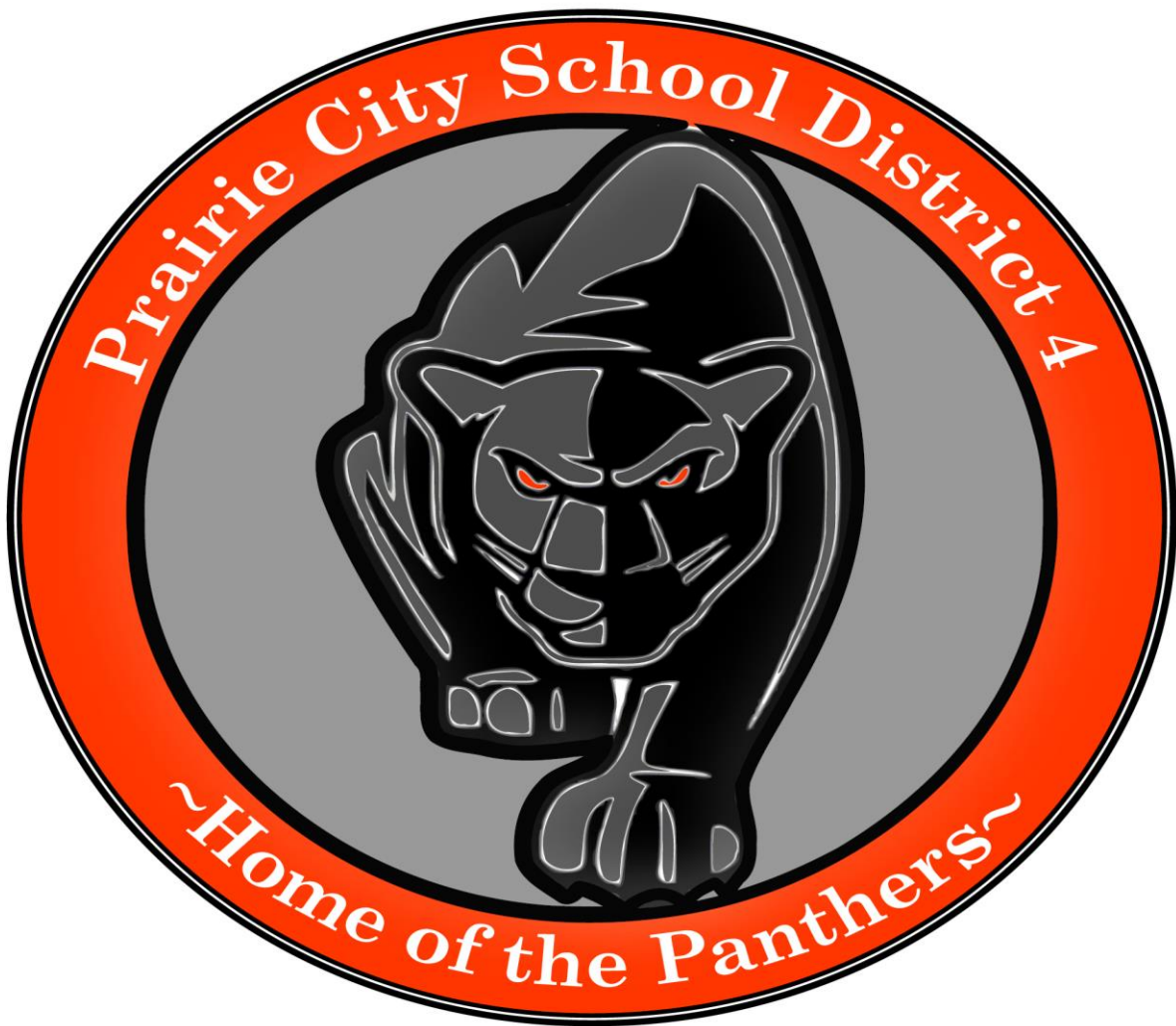


# Prairie City School 2019-2020



## Staff Handbook

# Preface

The information contained in this handbook is intended to provide staff with a ready reference to general Standard Operating Procedures (SOP's) for Prairie City School. It is not intended to enlarge or diminish any Board Policy, Administrative Regulations or negotiated agreements. Where applicable those Policies (Administrative Regulations –AR's), Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR's), or contractual agreements will be referenced.

These are SOP's and subject to change or revision during the school year or as circumstances necessitate.

Note:

For Prairie City School Board Policies refer to: <http://policy.osba.org/pcity/index.asp>

## Administration

**Casey Hallgarth**  
Superintendent / Principal

**Susie Combs**  
District Secretary

**Stacie Holmstrom**  
Business Manager

**Billy Colson**  
Athletic Director

## Certified Staff

Scott Dean.....	Social Studies
Billy Colson.....	Math
Jaclyn Lopez.....	Language Arts
Lori Croghan.....	3 <sup>rd</sup> /4 <sup>th</sup>
Lindy Cruise.....	Voc. / Ag.
Caroline Colson.....	Art
Alexandria Maurer.....	Foreign Language
Julie Waterson.....	Special Ed.
Becky Sharp.....	Kindergarten
Meghan Tremblay.....	5 <sup>th</sup> /6 <sup>th</sup> Grade
Sue Thompson.....	2 <sup>nd</sup> Grade
Joe Weymouth.....	Health / PE
Christie Winegar.....	1 <sup>st</sup> Grade
Louanne Zwegardt.....	Science

## **Classified**

### **Educational Assistants:**

Amanda Rockhill	Elementary Assistant
Brook Williams	Special Ed.
Jill Wright	Title I – Pre-School
Cheryl Hoefler	Elementary Assistant
Tisha Packard	Special Ed.
Kielely Holsclaw	Special Ed.

