

Rainier School District Staff Handbook

A SPIRITED LEARNING COMMUNITY THAT IS
STUDENT CENTERED, SAFE, ACCADEMICALLY
FOCUSED, AND DEDICATED TO PREPARING EVERY
STUDENT FOR SUCCESS IN THE GLOBAL SOCIETY
IN WHICH WE LIVE

Pillar Number One: Student Success

**Pillar Number Two: Effective and Consistent
Communication**

Pillar Number Three: Respectful and Positive Culture

**Pillar Number Four: Effective, Collaborative, Professional
Development and Staff Acknowledgement**

Pillar Number Five: Facilities and Technology Development

Pillar Number Six: Safe and Healthy School Environment

BOARD MEMBERS	5
Board Member detail	Appendix C
BOARD MEETINGS/COMMUNICATIONS	5
BUILDING HOURS	6
COMMUNITY USE OF BUILDING	6
CONFERENCE AFFILIATION	6
DISTRICT OFFICE HOURS	6
STAFF OPERATIONS	
ABSENCES	6
ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES	7
ANIMALS IN DISTRICT FACILITIES	Appendix D
BELL SCHEDULES	Appendix E
BREAKS	7
BUILDING MAPS	Appendix F-I
CARE/USE OF DISTRICT PROPERTY	7
CASH IN DISTRICT BUILDINGS	7
CHECKOUT	7
Workday Checkout	7
Year-End Checkout	8
CHILD ABUSE REPORTING	8
CLASSROOM SECURITY	8
COMPLAINTS	8
Student/Parent Complaints	8
Staff Complaints	9
CONFERENCES	9
COMPUTER USE	9
COMMUNICABLE DISEASE	Appendix J
CONTRACTS AND COMPENSATION	9
DAILY BULLETIN/ANNOUNCEMENTS	10
EMERGENCY CLOSURES	10
EMERGENCY PROCEDURES AND DISASTER PLANS	10
FAIR LABOR STANDARDS ACT	10
FMLA (Family Medical Leave Act)	Appendix K
FUNDRAISING	11
GIFTS AND SOLICITATIONS	11
GRIEVANCES	12
GUEST SPEAKER	12
HAZING/HARASSMENT/INTIMIDATION/BULLYING/ MENACING	12
IDENTIFICATION	12
INJURY/ILLNESS REPORTS	12
INVENTORY	13
KEYS	13
LESSON PLANS	13
LICENSE REQUIREMENTS	14

MAIL AND DELIVERY SERVICES	14
MATERIALS DISTRIBUTION	14
MEETINGS (STAFF)	14
MOTHER FRIENDLY WORKPLACE	14 Appendix M
PARTICIPATION IN POLITICAL ACTIVITIES	14
PERSONAL RECORDS	15
PETTY CASH	15
PHONES	15
PROGRESS REPORTS	15
PURCHASE ORDERS	15
RELEASE OF GENERAL STAFF INFORMATION	16
RESEARCH/COPYRIGHTS AND PATENTS	16
SAFETY COMMITTEE	16
SEXUAL HARASSMENT	Appendix L
SITE COUNCIL	17
STAFF DEVELOPMENT	17
STAFF ETHICS	17
STAFF HEALTH AND SAFETY	17
STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES	18
STAFF ROOM	18
SUPERVISION OF STUDENTS	18
TIME CARD PROCEDURES	18
TOBACCO AND DRUG-FREE WORKPLACE	18 Appendix N
USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS	19
VACANCIES/TRANSFERS	19
WEAPONS	19
STUDENT OPERATIONAL PROCEDURES	
CHAPERONES	19
DISMISSAL OF CLASSES	19
EMERGENCY DRILLS	19
FEATURE FILMS/VIDEOS	20
FIELD TRIPS	20
MEDIA ACCESS TO STUDENTS	21
NON-SCHOOL SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS	21
RESUSCITATION	21
STUDENT HANDBOOK	21
SPECIAL PROGRAMS	
TALENTED AND GIFTED PROGRAMS	21
	<u>APPENDIX</u>
EQUAL EMPLOYMENT OPPORTUNITY & NONDISCRIMINATION	A
STAFF ORGANIZATIONAL CHART	B

BOARD MEMBER INFORMATION	C
ANIMALS IN DISTRICT FACILITIES	D
BELL SCHEDULES	E
BUILDING MAPS	F-I
COMMUNICABLE DISEASE	J
FMLA (Family Medical Leave Act)	K
SEXUAL HARASSMENT	L
MOTHER FRIENDLY WORKPLACE	M
PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS	N

PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or 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. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex(gender), marital status, sexual orientation, age, pregnancy, veteran status and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. The superintendent has 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 Rainier School District office for additional information and/or compliance issues.

