** can be found by clicking the “Calendar” tab, and then clicking on individual assignments within the calendar. Be aware that assignments in the calendar show up on the date they are due and not when they are assigned. Teachers are encouraged to post the key assignments/quizzes, tests (i.e. those that will end up in the grade book) on the calendar on Monday for the upcoming week and preferably even farther ahead of time if they can.

Grading Expectations

Report cards will be issued quarterly and will reflect student progress toward grade level standards.

Special Education:

- Report card grades for students receiving special education support may also reflect the student's progress toward goals in the student's individualized education program.
- In addition to quarterly report cards, students in special education programs will receive two reports during the school year detailing student progress toward goals in the individualized education program.

Primary (Kindergarten – 2nd)

Grading scales will reflect student progress toward standards for each subject/grade level.

Intermediate and Middle Grades (3 - 8) Grading Scales

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	Below 59
I	Incomplete, signifying work to be made up as a result of sickness or an emergency before a grade can be given. An Incomplete grade needs to be completed within two weeks following the end of the term in which the Incomplete was issued.
P/NP	Pass and No Pass for non-academic classes

Overall content area grades should be based largely on student performance when the student is not receiving assistance from notes, books, peers, parents, teachers, etc. Eighty to Eighty-five percent of the overall grade should be derived from “unsupported” student work (quizzes, tests, papers, projects, etc.) with no more than 15% to 20% of the overall grade resulting from participation, homework, classwork, practice etc.

Teachers are expected to report student progress by updating the online Synergy gradebook on a daily to weekly basis. Progress reports may be issued through Synergy at any time during the course of a grading period as deemed appropriate by each teacher.

No grade “D” or “F” should be issued on a report card without a written progress report having been sent home previously notifying the student and his/her parents of academic deficiencies.

GRIEVANCES

All grievances will be processed according to the procedures outlined in the contractual agreements between the district and the Warrenton Education Association (WEA) or Oregon School Employee’s Association (OSEA).

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used when the topic is consistent with district educational goals and standards. **Teachers must inform the building principal or designee in writing (email) of the date, time and nature of the presentation whenever such use is planned. Prior approval from the building principal or designee is required whenever the guest speaker and/or presentation may be reasonably considered controversial.**

Prior to his/her participation, guest speakers are to be informed of and given written instruction regarding the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco, alcohol or use of a controlled substance is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Content should be age appropriate;
5. Content may not endanger the health and safety of students or staff.

Teachers who invite a guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented violates any of the above, is judged to be in poor taste or endangers the health and safety of students or staff.

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 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). Any allegations of harassment between an employee and a student will be immediately reported to the Superintendent. (Board Policy JFCF, GBNA, JHHA)

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law. “Protected health information” means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) transmitted or maintained in any other form or medium.

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

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Human Resource Department or the district’s compliance officer.

IDENTIFICATION BADGES

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property, district employees *are required* to wear identification badges when on district property.

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification badge lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacement costs will be charged to the employee.

INJURY/ILLNESS REPORTS

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

Reports will cover property damage as well as personal injury. **A completed injury/illness incident report form must be submitted to the building principal or designee within 24 hours or the next scheduled district workday, as appropriate.** Employees seeking treatment for an on-the-job injury will be required to complete the paperwork necessary for worker's compensation. Please see your building principal or designee for necessary forms. In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the building safety officer will inform the building principal (who will inform the district safety officer, and the Oregon Occupational Safety and Health Administration (OR-OSHA)) within 24 hours as required by law.

Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures, including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. All work-related injuries/illnesses will be promptly investigated and corrective measures implemented, as appropriate. (Board Policy EBBB)

INVENTORY

Inventory sheets for classroom contents will be provided to staff at the beginning of the school year. Teachers are expected to update the information on the inventory sheets as an accurate representation of the contents of their classrooms equipment and supplies will be determined and implemented at regular intervals by the building principal or designee. (Board Policy DID)

KEYS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc;
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.
4. Lost or stolen keys must be reported to the building principal or designee within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:

- a. Room or other keys - [\$60];
- b. Front door key - [\$60];
- c. Master key - [\$100];
- d. Setting off building alarm- [\$50] (Board Policy ECAA)

LEAVES OF ABSENCE

All leaves of absence will be processed according to the procedures outlined in the contractual agreements between the district and the Warrenton Education Association (WEA) or Oregon School Employees' Association (OSEA). (Board Policy GCBDA, GDBDA)

LESSON PLANS

Developing lesson plans that are consistent with district curriculum and appropriate to the individual needs of students, and reflect best practices research is essential for effective teaching. Teachers are expected to prepare lesson plans on a weekly basis. They are to be prepared and available on Planbook.com before the first day of each week.