### **Custodial/Maintenance Staff:**

Aitor Ansotegui  
Dennis Flippence  
Rocky Prince  
Pam Woodworth

### **Bus Drivers:**

Pam Woodworth	
Debra Bryant	Substitute Driver

### **Cafeteria:**

Pam Gangler  
Santee Dean

# GENERAL INFORMATION

## Associations

Prairie City High School is accredited by the Northwest Association of Colleges and Secondary Schools and is a member of the Oregon Schools Activities Association (OSAA).

The Prairie City Education Association (PCEA) is the bargaining unit for all certified staff.

Association Officers:

President - Becky Sharp

The Oregon School Employees Association (OSEA) Chapter 173 - is the bargaining unit for all classified employees.

Association Officers:

President - Jill Wright

## Athletic Conference Affiliation

PCHS is a member of the Oregon Schools Activities Association (OSAA) and participates in recognized activities in the High Desert League (District 8-A) with schools of comparable enrollment size and with similar activity programs.

League schools consist of Adrian, Burnt River, Crane, Dayville, Harper, Huntington, Long Creek, Mitchell, Monument, Jordan Valley, Prairie City, Spray and Ukiah.

We compete in the following OSAA sports:

Fall:	Football and Volleyball
Winter:	Boys and Girls Basketball
Spring:	Boys/Girls Track
Coop:	Baseball and Softball with John Day

Prairie City Junior High competes in the same sports with the exception of softball and baseball with junior high schools in many of the same communities as the high school and others of comparable size.

## Board Members

### Prairie City School Board:

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 the district, are as follows:

<u>NAME</u> (By Position)	<u>PHONE</u>	<u>Term Expires</u>
1. Jamie McKay	620-	2023
2. Nancy Hitz	820-4134	2021
3. Doug Emmel	820-3698	2023
4. Marge Walton	820-4624	2023
5. Chris Camarena	620-3100	2023
6. Lindsay Rauch (Chair)	820-3358	2021
7. Ryan Williams	604-5834	2023

### **Board meetings / Communications**

The Board of Directors of the Prairie City School District meets on the 3rd Tuesday of each month. Regular meetings are held at 6:30 p.m. with work sessions scheduled as needed.

All meetings are held at the Prairie City School Library unless otherwise noted.

# STAFF OPERATIONS

## Absences / Leaves of Absence

When a certified or classified staff member is absent, you will need to call a substitute. Susie Combs sends out an updated sub list as she receives them from the ESD. For unplanned absences (sudden illness or emergencies) call as early as possible to insure appropriate classroom coverage. Report all planned absences to Susie Combs in advance of the absence.

Personal Leave: Certified and Classified Staff members have 2 days of personal leave per year. Personal leave may not be taken in less than 4 hour (certified)/ 1/2 day (classified) increments. All Personal Leave must be approved by the administration at least one day prior to taking the leave and will be granted if a substitute is available. It is preferable if Personal Leave is not taken the last 2 weeks of the school year.

Every absence requires a signed absentee report upon your return (see **Appendix**).

Ref: 1. GCBD/GDBD: Leaves and Absences section  
2. Appropriate bargaining agreement for information on other leaves – sick leave, bereavement, etc; paid and unpaid, doctors' clearance expectations, etc.

## Access to Buildings

Staff may have access to the building for school business. If you are in the building during non-custodial hours – you assume responsibility for securing the building upon leaving.

Ref: 1. KGG Building Security during Non-Custodial Hours

“Access to school buildings and grounds during noncustodial hours shall require prior administration approval through the district’s facility use form. Access shall be limited to district personnel when required and for community activities and use where a paid custodial staff member, school staff member or district employee is responsible.

When a district employee or school staff member is not available or has other assigned duties, a custodian shall be hired for building security. Custodial pay will be specified through the district classified contract and the facility user will be billed. “

## Accident / Incident Reporting

All accidents are to be reported to Susie Combs immediately. The supervising adult will need to fill out an Accident Report for student injuries regardless of whether or not you feel the incident will require a doctor’s visit.

If the injury occurs at school and the injury is to you (staff) – see Susie Combs immediately. Every on the job injury that requires medical attention will require a doctor’s release to return to work – even if you haven’t missed any work time.

Some injuries may require safety inspections – see Susie!

Ref: 1. EBBB Accident/Incident Reports

## Building Hours

On school days the building is open and staffed between 7:00 a.m. and 7:30 p.m. Staff typically have unrestricted access to the building for school business.

All classrooms should be open to students by 7:50 a.m. and teachers should be present.

The main office hours during the school year are typically 7:00 a.m. to 4:00 p.m. on regularly scheduled school days.

## Admission to District Extra-Curricular Activities

Typically, your employee badge is your pass for home events for you, your spouse and children (children 18 or over do not qualify unless still attending high school).

Ref: 1. DFEA Free Admission  
2. Prairie City Education Association and Classified agreements

### **Attendance - Staff**

Any staff member unable to report to work for any reason shall contact Susie Combs 820-4343 (home) or 820-3314 (office) as soon as possible.