Appendix A

STAFF ORGANIZATION

STAFF ORGANIZATIONAL CHART - Appendix B

GENERAL INFORMATION

ASSOCIATIONS

The Rainier Education Association (REA) is the bargaining unit for all licensed staff. Contact the REA union president for detail on the officers and building representatives. The Oregon School Employees Association (OSEA) is the bargaining unit for all classified staff. Contact the OSEA union president for detail on the officers and building representatives.

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district. See Appendix B for current Board member information.

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the Second Monday of each month at the Rainier School District Board Room. Meetings begin at 7:00 p.m.; all regular and special meetings of the Board are open to the public as required by law. Executive sessions are not open to the public. All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the superintendent in accordance with established lines of authority, as approved by the Board. All official Board communications, policies and information of staff interest will be communicated to staff through the superintendent to local building supervisors and administrators.

BUILDING HOURS

The building is accessible to staff during the course of the school year between the

hours of 7:30 a.m. and 4:00 p.m., Monday thru Friday. The school buildings are closed two weeks after school is out in June until August, three weeks prior to school starting. Staff may contact the district office for entrance if needed. Staff may contact the district office to check out gate keys, if necessary.

COMMUNITY USE OF BUILDING

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs. You may pick up a facilities use form in the district office or the High School main office. As classrooms may be scheduled outside regular building hours, all staff is encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property. Organizations choosing to use district buildings may be assessed a fee for custodial services.

CONFERENCE AFFILIATION

The district's high school is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the Lewis and Clark League with schools comprised of comparable enrollments and activity programs. The high school participates in the following OSAA-recognized activities football, girls' soccer, volleyball, cheerleading, cross country, wrestling, boys' and girls' basketball, track, baseball, softball, golf, band, swimming, choir and student council.

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:30 a.m. and 4:00 p.m. during the school year, weekdays. During summer months the district office is open from 7:00 a.m. to 4:00 p.m. Monday through Thursday.

STAFF OPERATIONS

ABSENCES

Staff members unable to report to work for any reason must notify the AESOP service @ 1-800-942-3767 or by logging on to <https://www.aesoponline.com> or going to the district website under staff information/staff quick links/substitute request as soon as possible to ensure that appropriate substitute arrangements may be made. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all day or temporary absences from their duties. If you have any questions regarding the AESOP system, please call District Office at (503)556-3777. For substitute coverage for absences during work hours due to illness or emergency, if possible, it will be your responsibility to make arrangements. Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Staff members with district identification are admitted free of charge to extracurricular activities. This does not include substitute teachers and does not include play-off games.

ANIMALS IN DISTRICT FACILITIES - Appendix C

BELL SCHEDULE - Appendix D

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more consecutive hours are entitled to one 10 minute break. Those working eight hour days are entitled to two 10 minute breaks. Classified employees are expected to adhere to the break schedule established by the building principal or designee. Deviation from the regularly scheduled break period requires prior supervisor approval.

BUILDING MAPS - Appendix E & H

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, typewriters and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal. Certain district-owned equipment may be checked out by staff and district patrons. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. Forms are available in TalentEd. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the main office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

CHECKOUT

Workday Checkout:

Teachers may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the building principal or designee. Classified staff is permitted to leave the building and district grounds during their lunch break. All staff is required to check out with the office.

Year-end Checkout:

The building principal will collect all staff keys prior to the issuance of final paychecks unless assigned duties require continued access.

CHILD ABUSE REPORTING

Child abuse report training will occur yearly. Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Oregon Department of Human Services, Community Human Services, or local law enforcement agency.

Oregon law recognizes these types of abuse: Physical; Neglect; Mental injury; Threat of harm; and Sexual abuse and sexual exploitation.

Once you have made your report submit a record keeping report to TalentEd.

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

CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and **secure** all doors. Windows should also be secured at day's end. All staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. 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.