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 or designee may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

Substitute Folder: A substitute folder will be kept in the front of the lesson plan book on the teacher's desk. The substitute folder is to include an up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs. **See "Absences" section.**

At the middle school level (grade 6-8) a planned course outline (syllabus) which provides an overview of the course of study, materials used, grading policies, behavior expectations, and significant projects or assignments, and other information deemed relevant should also be prepared and readily available for the building principal and/or student and parent review. **A copy of this updated planned course outline/syllabus will be given to the principal prior to the first day of class.** (Board Policy GCN)

LICENSE REQUIREMENTS

Teachers offered employment in the district must present their original teaching license to the District Office Administrative Assistant. An applicant not presenting their license prior to the beginning of school or the first day employment is to begin will not be employed as a licensed staff member until such license has been submitted. Certified staff members are 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. (Board Policy GCA)

MAIL AND DELIVERY SERVICES

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

All staff members are to check their mailboxes before school, at noon and after each working day and remove mail daily. Students should not pick up mail from staff mailboxes. District mailing and postage may be used for school district business only. Letters are to be placed in the outgoing mail box with the flap up and unsealed for pickup by our mail service. Electronic mail should be checked at least twice daily.

NWRESD courier service provides delivery to other schools served by the regional ESD. There is a box in the district office for the use of interschool delivery. Materials should be placed into a confidential envelope and clearly labeled.

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 or designee. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district. (Board Policy KJA)

MEETINGS

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

All staff members are expected to attend staff meetings unless prior arrangements have been made with the building administrator or designee. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

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

MOTHER FRIENDLY WORKPLACE

An adequate location for the expression of milk or breastfeeding will be provided to an employee including a 30 minute, unpaid rest period to express milk or breastfeed during each four hour work period.

MAIN OFFICE SECRETARIES

The primary responsibilities of the secretaries are to communicate with students, parents and community members, handle student health emergencies and to carry out functions related to district and state requirements. The main office is generally a very busy place and staff members are to refrain from unduly interrupting the secretaries or relying on them for clerical tasks (making copies, for example).

PARENT RIGHTS

Custodial Rights

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 his/her student and to consult with teachers concerning his/her 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 building administration. (Board Policy GBH, JECAC)

Student Surveys

Licensed staff members wishing to distribute any survey they or a 3rd party created must request and receive approval from the building administrator or designee prior to initiating the survey.

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes. (Board Policy GBG)

PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA

Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty at district-sponsored activities may be permitted, but is subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. A "personal electronic device" is a device not issued by the district and is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

- At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.
- Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment.
- Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty at district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties.
- Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Social Media:

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

- Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

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

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

PERSONAL REFERENCES FOR EMPLOYMENT

Employees are to contact the personnel office prior to responding to any requests (written or phone) for references of employment. District or school letterhead will only be used with written permission from the personnel office.

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, and records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions.

PETTY CASH

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established in each building. Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts and should not exceed \$20 unless prior approval was obtained. (Board Policy DJB)

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Prep periods are designed for the purpose of planning and preparing materials for instruction. Teachers are expected to be in the building during their prep periods. **Administrative approval must be granted for a teacher to be away from the building during their prep period.**

PROFESSIONAL STAFF DEVELOPMENT ACTIVITIES - LICENSED STAFF

Acquiring and documenting professional development units (PDUs) is the responsibility of the teacher. WHSD HR will maintain a master record of PDU’s earned.

Appropriate documentation of PDU’s earned at off-campus trainings needs to be submitted to HR.

PDUs earned by attending trainings conducted by district personnel will be automatically documented by administration and no paper certificates will be issued.

You will receive verification of the number of PDU’s earned at the conclusion of each school year.

RELEASE OF GENERAL STAFF INFORMATION

A staff member’s or volunteer’s address, date of birth, social security number and personal phone number contained in personnel records maintained by the district are exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise accepted by law.

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

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
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.

REQUEST FOR SUPPLIES

No purchases from district funds will be authorized unless covered by an approved request for supplies. Teachers must submit a Request for Supplies form (located in the office) for administrator approval.

Completed Request for Supplies for the next school year are due prior to checkout at the end of the current school year. (Board Policy DJ)

RESEARCH/COPYRIGHTS AND PATENTS

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

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. (Board Policy GCQBA)

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to their immediate supervisor and to the district office, which will be submitted to the Board for approval. If the Board decides to accept the resignation, acceptance shall be by letter from the superintendent or designee to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

A certified 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 Board or Superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period. Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (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 to the District Office at least two weeks prior to the date he/she wishes to leave district employment. (Board Policy GCBB, GDPB)

RETIREMENT

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

SAFETY COMMITTEE

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

The safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring. All potential hazards are to be reported immediately to a safety committee member or to the office. Safety committee members include: business manager, maintenance supervisor, custodian and building principal. The District Office will announce the date/time of meeting. (Board Policy EB, EBAC)

SALARY PLACEMENT

Placement on a district salary schedule may be dependent on such factors as experience, training, extended contracts, increased responsibilities, and such other factors as approved by the board.