Ref: 1. GCEA Substitutes - Teachers  
2. GDEA Substitutes – Classified  
3. PCEA Contract  
4. OSEA Contract

### **Cash left in the Building**

Money collected by staff as a result of fundraisers or other school related purposes is to be turned in to the school bookkeeper as soon as possible following the event. At no time is money to be kept overnight or held during holidays or for long periods of time in classrooms, locker rooms or other school facilities.

Staff should emphasize to students that they should not bring cash or other items of value to school.

### **Checkout / Leaving the Building**

Staff may leave the building at their designated lunch time. Teachers shall not leave campus to which they are assigned during class or preparation periods without the consent of the administration. Office staff must be notified when you leave campus and when you return. This will allow office staff to respond appropriately in the event of messages, emergencies or other situation that may occur.

### **Child Abuse: Reporting of Suspected**

As an educator, by law you must report suspected child abuse when you believe that a student has experienced physical injury, neglect, sexual abuse or sexual exploitation, mental harm or are under the threat of harm. District employees should also immediately inform his/her supervisor. House Bill 2062 also mandates that yearly training be given regarding child abuse and sexual conduct.

Ref: 1. JHFE-AR: Child Abuse reporting

### **Classroom Security**

When leaving the classroom or other teaching / work stations, all staff are expected to turn out the lights and secure all doors.

All staff are asked to refrain from keeping personal items of value in or about their desks, lockers or classrooms. Purses or wallets should never be left unsecured. Students should be instructed to leave valuables at home. The district is not responsible for the loss of, or the damage to, personal property due to such causes as fire, theft, accident or vandalism.

### **Communicable Diseases / Blood Borne Pathogens and Infection Control Procedures**

Every classroom should have a Blood Borne Pathogen “Care Kit.” Students are not allowed to wear blood stained clothing.

Ref: 1. EBBA-AR First Aid and Infection Control  
2. EBBAA/GBEBC/JHCCC Infection Control

### **Community Use of Building**

The building and facilities are open to community groups during the week and weekends for approval when such use does not interfere with District programs. All community groups are required to complete a Facilities Usage Form. Certain fees may apply based on Board Policy or Administrative Regulations (AR’s).

As classrooms may be scheduled outside regular building hours, all staff are encouraged to leave their rooms in order and to secure personal items. The District is not responsible for personal items left on/in district property.

Ref: 1. KG Community Use of District Facilities

### **Complaints (about Personnel)**

A complaint is negative information received from a third party and conveyed to the administration with the intent that the administration takes action. If a complaint is made against an employee, the complaint procedure as listed in the appropriate negotiated contract (PCEA or OSEA) and relevant AR’s will be followed.

Remember the chain of command when filing a complaint and try to resolve the complaint at the lowest level first.

Ref: 1. KL-AR Public Complaint Procedure  
2. KLD Public Complaints about School Personnel  
3. PCEA Contract  
4. OSEA Contract

### **Conferences (Parent)**

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 on the district calendar in the fall and spring. The student should be included in the conference.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continual academic growth of the student.

Other conferences may be necessary to meet more immediate needs. Staff should be prepared to participate in these conferences as needed.

### **Contracts and Compensation**

Contracts exist to give guidance to - and to also protect both – the employee and the district/administration. Compensation is typically a negotiated item.

Ref: 1. PCEA Contract  
2. Classified Contract

### **Copyright, Patents and Research**

It is every staff member's responsibility to be informed about what copyright and patent laws relate to the reproduction of classroom materials. (See also Pg. 19)

Ref: 1. GCQBA: Copyrights and Patents  
2. EGAAA-AR: *Use of Copyrighted Material (under construction)*  
a. *General responsibilities*  
b. *Printed materials*  
c. *Sheet and recorded music*  
d. *Television-off-the air taping*  
e. *Rental, purchase and use of videotapes*  
f. *Computer software*  
g. *Reproduction of works for libraries / media centers*  
h. *Performances*

### **Course Syllabus**

Each teacher will develop a course syllabus for each course taught. The syllabus will be distributed to each student at the beginning of each term or at the time of enrollment. The Course Syllabus will also be kept on file in the office

### **Coursework Request for Tuition Reimbursement**

Certified staff are eligible for tuition reimbursement per their CBA. Prior to registering for a course, staff must complete the Coursework Request form and have it approved by the administration. At the completion of the course in order to be reimbursed, staff must complete the Tuition Reimbursement Request Form and attach their grades/unofficial transcripts to the form and submit it to the superintendent for approval.

### **Criminal records Checks / Fingerprinting**

Fingerprinting and criminal records checks pertain to new employees and all substitutes (classified and certified).

Ref: 1. GCDA/GDDA-AR: Criminal History Record Checks/Fingerprinting

### **Curriculum**

Curriculum guides are available for all courses taught in the district. Courses need to align with those guides. Though teaching methodology may vary – classroom instruction is expected to reflect “best practices” consistent with research on effective instruction and be aligned with State Standards.

Ref: 1. IF Curriculum Development Section  
2. INB Studying Controversial Issues.

### **Daily Bulletin / Announcements**

Announcements for Prairie City students and staff are read daily – typically at the beginning of the school day. They are read over the PA system and sent out electronically. This protocol and delivery is determined by the staff and is subject to change. It is the advisors (coach or club advisor) responsibility to get necessary information to Susie Combs by email to add items to the daily announcements.



