



Yamhill-Carlton
School District
Employee
Handbook

2021-2022

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INTRODUCTION

Yamhill-Carlton School District

This handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Yamhill Carlton School District. PLEASE READ IT CAREFULLY. **Upon completion of your review of this handbook, please use the Google Form link provided by the District to complete the acknowledgement process.**

By my online acknowledgement, I acknowledge, understand, accept and agree to comply with the information contained in this Employee Handbook provided to me by the District. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of Yamhill Carlton School District. I understand that the Yamhill Carlton School District Board Policy supersedes all employee handbooks. I also understand that said goals are subject to review and may be altered by the Yamhill Carlton School District Board of Directors. An updated copy of this handbook will be made available on the District's staff internal links page.

I understand that the Yamhill Carlton School District Employee Handbook is not a contract of employment and should not be deemed as such.

It is the policy of the Yamhill Carlton School District Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment.

Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent. Any questions can be directed to the Yamhill Carlton School District Office, 120 N. Larch Place, Yamhill, Oregon 97148, Phone (503) 852-6980.

Welcome to the Yamhill Carlton School District!

Yamhill Carlton School District Operating Principles

1. Teachers involve students in learning activities from “bell to bell.” At least one third of instructional time is used engaging students with higher order thinking strategies. Learning time is rarely used for make-up work or entertainment, nor is it interrupted with announcements or other distractions.
2. Teachers expect students to be active learners. Teachers insist that students take notes during lectures, participate in discussions and teacher directed learning exercises, work as members of teams, and are on task.
3. Teachers use proficiency standards for instruction and assessment. Students are taught to learn targets that have defined knowledge and skills. Students are assessed on learning targets and if they have not reached mastery, they are re-taught using a different instructional strategy and provided with other learning interventions.
4. Staff members manage student behavior through the Positive Behavior Intervention System. Student misbehavior is not tolerated. Staff members will instruct and recognize correct behavior, redirect poor behavior, and if unsuccessful, will seek appropriate assistance from counselors or administration.
5. Staff members create a safe environment that is warm, friendly, and positive. Staff members connect with students and help them to overcome barriers to learning. Staff members communicate with parents frequently.
6. All levels of administration support teachers and students through regular feedback and evaluation, good budget management, and practical and visionary leadership.
7. School district personnel use a “pilot to practice” model to improve our programs. We implement new ideas by first trying them in small settings before committing them to large scale implementation. When we commit to large scale implementation we support staff with training and resources.
8. Facility cleanliness and maintenance is the responsibility of all staff members and students. Teachers and students clean up after themselves. Facilities are cleaned by custodians every day. Damaged facilities are repaired quickly. The learning environments are maintained at a comfortable temperature.

STAFF ORGANIZATION

<p>Yamhill Carlton Elementary School 420 S. 3rd Street Carlton, OR 97111 Phone: (503) 852-7161 Fax: (503) 852-7364 Amanda Dallas, Principal x1210 Kelli Fletcher, Lead Secretary x1211 Kristin Pond, Secretary x1212</p>	<p>Yamhill Carlton Intermediate School 310 E. Main St Yamhill, OR 97148 Phone: (503) 852-7660 Fax: (503) 662-4079 Matt Wiles, Principal x3511 Chad Tollefson, Vice Principal x3121 Brad Post, Dean of Students x3114 Patti Bertrand, Lead Secretary x3512 Joy Sullens, Secretary x3011</p>
<p>Yamhill Carlton High School 275 N. Maple Street Yamhill, OR 97148 Phone: (503) 852-7600 Fax: (503) 662-3220 Steve Cooper, Principal x2010 Scott Henderson, Vice Principal/AD x2014 Candy Fetch, Lead Secretary x2012 Mindy Senn, Attendance/Athletics Secretary x2011 Robin Culver, Registrar/Counseling Secretary x2022</p>	<p>District Office 120 N. Larch Place Yamhill, OR 97148 Phone: (503) 852-6980 Fax: (503) 662-4931 Clint Raever, Superintendent x1010 John Horne, HR/Special Programs Director x1015 Tami Zigler, Business Manager x1013 Tina Vertner, Assistant to Superintendent/Board Secretary/Assistant to HR Director x1011 Julie Warner, Secretary/Communications Specialist x1014 Shelly Ready, AP/Payroll Specialist x3962 Todd Hendrickson, Facilities Manager x2050 Joe Johnson, Nutrition Services Director x2030</p>

A full list of phone extensions/voicemail for staff is available at the school offices or online at www.ycsd.k12.or.us

BOARD MEETINGS/COMMUNICATIONS

Regular Board meetings are held on the second Thursday of every month at the District Office. Meetings begin at 6:00pm. All regular, special, and emergency meetings of the Board are open to the public unless as otherwise provided by law.