Classified Staff Salaries

Classified staff will be placed at the appropriate step based on experience & qualifications of the classified salary schedule by the Administrative Assistant under the direction of the Superintendent. If the building administrator recommends a higher placement, or prior experience in the district is an issue, the placement will be reviewed by superintendent, who will decide on the correct placement. Any issues or questions regarding placement on the salary schedule shall be discussed with the employee at the time of the hiring process and resolved prior to issuance of the first paycheck.

Certified Staff Salaries

Initial Placement

The salary schedule for teachers is part of the negotiated contract between the Warrenton Education Association and the district. Teachers are initially placed upon the salary schedule after analyzing the college transcripts and teaching experience.

Advancement Based Upon Additional Educational Credits

Once placed upon the salary schedule, teachers will be given credit by the district for college credits earned related the individual's job responsibilities. Movement across the salary schedule takes place when the teacher accumulates credits equal to or greater than the amount specified on the next step of the schedule. Any teacher earning sufficient hours to make them eligible for increase to the next higher educational level on the salary schedule must submit an official transcript or official grade slip to the Superintendent by the Friday before the October School Board Meeting of the school year for which the increase is requested.

SCHOOL TELEPHONES

School cell phones and land lines are available for staff to make work-related phone calls.

Personal long distance calls may not be made on school telephones, even if staff offers to reimburse the district for such charges.

SEXUAL HARASSMENT

The board is committed to preventing sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses, or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events. "District" includes district facilities, district premises and non-district property if the

student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business. Any allegations of harassment between an employee and a student will be immediately reported to the Human Resource Director.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal 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 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 an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal or district administrator, who have overall responsibility for all investigations.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment. It is the intent of the board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence, and address negative consequences. The superintendent will establish a process of reporting incidents of sexual harassment.

SEXUAL HARASSMENT AND STUDENTS

The district desires to create a learning environment for all students that rewards educational achievement based on ability and performance. The learning environment cannot be maintained when sexual harassment occurs. Sexual harassment will not be tolerated in this school district. Any allegations of harassment between an employee and a student will be immediately reported to the superintendent.

1. This policy applies to all students and staff of Warrenton Hammond School District.
2. Sexual harassment of students includes demands for sexual favors in exchange for benefits as well as unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with a student's performance or creating an intimidating, hostile, or offensive environment. Sexual harassment of employees by students includes demands for sexual favors in exchange for benefits, as well as unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with the staff person's ability to perform the job or creating an intimidating, hostile, or offensive environment.
3. The district regards such conduct as an abuse of authority when engaged in by an adult, and a violation of student conduct policies when perpetrated by a student. All reports of sexual harassment will be investigated. Complaints should be filed with the school principal or district office. The student who initiated the complaint and the parents shall be notified when the investigation is concluded. The staff complainant will be notified when the investigation is completed.
4. A good faith complaint from a student about violations of this policy will not adversely affect the student's educational assignments or study environment. A good faith complaint from a staff member about student harassment of staff shall not adversely affect any terms or conditions of employment or the work environment.

A copy of this policy and the procedure for filing complaints shall be posted on signs at least 8 x 11 inches in all grades 6 through 12 schools, published in the student handbook, and made available to students, staff and parents.

Personal Rights/Harassment Complaint Procedure

Building principals and the superintendent have the responsibility for investigations concerning incidents of harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1- Any harassment information (complaints, rumors, etc.) shall be reported in writing to the building principal or the superintendent. All such information shall be reduced to writing and will include the specific nature of the harassment and corresponding dates. Any allegations of harassment between an employee and a student will be immediately reported to the building principal.

Step 2- The administrator receiving the information or complaint shall promptly initiate an investigation. He/She will (within ten working days) arrange such meetings as may be necessary to discuss the issue with all concerned parties. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The investigating administrator will, within ten working days, prepare a written decision regarding the complaint. The decision will include any disciplinary actions or recommendation related to the incident. A copy of the decision will be sent to the superintendent and to all concerned parties.

Step 3- If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within ten working days of such meetings.

Step 4- If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the board. Such appeal must be filed within ten working days after receipt of the Step 3 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 ten working days following completion of the hearing.