## Discipline

All staff discipline is guided by contract language. Student discipline is guided through our Student Handbook.

- Ref: 1. GCPD-AR Discipline and Dismissal of Licensed Staff  
2. GDPD Dismissal of Classified Employees  
3. PCEA Contract  
4. Classified Contract  
5. Prairie City Student Handbook

## District Property – care and use of

School equipment (computers, tools, cameras, copiers, etc.) should not be taken off of school property without the knowledge and approval of the school administration. All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. *If you need to be in someone else's teaching area – check with them* first.

- Ref: 1. KG-AR: Community Use of Facilities  
2. KGF/EDC Authorized Use of District Equipment/Materials

## Drug Free Workplace

Prairie City strives to make all district buildings and facilities drug, alcohol and tobacco free zones.

- Ref: 1. GBED-AR: Pre-Employment Medical Exam/Drug Testing  
2. GBEDA-AR: Testing for Bus Drivers  
3. GBK-AR: Tobacco  
4. GCDA/GDDA: Criminal History Records Check & Finger Printing

**Note:** 1. *If you have consumed alcohol at off campus activities – please do not return to school for events or activities.*

## Emergency Closures

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules appropriate to the particular condition. Such alterations include closure of all county schools, closure of selected schools, districts or grade levels, delayed openings of schools and/or early dismissal of students.

We will have a phone list and an Emergency Crisis Plan available for all staff for such incidents. Keep your phone list handy (copy at home, planner, etc.).

- Ref: 1. EBCD-AR: Emergency School Closure

## Emergency Procedures and Disaster Plans

All schools are required to conduct fire, earthquake and lock down drills. Prairie City has a Crisis Plan (See Appendix). We are required to have monthly fire drills (two in the first month of the school year), two lock-down drills a year and an earthquake drill during the school year.

Each classroom, work area, or other use area will have a posted evacuation route. This route shall be explained to students during each period.

- Ref: 1. EBCB Emergency Drills  
2. Crisis/Emergency Plan (See Appendix)

## Evaluation of Staff

All Certified Staff Evaluation is based on the PCEA Contract language. Prairie City School District believes the primary objective of an evaluation system is to improve classroom instruction and to facilitate a positive learning environment for students. The current evaluation process encourages teachers to continue their professional and personal development

The District identified the Legends framework for teaching as the best representation of what the district believes to be the core standards for performance. This model has been approved and adopted by the Oregon Department of Education.

All Classified Staff Evaluations will be based on current assignments and job descriptions.

- Ref: 1. PCEA Contract  
2. Classified Contract  
3. GCN/GDN Evaluation of Staff

## Fundraising Guidelines

All Prairie City fundraising activities must have administrative and bookkeeper approval prior to the activity beginning. Staff are required to submit the Prairie City Fundraising form prior to and at completion of the event / activity.

Ref:	1. IGDF	Student Fundraising.
	2. IGDG	Supervision of ASB Funds.
	3. PC Schools:	Fundraising Form (See Appendix)

## Gifts and Solicitation

The district, under state law ORS 332.375 may receive gifts of money, property, supplies, or services, which may serve to enhance and extend the work of the schools and are consistent with the purpose and mission of the school district. If accepted, such gift(s) will be used for the purpose(s) specified by the donor under the local budget law or other applicable law. Final authorization regarding acceptance decisions is retained by the superintendent.

All gifts of money, property or equipment shall be reported to the Board. Gifts for field trips, etc., are to be considered as money. Gifts to the district shall be used or expended for the purpose for which they are intended.

Gifts of property and equipment shall be appropriately entered into district records for the purpose of insurance and inventory. All gifts and donations become the property of the Prairie City School District.

It shall be the general policy of the district to direct those who desire to make a contribution to consider equipment or services that are not likely to be acquired from public fund expenditures.

Ref:	1. ORS 332.075	Powers of the Board (Accepting Gifts)
	2. KH:	Public Gifts to the School District

## Grades, Issuing of

Teachers are responsible for developing fair and comprehensive grading systems and communicating to students the grading requirements for their course. While many issues may be considered and ultimately factored into a grade – absenteeism or misconduct **shall not be the sole criteria** for the reduction of grades. Base your grades on academic performance to the highest degree.

Through School Master we utilize the PASS system to communicate grades to parents on-line. Teachers are directed to keep their PASS grades current.

Ref:	1. ORS 329.485	Statewide Assessment System
	2. OAR 582-021-0022	Student Evaluation
	3. OAR 581-021-1670	Individual Student Assessment
	4. IK	Academic Achievement (Entire Section)
	5. IKA	Grading System
	6. IKAD	Grade reduction / Credit Denial
	7. PASS	School Master

## Grievances

Staff are to refer to applicable provisions of licensed and classified negotiated agreements.

Ref:	1. GBM	Staff Complaints
	2. PCEA contract	
	3. OSEA Classified contract	

## Guest Speakers

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

Guest speakers should present various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue. Prior to their participation, guest speakers are to be informed of the following expectations:

1. Profanity, vulgarity and lewd comments are prohibited.
2. Prairie City is a drug / alcohol / tobacco free facility. None of these are permitted while speaking to or consulting with students.