COMPLAINTS

Student/Parent Complaints: The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others. If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements. When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up. Complaints require a suggested or preferred resolution in order for the complainant to move forward, as per policy. All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

Staff Complaints: Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations

should be directed to the building principal for informal discussion and resolution. All complaints should be attempted to be resolved at the lowest level possible with desired outcomes for resolution clearly stated. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement.

CONFERENCES

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires. Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates to meet more immediate student needs. Teachers should be prepared to provide after-school or preschool time to meet with students and parents as necessary.

COMPUTER USE/E-MAIL

Staff may be permitted to use the district's electronics communications system only to conduct business related to the management or instructional needs of the district or to conduct research related to education consistent with the district's mission and goals. Personal use of district computers, including internet and e-mail access, is restricted. All electronic communication sent and received from a district computer is the property of the district. If an inappropriate site is accessed by a staff member inadvertently, they must immediately notify their building administrator so that incident can be documented.

COMMUNICABLE DISEASE - Appendix J

CONTRACTS AND COMPENSATION

Contracts will be issued for all licensed and classified district employees. Contract teachers are employed pursuant to two-year employment contracts. "Contract teacher" means any teacher who has been regularly employed by a school district for a probationary period of three successive school years and who has been retained for the next succeeding school year. The Board may enter into agreements that provide for a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district. Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts. If the teacher's contract has not been extended for a new two-year term, the Board, upon recommendation of the superintendent, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher

whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board. Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of collective bargaining agreements. It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the payroll office in accordance with timelines established by the district and collective bargaining agreements. Notice will be given to staff in compliance with rules of the insurance carrier and the current relevant collective bargaining agreement regarding domestic partner benefits.

DAILY BULLETIN/ANNOUNCEMENTS

A daily junior/senior high bulletin is prepared by office staff and read over the intercom at the start of first period. Staff is responsible to make sure students are quiet during the reading of the bulletin and to post the bulletin in the classroom in a place that is known to students and available on the website. This bulletin is to help keep students informed about district and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

Staff may place an announcement in the daily bulletin by completing the appropriate form and returning it to the Main office no later than 3:00 P.M., one day in advance of the announcement. Announcements generally are not run more than three days unless as otherwise authorized.

A weekly bulletin is prepared at the elementary school level and is provided to staff on Fridays for the week following.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate. Alert Now will be used to notify staff in the event of delayed openings or school closures. Additionally, local radio and television stations regularly report delayed openings and school closures. Staff members should refer to their collective bargaining agreements if there are questions about whether they are required to report to work on school closure days.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will have access to a copy of the district's emergency procedures plan via the district website, detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and the authorized use of force on school property.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal.

Classified staff is not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the building principal. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and 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 nonexempt working hours; - What constitutes normal working hours; - That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization; - That employee 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. If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed.

FMLA (Family Medical Leave Act) - Appendix K

FUNDRAISING

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal or designee prior to the activity being initiated. Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund raising must not interfere with or disrupt school. Fund-raising request forms are available in the attendance office. All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/ products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$100 or more from a single source in a single year. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal or designee approval. The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without building principal or designee approval. Any solicitation should be reported at once to

the building principal.

GRIEVANCES

Staff should reference their respective collective bargaining agreements in regard to grievance policies for the bargaining group that they belong to.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to receive approval from the building principal prior to the date of the presentation and supply them with the date, time and nature of the presentation whenever such use is planned. Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue. Prior to his/her participation, guest speakers are to be informed by the teacher requesting the guest speaker of the following regulations: 1. Profanity, vulgarity and lewd comments are prohibited; 2. Tobacco use is prohibited; 3. Sexist, racial remarks or derogation of any group or individual is prohibited. Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

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

IDENTIFICATION

All staff employed by the district is required to have their photograph taken for an ID badge that will be worn at all times while the staff member is at work. Staff get a one-time replacement of a lost ID badge for free and will be assessed a fee of \$15 for each additional replacement

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 report form must be submitted to the district via TalentEd within 24 hours or the next scheduled district workday, as appropriate. In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the building safety officer will inform the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work

environment caused or contributed to the condition or significantly aggravated a preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic 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.