Step 5- If the complaint is not satisfactorily settled at the board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

All documentation related to harassment complaints may become part of the employee's personnel file as appropriate. Additionally, a copy of all complaints and documentation will be maintained as a confidential file and stored in the district office. (Board Policy GBN, JBA, JFCF, GCAA, GBNA)

SITE COUNCIL

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

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

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 certified staff is expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

Application of Rules

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

2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may at its discretion defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action 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 superintendent 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 supervisory educator 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 toward 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 ORS 342.125.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the

acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

The competent teacher demonstrates:

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

Supervision and Evaluation

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

The competent teacher demonstrates:

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

Management Skills

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

The competent teacher demonstrates skills in:

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

Human Relations and Communications

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

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

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 districts or school's name, property or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

The ethical education, 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. (Board Policy GCAA)

STAFF DEVELOPMENT

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

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities. All requests for district payment of college course work tuition require administrative approval.

Requests for participation in and reimbursement for professional development activities outside of the school district require prior administrative approval. 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. Submit your request in writing to the building administration.

Continuing professional development plan requirements as set forth by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee and should 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 are not considered appropriate activities for the expenditure of district funds.

STAFF ATTIRE AND GROOMING

All staff are expected to be neat, clean and to wear appropriate attire for work that is in good taste and suitable for the job at hand.

Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable for adults 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.
4. 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.
5. District facilities, equipment or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

STAFF HEALTH AND SAFETY

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 that might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF ROOM

A staff room is provided for staff use during break, lunch and preparation periods, as may be appropriate. All staff members are expected to maintain a clean and orderly environment.

Students are not permitted in the staff room.

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 near their classroom door as students arrive so as to monitor both the classroom and the hallway.

Under no circumstances are classrooms or other areas 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 a colleague or the office to arrange for temporary coverage.

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

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. 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, teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

TOBACCO-FREE ENVIRONMENT

Tobacco use is prohibited on all district property and in district-owned vehicles. "Tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). (Board Policy GBK/JFCG/KGC)

TUTORING

No private tutoring for which a staff member receives a fee is permitted in district schools on school time unless the District has authorized the tutoring and approved the fees.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for district business without permission from their supervisor. Teachers are not to transport students without prior approval of their supervisor, proof of insurance and valid driver's license on file with the district office. (Board Policy EEBB)

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are emailed to all staff and posted near the staff room 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 collective bargaining agreements. (Board Policy GCI)

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. All volunteers must submit to a state-wide criminal history check at district expense and may not take part in volunteer activities until completing the form. The office will provide the forms to the volunteer. Principals and/or their designee have access to the list of approved volunteers that is kept on the shared network drive.

WEAPONS

Weapons are forbidden on school property and at school-sponsored activities regardless of location.

Weapons shall include but not be limited to: firearms, metal knuckles, straight razors and explosives. Other items that could be used, to sell, harm, threaten or harass students, staff, parents or patrons may be treated as weapons in the scope of this policy, including but not limited to: knives; drugs; and noxious, irritating or poisonous gases. The term "firearm" includes any weapon that will or may be converted to expel a projectile by action of an explosive. Firearms include, but are not limited to: the frame of a weapon; firearm muffler or silencer; explosive, incendiary or poisonous gas; bomb, grenade, rocket, missile, or mine, with a propellant charge of more than four ounces or an explosive charge of more than one-quarter ounce.

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 this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Administrators shall promptly notify the appropriate law enforcement agency. Employees who report directly to law enforcement shall also immediately inform an administrator.

Weapons under the control of law enforcement personnel are permitted on school property. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization. (Board Policy GBJ, JFCJ)

WORK HOURS

Full time teachers begin the work day at 7:40 A.M. until 3:40 P.M. with a half hour lunch break Monday to Thursday. On Fridays teachers may leave as soon as their end-of-day supervision of students is done. Once a month teachers will have a faculty meeting from 3:10 PM to 4:00 PM.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS

The school district recognizes that it may be necessary for some student to take medication during school hours. Failure to take such medication could jeopardize the health of the student or the student would not be able to attend if the medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medicine at school with the following provisions:

1. All requests for district staff to administer medication to a student must be made by the parent in writing each school year.
2. All requests must include written instructions including the name of the student, name of the medication, route (i.e.: oral, inhaler), dosage, frequency of administration and any other special instructions.
3. Written instructions for prescription medications must be made by the physician. A prescription label prepared by a pharmacist will be deemed sufficient for the written instructions only if it contains all the required information listed in #2. Any changes must be in writing and made by the physician.
4. Written instructions for nonprescription medications will be made by the parent and must include all of the information listed in #2. Any changes must be made in writing.
5. All medications are to be submitted in its original container. Prescription medicines are to be fully labeled by the pharmacist. Nonprescription medicines are to have the student's name affixed to the container.
6. All medication is to be brought to and returned from the school by the parent.
7. It is the parent's responsibility to ensure an adequate amount of medication is on hand at the school for the duration of the student's need to take the medicine.
8. All medication will be kept in a locked container and all doses of medication administered will be documented.
9. Self-medication for students in grades K-8 is not allowed except for medicines that must be with the student for emergency access; the necessary permission forms and instructions must be in place and the district nurse must make a nursing assessment and plan.
10. The district reserves the right to reject a request to administer medications when taking such medication during school hours is not necessary for the student to remain in school.