3. Sexist, racial remarks or derogation of any group or individual is prohibited.

Ref: 1. IICB Community Resource Persons

### **Hall Passes – Students**

The expectation is that students will be in their appropriate class. Each staff member should use discretion when allowing any student to leave their class. It is preferable that students are NOT allowed to leave the classroom the first 10 minutes of a class period and the last 10 minutes of a class period. When students are out of class – they are required to have a hall pass (lanyards and card). Discipline resulting from misuse of a hall pass is the teacher’s responsibility.

### **Hazing / Harassment / Intimidation / Bullying / Menacing / Relational Aggression**

Prairie City is committed to providing a positive and productive learning and working environment. The District maintains a firm policy prohibiting all forms of hazing, harassment, intimidation and bullying, menacing and relational aggression. These behaviors are prohibited between staff members, between staff members and students, and between students.

If a staff member **or** student feels that his/her emotional well being, his/her sense of safety and security or sense of self worth is being affected by acts of hazing, harassment, intimidation, bullying, menacing, or relational aggression – a complaint should be made with the school administration.

1. Definitions

- A. Hazing: to persecute or harass with meaningless, difficult or humiliating tasks or practical jokes.
- B. Harassment: physical, mental or sexual annoyance or provocation.
- C. Menacing: threatening or endangering
- D. Relational Aggression: a form of aggression that involves attempts to harm others through the manipulation and damage of relationships through social ostracism, spreading malicious rumors, character defamation and/or collusion.
- E. Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature. This includes sexual harassment of students or staff by other students, staff, administration, Board members or third parties (volunteers, visitors, service contractors, or others engaged in district business).

2. Reporting a violation

Any school employee, who observes, overhears or otherwise witnesses a violation of such behavior, or to whom a violation is reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

3. Making a complaint

- a. Informal Process – It may be possible to resolve a complaint through a voluntary conversation between the complainant and the alleged harasser facilitated by an administrator.
- b. Formal Process – Persons complaining of harassment will be informed of the complaint procedure and encouraged to file a formal complaint. Even if a formal complaint is not filed – the district may choose to use the specific investigation procedure as outlined in KL-AR if the conduct of a staff member is persistent.

4. Confidentiality

The privacy of the complainant, the alleged violator and witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with discovery or disclosure obligations.

Ref: 1. JFCFA/GBNAA Cyber Bullying  
2. KL-AR Pubic Complaints  
3. PCEA and Classified Contracts regarding complaint procedures.  
4. Other AR’s are in formulation

### **Job Sharing**

The District posts positions that are eligible to job-share from time to time.

### **Keys**

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. The Board prohibits the duplication of school keys otherwise.

Keys shall be used only by authorized employees and shall never be loaned. The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

Ref: 1. EC Management of Building and Grounds (Section)

### **Lesson Plans**

Teachers are required to keep a lesson plan book. Lesson plans are legal documents and by law are to be kept on file for one year. Lessons must be goal driven and standards based. Good lesson plans help to deliver better lessons!

- Lesson Plans will be made available to the administration should they request them.
- Lesson Objectives are to be posted on the white boards for each subject.

Ref: 1. OAR 166-400-0015 Curriculum and Instructional Records (retention)  
2. OAR 584-036-0011 Responsibilities of Teachers  
3. GAB: Job Descriptions  
4. GAB-AR: School Building Job Descriptions

### **License requirements**

It is every staff member's individual responsibility to maintain a current license for the subject area that you teach.

Ref: 1. GCA License Requirements  
2. GAB-AR Job Descriptions  
3. NCLB Highly Qualified Staff

### **Mail and Delivery Services**

#### U.S. Mail:

District mailing and postage may be used for official school business only. Staff should check their mail boxes at different times during the day and remove mail daily. Students should not pick up staff members mail.

### **Materials Distribution**

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

Ref: 1. IIAD: Special Interest Materials

### **Meetings**

Staff meetings will be scheduled on an "as needed" basis. Typically, we reserve Friday mornings for in-service training and staff meetings from 8:00am - 9:30am. These are dictated in part by the adopted school calendar  
Superintendent/Principal will schedule in-service meetings that provide staff needed information and training in areas related to school business. Staff members who attend may receive PDU credit. Other meetings will be called as needed.

Ref: 1. PCEA Contract

### **Mentors**

We will develop a mentoring program as needed.

### **Open / Closed Campus**

Prairie City School is a CLOSED campus. The only time during the day when high school students may leave campus without restrictions is during lunch.

### **Parking / Traffic Controls**

Parking areas are clearly posted for staff, students, visitors and for those needing disabled parking. Staff may park in front of the building, the elementary side or the gym area parking lot. Please reserve the spots closest to the building for our visitors. Parking in areas that interfere with fire lanes, handicapped parking or bus access / loading is prohibited. Please refrain from parking in other areas around the building. Help us train our students and community!

Ref: 1. ORS 332.445 Regulation of Vehicles on School Property

### **Participation in Political Activities**

According to Oregon Law, school employees are prohibited from engaging in any political activities during their assigned work hours. ORS 260.432 states that "no public employee shall solicit any money, influence, service or other thing of value or otherwise promote any political committee or promote or oppose the nomination or election of a candidate, the adoption of a measure or the recall of a public office holder on the job during work hours. However, this section does not restrict the right of a public employee to express personal political views."

- Ref: 1. ORS 260.432 Activities of Employees during Working Hours  
2. GBG Staff Participation in Political Activities  
3. PCEA or Classified Contracts

### **Payroll**

The official district pay day shall be the 25<sup>th</sup> of every month but may be adjusted to comply with state law. If the 25<sup>th</sup> falls on a weekend, then the Friday prior to the 25<sup>th</sup> will be the pay day. All questions about your individual payroll should be directed to Stacie Holmstrom.