All staff members are invited to attend Board meetings.

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

BOARD MEMBERS

Position No.	Member	Address	Phone
#1 7/1/21 – 6/30/25	Jami Eglund Vice Chair	jamieland@msn.com	503-852-0129
#2 7/1/21 – 6/30/23	Erin Galyean	galyeane@ycschools.org	503-515-4624
#3 7/1/19 – 6/30/23	Susan FitzGerald Chair	fitzgerald.susan263@gmail.com	808-987-2006
#4 7/1/21 – 6/30/25	JaJetta Dumdi	dumdij@ycschools.org	503-310-7023
#5 7/1/21 – 6/30/25	Ken Watson	watsonk@ycschools.org	971-285-1371

BUILDINGS HOURS

The buildings are accessible to staff weekdays, during the course of the school year, between the hours of 7:30am and 4:00pm. Staff members requiring access at other times, including weekends, may do so by contacting the principal for key checkout procedures. Facility use process must be followed.

COMMUNITY USE OF BUILDING – POLICY [KG](#)

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs.

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

DISTRICT OFFICE HOURS

The district office is open weekdays, between the hours of 7:30am and 4:00pm during the school year.

STAFF OPERATIONS

ABSENCES

Reporting an Absence

Absences are to be reported in advance whenever possible. The District uses Frontline (formerly Aesop) to process all leave requests.

Sick Leave: Sick leave days accrue on July 1 from one year to the next and can accumulate. A physician's verification may be required for absences in excess of three days.

Personal Leave: For staff needing to take care of situations that cannot be scheduled outside the school days (1/2 day increments for licensed staff). Personal days need to be approved at least three (3) days in advance by the Supervisor. Please see the Licensed and Classified Contracts for further details.

Discretionary Leave: For licensed staff only; Details are in the [Licensed Contract](#).

Jury Duty: For jury duty or witness obligations.

Bereavement Leave: Time is allowed for staff to grieve, to attend and/or arrange funerals for family members or friends. Consult your contract for specific provisions.

Unpaid Leave: Leaves without pay for a period up to 12 months must be submitted in writing to your supervisor in advance. Superintendent can approve short-term leave while Board approval is required for unpaid leaves of up to one year. Please see the Licensed Contract or Classified contract for further and specific details.

Professional Leave: Leave with pay to attend District approved professional development or meetings. Any YCSD staff member who volunteers their time to coach a YCSD 7th or 8th grade sport will be allowed to use professional leave when required to miss work for a competition. This does not apply for practices; all practice times must occur outside of the YCSD staff members regular contract time. Any staff member who coaches outside the YCSD must use Personal or Unpaid Leave for all related time off to coach.

Leaves for Staff Development/Curriculum Development/School-Approved Projects: Teachers and other staff may be asked to participate in staff development or other planning activities during the school day. These activities may require the use of a substitute staff member to cover for the participant. Such requests must be presented to, and approved by the principal.

Licensed Staff Substitute Procedures

Each teacher is expected to have a folder that is left on the desk or with the main office. Make sure the following information is available for the substitute teacher: daily schedule, class list, seating chart, written lesson plans, duty schedules, classroom and discipline policies, classroom rules, hall passes, extra work, and emergency information. The lessons plans must be updated weekly. When you need a substitute, use our Frontline (Formerly Aesop) system either through your phone or your computer with as much notice as possible. **Do not ask the building secretaries to complete this process for you unless it occurs after the employee is able to enter it.**

FAMILY MEDICAL LEAVE (FMLA)/(OFLA)

Family and Medical Leave Act ([FMLA](#)), Oregon Family Leave Act ([OFLA](#))

The federal Family and Medical Leave Act (FMLA) allows the Yamhill Carlton School District to grant eligible and qualified employees up to 12 weeks of unpaid leave or paid leave (if using accrued leave) each year. This leave can be taken for certain family and health related reasons including the following:

To be eligible for FMLA leave, an employee must have worked for the Yamhill Carlton School District for at least twelve months and have worked 1,250 hours for the District immediately preceding the start of the leave. For Oregon Family Leave Act (OFLA) eligibility, employees must have worked an average of 25 hours per week for 180 calendar days immediately preceding the date on which family leave begins. Only the 180-calendar-day portion applies for birth or adoption of a child under OFLA. If you have any questions or need to request a FMLA/OFLA leave, please contact the District Office at (503) 852-6980.

ELIGIBILITY

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

Length/Purpose of Leave

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

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
2. Placement of a child with the employee for adoption or foster care or for bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement), or when a child older than 18 if incapable of self-care because of mental or physical disability;
3. Care of a family member with a serious health condition;
4. The staff member's own serious health condition;
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter, or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (29 C.F.R. § 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent, or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments (OFLA only);
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member, or to grieve the death of a family member (OFLA only);
9. Military Family Leave, allows leave for a spouse partner of a military personnel per each deployment of the spouse partner when the spouse has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed, or on leave from deployment (OFLA only).