ASSEMBLIES

Students are required to attend all assemblies unless excused by the principal or designee. Those who refuse are to be referred to the office. Staff members are assigned to specific supervision duties during assemblies and are expected to be seated with their class. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

ASSIGNMENT OF STUDENTS TO CLASSES

The assignment of students and classes to teachers is the responsibility of the building principal or designee. Parents have the right to discuss student classroom assignments with counselors and the building administrators. 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 designee. Teachers with questions regarding a student's placement should contact the principal's office.

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 (student must have an admit slip to enter class). Intercom use is restricted to administrative use or administrative approved use only.

CONTESTS FOR STUDENTS

The district cooperates with individuals, community organizations and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added work load on staff. All such contests must be consistent with the purposes and educational aims of the district. Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participant's work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services. Materials or activities initiated by private sources are to be referred to the building principal or designee for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of or willfully causing the infliction of, physical pain. 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 that has been signed by the parents and is carried out according to district procedures.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Individual students should not be detained after class when doing so will result in a possible tardy to the next class or cause the student to miss his/her transportation home unless arrangements are made with the appropriate teacher or parent in advance. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher.

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

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

EMERGENCY DRILLS

Each school building is required to provide instruction to students regarding 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 Pre-K-12.
- At least three drills on earthquake, lockout and lock down procedures will be conducted each year.
- A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students.
- At least 2 bus evacuation drills each year.

FEATURE FILMS/VIDEOS

Building principal or designee approval is required prior to showing a feature film/video to students in district classrooms. Requests are to be submitted to the building principal or designee at least five days prior to the proposed showing:

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Course objectives, state standards addressed and outcomes expected ;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

- Feature films/videos with a PG or PG-13 (only considered for 7th & 8th graders) rating must have prior parental consent. **The use of R rated films is prohibited.**
- Parents should be provided the opportunity to preview a feature film/video, upon request whenever possible.

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the building principal or designee when such trips or activities contribute to the achievement of desirable educational goals. Requests should be submitted to the building principal or designee well in advance (minimum of two weeks) of the proposed activity.

All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from school staff or from volunteers.

Written parental permission must be obtained for each approved trip. During the trip, teachers are expected to have in their possession the signed forms showing parental approval and acknowledgment of the student conduct guidelines, parental contact information, as well as emergency information for each student. Staff members are responsible for getting transportation requests, informing the kitchen of missed meals and other items on the field trip/activity request form. .

Any out-of-state travel must be approved by the Board.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*. Students not participating due to religious reasons are to be excused from participating.

HEALTH SERVICES

Students in need of the services of the health office/nurse **must have** a referral form completed by a staff member first. Students who are ill are to be sent or brought to the office with a referral form. The office staff will assume responsibility. The office staff may determine that the student should return to class or send the student home.

HIV, AIDS, HBV AND HCV HEALTH EDUCATION

All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum. The school nurse will provide guidance and assistance in appropriate materials to use with students.

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/HBV/HCV-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 in advance that the material regarding HIV/AIDS/HBV/ HCV will be taught. Any parent may request his/her student be excused from the class.

The administrator responsible for district curriculum development has been designated to facilitate communications between the Oregon Department of Human Services, Health Services, Oregon Department of Education and teaching staff regarding the district's AIDS, HIV, HBV and HCV health education program.

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

HOMEWORK

Teachers at all grade levels may assign homework, which is expected to increase in complexity and length with the grade level of the students.

Homework is to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student. The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes.

Homework/supported classwork should account for no more than 15% of the student's overall grade in grades 6th – 8th and no more than 20% of the student's overall grade in grades 3rd – 5th.

INTERNET POLICY

Students using the internet must have a signed agreement on file with the classroom teacher. The classroom teacher will provide a list of students with an agreement to the computer teacher. The agreement is signed by the student, parent and teacher. An information letter is sent to the parent according to Warrenton-Hammond School Board Policy IIBGA.

MAKE-UP WORK

A student who has an excused absence from class is permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to an absence. It is a teacher's discretion whether to allow a student to make up work when the student has been truant from school. School work assigned while a student is suspended from school should be completed during the period of suspension.