- Ref: 1. Contracts and Compensation section of this document  
2. DK Payment Procedure Section  
3. DL Section Payroll Section  
3. DLBA Advance Salary Payments  
4. PCEA and Classified Contracts

### **Personnel Records**

An official personnel file will be established for each person employed by the district. Such files will be maintained in the district's personnel services department. Information will be kept confidential. No files will be removed from their central location for personal inspection.

- Ref: 1. GBL-AR Personnel Records  
2. PCEA and Classified Contracts

### **Prep Periods /Instructional Staff Planning Time**

Refer to applicable provisions of negotiated agreements. Teachers shall not leave campus to which they are assigned during class or preparation periods without the consent of the supervisor.

- Ref: 1. PCEA Contract  
2. Classified Contract

### **Progress reports**

Teachers are expected to report their students' progress to the student's parents or guardians. Student progress shall be reported to parents at the mid-term point and at the end of each semester/term.

When teachers become aware that a student is experiencing difficulty it is their responsibility to notify parents and to solicit their help. We also send home "D" and "FAIL" notices weekly and share the Ineligible list with class advisors so the class advisors may assist students. It is also a good idea to notify the administrator of impending fails.

The following notices will be sent home through the Main Office. Feel free to communicate with phone calls, emails, etc. beyond these dates:

- |         |                             |
|---------|-----------------------------|
| Weekly  | "D and FAIL" notices        |
| Week 9  | Mid- term progress reports  |
| Week 18 | Final grades (report cards) |

**Note:** Furthermore – teachers are required to keep their PASS accounts current so that they reflect current student academic progress.

### **Purchasing**

Teachers will not fax, mail, phone or place any order for materials without a purchase order (P.O.). Any and all materials must be requested through the use of a purchase order and approved by the administration. Susie generates the P.O. Please provide all ordering information at the time of request. Teachers will not be issued a VISA Card without proper documentation being completed and approval from administration.

- Ref: 1. DJ District Purchasing (Entire section)

### **Release of General Staff Information**

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

- Ref: 1. KBA –AR Public Records

## Research / Copyrights and Patents

See the section Copyright, Patents and Research of this document (pg. 10).

## Resignation of Staff

A licensed employee who wishes to resign from employment with the district must give written notice at least 60 days prior to the final date of employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the employee of the need to continue working for part or all of the 60-day period.

Ref: 1. GCPB/GDPB: Resignation of Staff  
2. PCEA or Classified Contracts

## Retirement of Staff

All staff are encouraged to seek appropriate counsel from district, private and/or personal sources of their choice when considering retirement.

Ref: 1. GCPC/GDPC: Retirement of Staff  
2. PCEA and Classified Contract Language

## Safety Committee

While the permanent OR-OSHA rules pertaining to Workplace Safety Committees do not require site-based safety committees, the District believes that site-based safety committees are an integral part of the overall safety program.

We will explore the formation of a site committee under the facilitation of Rocky Prince and Dennis Flippence and determine scope, meeting frequency, etc.

Ref: 1. EBAC: Safety Committee

## Semester Tests / Final Examinations

Secondary teachers are expected to give a Summative Assessment to conclude a semester. That event could be a final exam, paper, project or other activity.

Ref: 1. IKAA Final Exams  
2. IKAAA Semester Exams

## Sexual Harassment

See the section: Hazing / Harassment / Intimidation / Bullying / Menacing / Relational Aggression contained in this document.

Ref:

1. ORS 342.700 - .708 Sexual Harassment
2. JFCFA/GBNAA Cyber Bullying
3. KL-AR Pubic Complaints
4. PCEA and Classified Contracts regarding complaint procedures.
5. Other AR's are in formulation

## Staff Conduct

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

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

Ref: 1. ORS 342 Teachers and Other School Personnel  
2. OAR 584-20-0010 The Competent Educator  
3. OAR 584-20-0035 The Ethical Educator  
4. GBC Staff Ethics  
5. JHFF Reporting Sexual Conduct with Students

## Staff Development – Licensed

All district teachers, personnel service specialists and administrators contracted by the district, excluding substitutes, will follow the procedures provided below for meeting continuing professional development (CPD) requirements.

Board policy GCL, Staff Development - Licensed, this regulation and related district issued hand books and materials are recognized as the district's Continuing Professional Development Program.

- A. The district and each school site shall systematically identify instructional needs of students and relate those needs to the practices and CPD activities of the licensed staff.
- B. Licensed employees shall maintain an active individual CPD plan. All licensed employees shall participate in the district's CPD program. Modifications to the employee's plan may be made at any time, after consultation with his/her supervisor, as provided by OAR 584-090-0010 through - 0040.

Ref: 1. GCL / GDL Staff Development  
2. PCEA and Classified Contracts

### **Staff Dress and Grooming**

"The School District recognizes the right of employees to free expression through choices in dress and grooming. The School District also recognizes the need to provide for the health and safety of employees as well as students. Therefore, the School District establishes the following guidelines:

- 1. Dress and grooming shall be clean and in keeping with health, sanitary and safety practices;
- 2. Dress and grooming shall not constitute a threat to the health and safety of the employee, coworkers and/or students;
- 3. Dress and grooming shall not be such as to disrupt the effective performance of job responsibilities.