INVENTORY

At the end of each year, staff will be sent a list of inventory items that were in their room at the end of the prior year and will be asked to confirm presence of the items on the list. This is included in the end of the year checklist. **This includes extra-curricular staff members as well.**

KEYS

Keys/keyless entry cards 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 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)/keyless entry card has been issued, in the following amounts: a. Room or other keys---\$20; b. Master key---\$45; c. Keyless entry card---\$15. 7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal or designee to keep their keys/keyless entry card, as appropriate.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students. Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the building principal. Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the

building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study. An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books. General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

LICENSE REQUIREMENTS

Teachers offered employment in the district must present their original teaching license to the personnel office before the Board will consider approving their employment. Applicants not presenting their license prior to the beginning of school or the first day employment are to begin will not be employed until such license has been submitted, and they may lose the offered position. Licensed staff is required to submit copies of all license endorsements to the personnel office. It is the responsibility of each licensed staff member to keep his/her license and all endorsements current. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

MAIL AND DELIVERY SERVICES

All staff is to check their email and mailboxes to receive their mail daily. Students should not pick up mail from staff mailboxes, as it may contain confidential information.

MATERIALS DISTRIBUTION

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

MEETINGS (STAFF)

All staff is expected to attend staff meetings unless prior arrangements have been made with the building principal.

MOTHER FRIENDLY WORKPLACE

The District recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. To meet this need, and to be in compliance with Oregon law, the District has adopted a policy outlining the process and procedures. If you have questions, please refer to Board Policy GBDA. Also, feel free to contact your principal or the Human Resources Office.

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. Discussion

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. 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.

The only district spokesperson is the Superintendent; at their discretion.

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. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file. These records are considered confidential and not open to public inspection. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

Please be advised that building principals retain a working file pertaining to all staff in the building that is separate from the district's personnel file.

PETTY CASH

Staff members may purchase items costing less than \$25 with prior approval from the building principal. Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the building administrator.

PHONES

Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when staff is not responsible for supervising students. Cell phones should be "off and away" during school working hours.

PROGRESS REPORTS

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the mid-way point of the first, second, third and fourth quarter grading periods for the Jr/Sr High School as well trimesters for Hudson Park Elementary as indicating academic and citizenship progress to date. Teachers are advised to make contact with parents when students are in danger of failing. If a grade of "D" or "F" is issued without a written progress report having been sent home notifying the student and his/her parents of academic deficiencies, the teacher will provide a

written statement with the report card explaining the reason for the grade.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been authorized no purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office. Staff members with questions should contact the business principal for details.

RELEASE OF GENERAL STAFF INFORMATION

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

RESEARCH/COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the workday or who use district resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the building principal. Privacy rights of students or other individuals involved in such research projects must be maintained. Publications, instructional materials, articles, models and other devices prepared by staff members for district use with district time, money and facilities as part of the employee's job responsibilities remain the property of the district. In the event that a staff member produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee may petition the district for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the district.

SAFETY COMMITTEE

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property. The building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring. All potential hazards are to be reported immediately to a safety committee member or to the office.

SEXUAL HARASSMENT (Appendix K)

SITE COUNCIL

In an effort to encourage community involvement in shared decision making and to foster the collaborative efforts to staff, students, parents and community members, a 21st Century School Council has been established and meets monthly. Programs which can provide increased opportunities for employee involvement in building level decision making can foster the collegial exchange of ideas and information so necessary for effective professional practice, and improve the education process.

Selection Process – participation on the site council is not mandatory. The composition of the site council is as follows:

- Not more than half of the members shall be teachers, elected by licensed teachers at the school site
- Not more than half of the members shall be parents of students attending that school, selected by parents of students attending the school
- At least one member shall be a classified employee, elected by the classified employees at the school site
- One member shall be the principal of the building or the principal's designee
- Other representatives shall be elected by the council

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. All requests for district payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior building principal approval. Forms are available in the office.

Late start Wednesdays are set aside to provide time for professional development and all staff is required to attend the scheduled meetings.

STAFF ETHICS

Employees will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict with their duties and responsibilities as Rainier School District employees. This means that employees will not solicit for financial remuneration from students, parents, and other staff. Any device, publication, or any other item developed during the employee's paid time shall be Rainier School District property. Employees will not foster personal gain in any way through the use of confidential information gained in the course of, or by reason of, district position or activities.