MEDIA ACCESS TO STUDENTS

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

Media representatives are required to report to the building principal or designee for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

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

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change as early as possible. Teachers will carry their personal cell phone outdoors with them and provide the office staff with their number. As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned or approved by the building principal or designee.

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

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

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

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

PROCEDURE FOR STUDENTS WITH HIV, HBV, OR AIDS

Upon receiving a report of an HIV student five years or younger, special risk HIV student or any student with AIDS, the Oregon Health Division or local health department will, if parent or student does not notify the district, issue an order to exclude the student from school for a maximum of 30 days or the parent (student) may voluntarily withdraw from school. In either case, the district must notify the student and parent of alternative education programs. A student six years of age or older with HIV or HBV and not special risk has no obligation to inform the district of his/her condition and has the right to continue to attend school.

When informed of an infected student and with the written permission of the parent or student age 18 or older, the superintendent or his/her designee will immediately initiate the formation of a team to plan and manage communications with all parties regarding the case and a team to plan for the education of the student. The team will develop and recommend an educational plan to the superintendent for approval.

The team will include:

1. Counselor
2. School principal
3. Student's teacher
4. Local health department
5. Student's parent or guardian
6. Other members of the planning team may include a representative of the Oregon Health Division, the student's physician and representatives of such other agencies as appropriate.

The plan about the type of educational setting for the student should be based on the student's behavior, neurological development, physical condition and the expected type of interaction with other students and staff in the school.

Parents of the infected student, the student's teacher and/or the school principal may request a reconvening of the planning team to consider new information about the student's condition.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district, upon the written request of the parent. An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other district staff in the development of such alternative learning activities, as needed.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, not to exceed two hours a week for grades 1-8. Teachers will be notified by the office of any students in their class so excused. Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day. No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

RESUSCITATION

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

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a

risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR). In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

RETENTION OF STUDENTS

Teachers will regularly evaluate student academic progress and notify administration of any student making insufficient progress. Decisions to retain students are made by the building administration in accordance with Board policy (IKE-AR).

STUDENT ACTIVITY FUNDS

All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the building principal or designee. All student activity fund expenditures must be approved by the building principal or designee. Student activity fund expenditures of over \$1,000 must also be approved by the Superintendent or designee. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

STUDENT CONDUCT

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities. In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions that occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities on transportation provided or approved by the district. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action. Students must be provided with a copy of the Student/Parent Handbook and the handbook will be reviewed each year with students. Teachers may be required to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year and at other times during the year as requested by the administration. Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy, administrative regulations and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

STUDENT DETENTION

Students in grades 6th – 8th may be assigned to after school detention held every Monday and Wednesday. Additionally, teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and prior arrangements have been made for the student's transportation home.

Parents will be asked to arrange for the transportation of the detained student; however, if the parent cannot provide transportation an alternative disciplinary procedure may be substituted. Students who are detained after school are not to be left unsupervised during their detention.

STUDENT DISCIPLINE

All staff is expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy. Student discipline, whether in the classroom, building, district grounds or at district-sponsored activities regardless of location, is the responsibility of all employees.

STUDENT DISMISSAL PRECAUTIONS

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

STUDENT/PARENT HANDBOOK

A student/parent handbook is made available to all students and parents/guardians at the beginning of each school.

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

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

STUDENT PERFORMANCES

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals. All performances involving students must be approved by the building principal or designee and should not interfere with other scheduled activities or classes within the school. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

STUDENT ASSIST TEAM

The district recognizes that students can experience a number of personal, behavioral or medical problems which can have an adverse effect on their behavior, conduct or academic performance in school. In order to assist students to resolve problems arising from behavioral/medical problems, including alcohol and other drug abuse, the district has an established Student Assist Team. Referral forms and procedures are available.

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 only with prior approval from the building principal or designee. 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 four or five years of age or who weighs between 40 and 60 pounds regardless of age, 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.

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

VISITORS

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

WEAPONS

Weapons are forbidden on school property and at school-sponsored activities regardless of location.

Any student who possesses a weapon on school property or at any school-sponsored activity will be expelled for a period of not less than one year. Upon appeal, the superintendent may modify the expulsion requirement on a case-by-case basis. Students with disabilities will continue to be disciplined consistent with Board Policy and district discipline procedures. When weapons are taken from students, this will be reported to their parents and may be reported to the police. Students possessing weapons at school will be expelled for a period of not less than one year; the superintendent may modify this expulsion requirement on a case-by-case basis.

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAM – Special Education Coordinator

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; when the district determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible.

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

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

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

The district provides individual notification to students and parents regarding the availability of alternative programs under the following situations:

1. When attendance is so erratic the student is not benefiting from the educational program. Erratic attendance is defined on a case-by-case basis;
2. When an expulsion is being considered;
3. When a student is expelled;
4. When a student's parent or an emancipated student applies for exemption from attendance on a semi-annual basis, at age 16 or 17 as provided by law.