Ref: 1. GBCB Staff Conduct

### **Staff Ethics**

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.

Ref: 1. ORS 342 Teachers and Other School Personnel  
2. OAR 584-20-0035 The Ethical Educator  
3. GBC Staff Ethics  
4. JHFF Reporting Sexual Conduct with Students

### **Staff Health and Safety**

The Board directs the superintendent to take appropriate action to provide for the health and safety of all employees while they are engaged in the performance of their duties.

It shall be the responsibility of every employee to work toward this goal, regardless of the capacity in which he/she may function. Safety is a matter of individual attention to problems that may exist or arise. Safety requires teamwork and communications to correct unsafe conditions.

Achieving the district's safety goal requires the full cooperation of every employee. Failure to comply with district, state or other safety requirements designed to prevent injury may result in disciplinary action against the employee, up to and including dismissal. Report safety issues and concerns when you see them.

Ref: 1. GBE –AR: Staff Health and Safety

### **Staff Involvement in Community Activities**

The administration encourages all staff members to participate in community activities which have the improvement of the general welfare of the community as their objectives.

Ref: 1. KM Relations with Community Organizations

### **Staff Involvement in Decision Making**

Staff members are encouraged to become involved in the decision-making process whenever practical. Staff may participate in such district or building activities as the establishment of district and building goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Other District committees may be established throughout the year.

Ref: 1. GBB Staff Involvement in Decision Making

### **Staff / Parent Relations**

Professionalism in all aspects of our contact and communication with our parents and constituents helps build positive relationships.

While the district encourages parents to be involved in the 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.

Ref: 1. JECAC/GBH Parental Custody

### **Staff Room**

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

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room unless under the supervision of a staff member.

### **State Assessment Tests**

Mrs. Gurczynski serves as the site Assessment Coordinator. The Oregon Department of Education publishes test windows and testing dates in the fall of each year. Working with classroom teachers we will schedule dates, times and the computer lab to complete the required assessment. We will provide one-two testing windows / opportunities per year.

### **Substitute Teachers or Classified Subs**

When it is necessary to utilize a substitute teacher, each staff member is required to provide the following material to the substitute:

1. Grade book, class list and a seating chart.
2. Detailed lesson plans with objectives;
3. Additional information pertinent to the assignments and enough materials/assignments to allow for a structured lesson and a well supervised class:
4. The Safety Protocols Handbook
5. **A general instruction sheet listing expectations for hall passes, seating charts, behavior responsibilities, etc.**

The highest priority for substitutes is to have an assignment which is task-oriented and a plan that will cover the entire teaching period. Teachers need to leave detailed plans that provide substitute with a structured lesson that is of high educational merit. Both the substitute and the administration expect the substitute to teach.

Ref: 1. GCEA Substitute Teachers

### **Sunday Activities**

Prairie City does not have Board Policy or Administrative Regulations that specifically address Sunday activities. However, the following guidelines will apply:

Athletics: All Sunday events (practices or events) will be governed by the District Athletic Handbook. The Athletic Director will develop other Sunday guidelines under the direction of the building administration.

Academics: Activities on Sundays should be discouraged. The performance of matinees for drama productions, field trips, etc. will be permitted when circumstances merit and when authorized by the administration.

Ref: 1. IGDJ Interscholastic Athletics  
2. IGACA Recognition of Religious Beliefs and Customs  
3. IGACA-AR Recognition of Religious Beliefs and Customs  
4. IGDD Student Performances

### **Supervision Assignments**

Administration will develop a staff supervision schedule.

1. Teachers: Are encouraged to practice the “Walk around/Talk around” model of supervision before school, after school and during passing periods.
2. Classified: Will typically involve gym, recess, playground, cafeteria and other campus areas during the school day.



Other supervision assignments are available at several athletic and extra-curricular activities such as athletic contests and dances – some are paid and some are unpaid.

### **Supervision of Students**

Staff members (certified and classified) are responsible for the supervision of all students while in school or engaged in school sponsored activities.

All teachers and designated classified staff are expected to be in their classrooms prior to the arrival of students or be participating in hall way supervision.

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. Staff who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present must make arrangements for temporary coverage.

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

### **Religion, Teaching about**

Religious instruction is a private concern; therefore, district staff must remain neutral regarding religion. District staff should foster respect for each individual's convictions about religion and an understanding and respect for all religions in general.

Factual and objective teaching about religion is to be distinguished from the teaching of religion. For example, religion is often a factor to be considered in history, art, literature or music. Teachers may speak of religious holidays but may not advocate the religious observance of such holidays in the school.

Bible reading for historical or literary instructional purposes is allowed; however, Bible reading may not be used for devotional purposes or to influence religious beliefs. The distribution of Scriptures or portions thereof to students on school property cannot legally be permitted. School officials also cannot legally require recitations of prayers in classes.

Religious music as part of a secular program or concert shall be permitted. School choruses, bands, orchestra, etc., may accept invitations to perform at non-school religious functions only on the condition that any member of the group may be excused at his/her request without penalty.”

Upon application of the parent or guardian of the child, or, if the child has attained the age of majority, upon application of the child, a child attending the public school may be excused from school for periods not exceeding two hours in any week for elementary pupils and five hours in any week for secondary pupils to attend weekday schools giving instruction in religion.