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: All injuries shall be reported immediately to the person in charge or other responsible representative of the district; It is the duty of all employees to make full use of safeguards provided for their protection.

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

The district encourages all staff to participate in community activities, which have the improvement of the general welfare of the community, state and union as their objectives. Employees ID cards admit them and their significant other to most district-sponsored events free of charge.

STAFF ROOM

A staff room is provided for staff use during break, lunch and preparation periods, as may be appropriate. All staff is expected to “pitch in,” as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms or outside their doors a minimum of 5 minutes prior to the arrival of students unless assigned supervision or other duties. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage. No other staff member may leave his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency. During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

TIME CARD PROCEDURES

Staff members are required to enter absences into AESOP and fill out time cards for extra hours only on a monthly basis. These are submitted to the building principal on or about the first of every month.

TOBACCO AND DRUG-FREE WORKPLACE

In order to protect the health of students, staff, the general public, and to provide a healthy working environment, tobacco products or inhalant delivery systems, illegal drugs and any controlled substance use is prohibited on all district property. That includes any school building or any school premises; any school owned or school approved vehicle used to transport students to and from school activities; off school property during any school-sponsored activity, event, or function, such as a field trip or athletic event, where students are under jurisdiction of the school district.

See Appendix M

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of district vehicles for district business, including the transportation of students, is encouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. Booking of these vehicles can be done via TalentEd.

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted in the staff room at least five working days prior to closing the application period. Copies of the posting are also sent to association representatives and individual staff upon written request to the personnel director. During summer break, such notices are mailed to the association presidents and posted on the web site. 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.

WEAPONS

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the district's weapon policy, shall immediately report such violation to an administrator. Administrators shall promptly notify the appropriate law enforcement agency. Parents will be notified of all conduct by their student that violates the district's weapon policy. Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator.

STUDENT OPERATIONAL PROCEDURES

CHAPERONES

When chaperones are needed for an event or activity, we will honor the ratio of 20 students to 1 adult. This ratio may be altered by the building principal based on the nature of the event. The person or group in charge of the activity will be responsible for arranging chaperones when needed. Staff members are not to leave students unattended following an activity until their transportation arrives.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher.

EMERGENCY DRILLS

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

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

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way
2. Close the windows, turn off lights and leave door unlocked
3. Take roll book
4. Escort class to at least 100 feet from building and take roll. Report any unaccounted students to the administrator.
5. Upon "all clear" signal, determined at the site, escort the students directly back to class. Check roll.
6. Practice both "lock-out" and "lock-down" procedures with your school and with your classroom.

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

1. Immediately direct all student to "duck, cover and hold." Students should drop to a crouched position with head bent to knees, hands clasped behind the neck, arms against ears, eyes closed, and back towards the window. Safest areas, if indoors, would be under desks or tables, as appropriate, along inside wall, in doorways or other protected areas, away from cabinets, bookshelves, light fixtures, or other suspended objects.
2. Wait until shaking stops
3. Evacuate building following established evacuation procedures
4. Take roll and report any unaccounted students to the administrator
5. Upon "all clear" signal, determined at the site, escort students back to class

FEATURE FILMS/VIDEOS

Instructors are required to preview all film media before showing to students. Prior to showing a feature film or video, the instructor must seek written approval of the administrator. At least five days in advance, the instructor shall submit the completed permission to show a film or video request form (available in the office) to the administrator. Only films rated G, or PG, or PG-13 (grades 9-12 only) may be shown as part of the school program. R-rated films are not to be shown unless the teacher includes on his/her request form a description of why the film is R-rated and how the teacher will deal with the adult material, and how the teacher will gain parental consent. Refer to Board policy IIABB/IIABB-AR(1)

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 a minimum of 3 weeks in advance of the proposed activity via TalentEd. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers. Any out-of-state or over 100 mile travel must be approved by the Board.

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 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 with the consent of the principal.

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 which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

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.

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.

STUDENT HANDBOOK

As a professional educator, please familiarize yourself with and follow standards and

procedures set forth in the Student Handbook.

SPECIAL PROGRAMS

TALENTED AND GIFTED PROGRAMS

The district has developed a written plan for the identification of and provision of programs and services for academically talented and/or intellectually gifted students. Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading, as may be necessary, to meet the needs of identified students. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the building principal.