Teachers with questions concerning available alternative education programs should contact a counselor, the building principal or designee.

ASSESSMENT PROGRAMS – Administration

The district's assessment program has been developed to meet state requirements and local district needs. Assessment results are used to identify individual student's learning strengths and weaknesses and as a basis for planning learning activities. Results are used as a factor in determining the educational progress of students and the success of school programs for program improvement planning purposes. The district's assessment program consists of the following:

1. State-mandated Smarter Balanced Assessments in math and language arts in grades 3rd – 8th
2. Standardized criterion-reference assessments in math and language arts in grades K – 8th
 - a. Measures of Academic Progress in Language Arts and Math
 - b. STAR Reading and STAR Math

- c. ETS Criterion Writing (4th – 8th grades)
3. Subject specific standardized assessments as deemed appropriate by the building administrator.
4. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
5. Assessments by individual teachers;

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

BILINGUAL EDUCATION - ELD Coordinator

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

Parents who are not able to use English in a manner that allows effective, relevant participation in their student's educational process will be provided with relevant written, verbal or signed communication in a language they can understand whenever possible. Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

BREAKFAST/LUNCH PROGRAMS – Business Manager

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. Adults may purchase a lunch from the cafeteria and must pay before picking up their lunch. Accounting for the lunch program is done on a daily basis and "IOU"s are not allowed.

COUNSELING AND GUIDANCE PROGRAM – School Counselor and Administration

The district's counseling and guidance program is designed to involve all staff and parents in the educational, personal/social and career development of students. Our counselor is available to support students struggling with academic, emotional, social or personal challenges. Additionally our counselor is available to assist families in supporting their child's learning and in accessing community resources.

Teachers may refer a student to a counselor by contacting the counselor directly or by completing a referral form. Teachers interested in arranging a conference with a counselor and a particular student and/or parent should contact the counselor. Counselors and teachers must respect fully the right of privacy of those students and families with whom they may work in counseling relationship. Confidential matters should not be discussed over the telephone.

Confidentiality is not to be abridged except:

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

CRISIS PREVENTION/RESPONSE PROGRAM – School Counselor and Administration

Building administrators will provide copies of the district crisis management plan to key personnel and will provide information about the crisis management plan to all staff members. In the event of an emergency, key personnel will be responsible for taking the appropriate steps, as outlined in the management plan, to deal with the situation.

In addition, the following steps should be followed whenever possible:

1. Principals or designee will call the Superintendent's Office when a crisis has occurred.
2. The Superintendent's Office will provide staff to serve as media liaison and free the administrator from that duty.

General Communication Guidelines:

- Following a student, staff, or building crisis, the campus will be secured and closed to non-authorized personnel.
- The designated District Media liaison will provide all official district communication.
- Prepared statements will be provided in written form to media representatives as well as read to radio and TV reporters.
- Staff will not authorize students to be interviewed without a release of information form signed by parents/guardian of the student.
- School photographs of students or staff will not be released without the written permission of the parents, staff or staff member's immediate family.
- All calls from media representatives will be forwarded to the designated building liaison or the designated District Media liaison person.
- All press releases will be the responsibility of the District Media Liaison. School board members, local committee members, and parent organization officers will work with the district media liaison prior to releasing any school district communications.

EARLY CHILD EDUCATION - Readiness to Learn, Special Education Coordinator

The district recognizes the necessity to ensure that all children have access to early education opportunities to better develop the skills, attitudes and habits expected of kindergarten and first grade students. To this end, the district sponsors a pre-kindergarten program in the Warrenton Grade School building and cooperates with other agencies to provide a variety of programs for children birth through age 5. These programs include early childhood special education, state and federal Head Start programs, and Healthy Start.

HEALTH-SERVICES PROGRAMS – School Nurse

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

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

HOMEBOUND INSTRUCTION – Administration

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district to authorize homebound instruction. The amount of instructional service provided will be related to each student's educational needs and physical and mental health. Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

HOME TUTORING SERVICES – Special Education Coordinator

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

A physician's statement substantiating such absence is required in order for the district to authorize home tutoring. The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain his/her academic progress.

Home tutoring services may be provided to students who have been suspended, recommended for expulsion, or expelled.

HOMELESS STUDENTS – School Counselor

A student is considered "*homeless*" if he or she is presently living:

- In a shelter sharing housing with relatives or others due to lack of housing

- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- At a train or bus station, park, or in a car in an abandoned building
- Temporarily housed while awaiting foster care placement

Please contact the homeless liaison, (School Counselor) with the following information:

- Student Name
- Grade Level
- Current Address (shelter, motel, doubled up, trans. Housing)
- Resources needed/requesting

We will provide the confidential information to Food Services for free lunch eligibility and make contact with the transportation department if needed. We do not provide transportation to another school district, but will work with families to work out a transportation plan that allows the student to remain in school.