Ref: 1. ORS 339.420 Religious Instruction  
2. IGAC Treatment of Religion in Schools

### **Telephones**

School phones are for school business. Use your cell phones or bill your calls to your home phone when making long distance calls. Personal calls billed to the district will be passed on to the employee. The office / switchboard will transfer incoming calls to your rooms when it does not disrupt classroom activities or if the call is an emergency. Other calls will be sent to your voice mail. Employees should not use their cell phones to make/take calls and texts during instructional hours.

Ref: 1. GCAB Personal Electronic Device and Social Media-Staff

### **Tobacco Use**

Prairie City School District is a tobacco-free environment.

Tobacco use, distribution, or sale is prohibited in any building, facility or vehicle owned, leased, rented, or chartered by the district, school, or public charter school and school grounds, athletic grounds, or parking lots.

The sponsorship and marketing of tobacco products by the tobacco industry, or others, is prohibited on district property, in district publications, and on district vehicles.

Ref:  
1. OAR 581-021-0110 Tobacco Free Schools  
2. IGAEB Drug and Alcohol Prevention  
3. PCHS Student Handbook Dress Code

## **Tutoring**

Most tutorial situations are supervised and arranged through the Special Education department. Please see Marnie Mediger.

## **Travel**

Prairie City School District will reimburse employees for travel required as part of the employee's duties. Mileage will be reimbursed at IRS rates. Advance approval by the superintendent for all travel is required. PCSD does provide a vehicle for employee use.

1. Staff will use district-owned vehicles, whenever possible, in conducting district business that requires travel.
2. Private vehicles may be used in conducting district business only with prior building principal approval. In-district travel approval may be granted by the building principal for individual trips or by blanket approval, as deemed appropriate.
3. Travel in a private vehicle for the purpose of conducting district business may be approved when:
  - a. A district vehicle is not available;
  - b. The destination is not conveniently accessible by commercial carrier;
  - c. Various points must be visited and commercial carrier schedules are such that the use of commercial carrier transportation is not practical;
  - d. Carrying articles by commercial carrier would not be feasible;
  - e. Commercial travel is deemed to be less economical.

If the vehicle is available, but the employee chooses to drive his/her own vehicle, mileage will not be reimbursed. All necessary forms will be filled out by the employee, including a vehicle pre-inspection and post-inspection.

When requesting meal reimbursement, the employee must submit receipts detailing the cost of the meal.

- If a receipt is not submitted, the employee will not receive reimbursement.
- Maximum meal reimbursement will be \$5.00 for breakfast, \$7.00 for lunch, and \$13.00 for dinner.
- If the meal costs more than the maximum reimbursement, the Superintendent may, at their discretion, reimburse actual costs when a receipt detailing those costs is submitted.

If the employee requires room accommodations, please coordinate reservations through the main office. Indicate if you have any special needs when requesting a room.

Ref: 1. DLC-AR (2) Staff Expense Report

## **Use of Private Vehicles for District Business**

School Board Policy requires employees who transport students in their private vehicles to have a Type 10 license. You are encouraged to NOT transport students in your private vehicles without a Type 10. Check with the administration for prior approval.

Requirements for the District Suburban are the same as for private vehicles. Requests for the Suburban are to be made through Susie Combs.

In addition, several AR's speak to issues of liability, Type-10 licensure and under what circumstances private vehicles may be used. All staff needs to become familiar with these AR's if you are considering use of your private vehicle or the Suburban:

Ref: 1. EEACD Use of District Activity Vehicles / Student Transportation  
2. EEAE Student Transportation in Private Vehicles  
3. EEBB Use of Private Vehicles on School Business

## **Vacancies / Transfers**

Certified: All transfers or assignment changes are governed by current Personnel guidelines and language in the current PCEA and Classified agreements.

Ref: 1. GCI/GCIA/ GDI/ GDIA Assignments and Transfers  
2. PCEA and Classified Contracts

## **Volunteers**

We encourage the appropriate involvement and use of community volunteers in our classrooms and in our activities programs. Volunteers must complete a background check prior to working in the classroom or chaperoning overnight field trips.

The district shall encourage the utilization of community volunteers in district schools for the primary purpose of enriching the educational opportunities for all students. In developing a community volunteer program, the administration will provide:

1. Guidelines for management of the community volunteer program;

2. Plans for recruitment and training for volunteers;
3. Programs for training professional staff in the utilization of volunteers.

Ref: 1. GCDA/GDDA-AR Criminal Records Checks/Fingerprinting  
2. KB Public Engagement and Communications Program

### **Weapons**

No staff member or student shall possess, use, deliver, or manufacture a weapon, real or imitation, on school property or at any school activity. Weapons include – but are not limited to the following: firearms, any knife (regardless of blade length); cutting or stabbing instruments, explosive devices mace and electrical mechanical devices. It is a violation of feral Law for a firearm to be in a vehicle on school property or be in proximity to school property.

Individuals or programs may use specialized equipment specific to their curriculum such as: Agriculture Sciences, Vocational classes, Sciences, Arts, FFA, etc.

Ref: 1. PCEA Student Handbook “Weapons”

### **Work Day**

The regular work day for Prairie City teachers is **7:45am to 4:00pm** daily (8 ¼ hours on a four-day week) and **8:00 am – 12:00 noon** on non-contact Fridays.

For classified staff – your work hours are dependent upon your assignment.

# APPENDIX