ABUSE OF A CHILD REPORTING – POLICY [JHFE](#)

Any employee who has reasonable cause to believe that a child with whom he/she comes in contact in an official capacity has suffered abuse or that a person with whom he/she has come in contact in an official capacity has abused a child must report this information to the Department of Human Services or to a local law enforcement agency within Yamhill County.

The employee shall also immediately inform his/her supervisor, principal, or superintendent of the incident using the district report form unless otherwise directed by the Department of Human Services or law enforcement officials. All such child abuse report forms will be filed in the Principal's Office. District employees shall comply with the directives of those agencies as identified by statutes charged with investigating child abuse.

BREAKS

Scheduled breaks are provided to classified employees to ensure safety, efficiency and to meet the requirements of the Fair Labor Standards Act and the Oregon Bureau of Labor and Industries. According to the negotiated agreement between the Oregon School Employees Association and the district, classified employees receive a 15-minute break during each four-hour period, or major portion thereof, of consecutive service.

The building principal or department supervisor establishes the break schedule in consultation with the employee. Classified employees are expected to adhere to the break schedule. Deviation from the regularly scheduled break period requires prior supervisor approval.

CLASSROOM SECURITY

When leaving the classroom, locker room, or other work areas between classes or at the end of the day; teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

Staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home.

The district will not be responsible for the loss of, or damage to, personal property.

HBV*/BLOODBORNE PATHOGENS TRAINING AND IMMUNIZATION

District policy requires that all employees attend an annual training on procedures for Blood-borne Pathogens. If you have been hired mid-year, please contact the District Office for information.

NETWORK, COMPUTER & PHONE USE – [IIBGA-AR](#)

Voice Mail System/Phone Use

The District phone system supports voice mail for all staff. In order to build confidence and communications between the community, parents, and District staff, anyone who has voice mail is required to check for messages.

Telephones are available throughout the district in all buildings for staff convenience. Personal calls made during working hours from district telephones should be brief, infrequent, and placed before or after school, during breaks, lunch or other times when staff are not responsible for supervising students.

Employees who have personal cell phones at their job site may use them during their non-work time. **Personal cell phones should not be used for personal business during work time and ringers should be turned off.**

Network/Internet Use Including E-Mail

Yamhill Carlton Schools supports an environment of learning and sharing of information through the acquisition and maintenance of computers, computer systems, networks, and associated computing resources and infrastructure. The school's computing resources are intended to support the school's missions, administrative operations and activities, student and campus life activities, and the free exchange of ideas and information.

Computing resources and facilities of Yamhill Carlton Schools are the property of the school and shall be used for legitimate instructional, research, administrative, public service, and approved contract purposes. Personal use of computing resources may be permitted if it does not interfere with the schools or the employee's ability to carry out school business, and does not violate the terms of this policy. The use of school computing resources is subject to the generally accepted tenets of legal and ethical behavior within the school community. The computing resources system shall not be used for material or activities that reasonably could be considered harassing, obscene, or threatening by the recipient or another viewer.

This policy applies to all users of the school's computing resources, whether affiliated with Yamhill Carlton Schools or not, and to all use of those resources, whether on campus or from remote locations.

All users of Yamhill Carlton computing resources must: Comply with all federal, state and other applicable laws and all applicable contracts and licenses. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Accounts and passwords may not, under any circumstances, be shared with or used by persons other than the individual(s) to whom they have been assigned.
- Refrain from unauthorized attempts to circumvent the security mechanisms of any District system.
- Refrain from attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others.
- You are not allowed to use school computing resources for commercial purposes.
- Refrain from unauthorized viewing or use of another person's computer files, programs, accounts, and data.
- Refrain from sharing a password or using another person's password. All such activity is strictly prohibited. Access to such information does not imply permission to view or use it. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- Refrain from using electronic mail systems for "broadcasting" of unsolicited mail or for any purpose prohibited by state or federal laws including political or religious views or opinions.
- Abide by federal copyright laws when using computing resources for the use of or the copying of copyrighted material. The unauthorized publishing or use of copyrighted material is prohibited and users are personally liable for the consequences of such unauthorized use.

Users should be aware that use of the schools computing resources is public. The school reserves the right to monitor and record the usage of all computing resources as necessary to evaluate and maintain system efficiency, and may further monitor and record the usage of individuals, including the disclosure of individual files:

- if it has reason to believe that activities are taking place contrary to this policy or state or federal law or policy
- to respond to an administrative court or judicial court order
- to respond to a request for discovery in the course of litigation
- to respond to a public record request for files which are deemed public records under public records laws. Note: Recent decisions have made most emails public record and subject to subpoena. Be prudent in your choice of words and descriptions when using this medium.