LIBRARY/MEDIA SUPPORT SERVICES – Administration

Teachers should contact library-media staff for assistance in obtaining instructional media and curricular materials. The librarian will regularly schedule library-media instructional periods for each classroom and develop a plan for all students to efficiently checkout and return books. Teachers are expected to monitor their classes during library time.

Teachers may collaborate with the librarian to bring entire classes to the library/media center for project work, as appropriate. Individual students may be admitted for specific project work during class time with prior approval of the librarian

LUNCH BUDDIES/BACKPACK PROGRAM – School Counselor

Communities in Schools – North Coast provides backpacks each fall on the first day of school to students in grades K-3 for each of the elementary schools in Clatsop County. They are able to do this through generous donations of money and supplies from community supporters. Lunch Buddies is a mentoring program sponsored by the same group to provide one-on-one attention to students needing personal focus during the lunch/recess period of the school day. Adults are matched with students and a partnership is formed for the duration of their elementary school years. Teachers may recommend candidates for this program to the school counselor at any time. The counselor will seek requests at the beginning of school for all of the available adult mentors.

MIGRANT EDUCATION – ELD Coordinator

The federal government allocates grant monies to provide funds for additional programs to meet the needs of migrant students. The district applies those funds for migrant needs according to federal guidelines. Migrant students may be referred to local summer school services as needed.

MULTICULTURAL EDUCATION – Administration

The district is committed to an educational system that will prepare students to function effectively and cooperatively in a multicultural society. The development of community partnerships and curriculum that use every opportunity to present the many ethnic, racial and religious strands that are a part of the American fabric provide a process for incorporating multiculturalism into the district's educational program. Instructional materials at all grade levels are expected to reflect and fairly portray the history, contributions and culture of both men and women of various ethnic groups in society.

PREGNANT/PARENTING STUDENT PROGRAMS – School Counselor

The district advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with his/her educational program and to participate in all school-sponsored activities unless physically unable. Teachers are expected to work cooperatively with counselors, parents and students in the development of individualized educational

programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regularly-provided school program.

PSYCHOLOGICAL TESTING SERVICES – Special Education Coordinator

Psychological tests, excluding intelligence tests, may be administered to students only by licensed psychologists/ psychiatrist employed for this purpose or by interns under their supervision. Psychological evaluations may be made only with the informed and written consent of parents. Psychological records of students are confidential. Written parental consent is required prior to the release of any such data.

SPECIAL EDUCATION SERVICES – Special Education Coordinator

Students ages kindergarten through 21 living in the district that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free and appropriate public education. The related services and educational programs provided are designed to meet the needs as specified by the student's individualized education program (IEP).

When appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others. Placements are made by the building's IEP team, which consists of the student's parent(s); at least one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or case manager; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law. Teachers with questions regarding the referral and placement process should contact a special education staff member.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP. Teachers can be held personally liable by a parent when the teacher does not implement the IEP of a special needs student.

SPEECH AND LANGUAGE PROGRAM – Special Education Coordinator

The district provides speech and language services to special needs students in accordance to the student's IEP.

TALENTED AND GIFTED PROGRAMS - School Counselor

The guidelines for identification and eligibility have been established by Oregon Administrative Rules (OARs) which outline the specific requirements for Oregon Talented and Gifted Education. Students must be identified as academically talented in reading, math, and/or intellectually gifted, or potentially talented.

A student may be defined as Academically Talented in math or reading if he or she is able to score at or above the 97th percentile on a total test of academic skill in mathematics or reading. These tests are designed to measure a student's learning in comparison to other students of the same age. A student may be defined as Intellectually Gifted if she or he is able to score at or above the 97th percentile (higher than 97% of the test population) on a test of cognitive (mental) ability. No single test score will be the sole criteria for identification. Behavioral, learning and/or performance evidence will also be included for the identification. Concerted efforts will be made to identify students from ethnically diverse cultures, students with disabilities, and students who are economically disadvantaged.

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.

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

The district has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration or file a complaint. Staff should refer parents with questions to the building principal or designee.

TITLE I PROGRAMS – Administration

Warrenton Grade School participates in the federally-funded Title I program that provides additional instructional support to all of our students in reading and math. These supports include the use of educational assistants to support the classroom teaching of math and reading, the use of math and reading based computer-assisted instructional programs, and the use of standardized formative assessments to monitor the efficacy of our instructional programs in math and reading.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building Title I staff or administration.