Yamhill Carlton Schools may use information gained in this manner in disciplinary or criminal proceedings. In addition, state or federal law may require disclosure of individual computer files that are deemed public records under public records laws. Communications made by means of University computing resources are also generally subject to Oregon's Public Records law to the same extent as if made on paper.

CONFIDENTIALITY

In the course of employment in a school district, employees may learn things of a confidential nature about the business and records of the District, its students and its employees. It is the responsibility of the employee to respect the confidentiality of that information. Employees shall not discuss confidential information with anyone except those who have a right or need to know the information. If in doubt, employees should check with their immediate supervisor.

STUDENT CONFIDENTIALITY

Federal and state regulations establish that information which may be used to personally identify individual students or could be considered an invasion of privacy if disclosed may be released only with prior notification by the District of the purpose(s) the information will be used for, to whom it will be released, and with prior written, dated, and signed consent.

Personally identifiable information includes but is not limited to: the student's name; the name of the student's parents or other family members; the address of the student or student's family; telephone number of the student or student's family; photograph of the student; and personal identifiers such as the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable. The parent or eligible student 18 years and older will be given the opportunity to release or restrict this information at the beginning of each year.

DISCIPLINE AND DISCHARGE – GPCD

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

DRUG-FREE WORKPLACE – POLICIES [GBEC](#), [GBK](#), [JFCG](#) AND [KGC](#)

No District employee shall manufacture, distribute, dispense, possess and/or use alcohol or illegal drugs or controlled substances (other than those prescribed by a licensed physician or practitioner) in the workplace.

Employees who are convicted of any violation of criminal drug statutes occurring in the workplace are required to notify the superintendent within five working days after such conviction. Employees have access to the Employee Assistance Program (EAP) to assist them in dealing with drug or alcohol-related problems.

Any violation of this policy may subject the employee to disciplinary action including reprimand, suspension, and/or termination.

TOBACCO-FREE ENVIRONMENT – POLICIES [GBK](#), [JFCG](#), AND [KGC](#)

As of July 1, 1992, the Yamhill Carlton School District is a tobacco-free environment. No employee shall use tobacco in any form on district property, in district vehicles, or in the presence of students under the employee's supervision. Employees in violation of this policy are subject to discipline.

EMERGENCY CLOSURES – EBCD

In general, when inclement weather may affect school operations, the District has several options:

- 1. Hold school as scheduled**
- 2. Run Buses on Snow Routes**
- 3. Delay start of school day**
- 4. Cancel school**
- 5. Close School Early**

Unless closed for the day, or on a 2-hour delay, school will always begin at the regularly scheduled time. In the event it is necessary to close school or adjust school times due to inclement weather, the school will notify FlashAlert.net which will broadcast the information to all local news channels on the TV and radio.

Listed above is the official method by which the district notifies the employee of a schedule change or school closure, any other building level notifications are the responsibility of the building principal.

STAFF CLARIFICATION

Two Hour Delay: Only 30% of students arrive at school by bus. In addition, some children will miss the announcement and show up at the scheduled starting time or parents will drop the students off at school. Staff members will need to be present to supervise them. All employees are expected to report at regular times (when a two-hour delay is called). You are not expected to put yourself at undue risk in order to get to school at the regular time. We will treat your arrival time with good judgment, just as we expect you to use good judgment in your efforts to get to school on time. Employees who cannot get to work at or near their scheduled time may be asked to use accrued personal or vacation leave for the time missed. Please communicate with your supervisor if you will be late.

No School: Licensed employees are not to report to school if it has been canceled unless instructed to do so. This arrangement allows the District to reschedule school days at a later time without incurring additional cost. No employee should endanger his/her personal safety to arrive. Please check with your supervisor if you have questions.

Early Closure: If schools are closed after school has begun, principals will determine when and if it is appropriate for employees to be dismissed. Principals and other designated staff will not be dismissed from duties until all buses have dropped off their last student.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

OEBB offers EAP benefits through Reliant Behavioral Health (RBH). To access services, call 1-866-750-1327 or go online to www.myrbh.com and use access code: **OEBB**.

FUND RAISING, DONATIONS AND GIFTS

Student Body Funds Management – DD-AR

Student body funds shall be defined as those funds that include all monies raised, or collected by and/or for school approved student groups. Student funds are to be collected and expended to finance authorized co-curricular school activities.

Expenditures from the Student Body Funds require:

1. **Approval signature from the building principal**
2. **Approval signature from the group advisor/leader**
3. **Approval from the Student Body as documented in Student Body meeting minutes**

Guidelines

Student body funds may be raised and spent to promote the general welfare, education, and morale of all students. Projects for the raising of student body money shall contribute in general to the educational experience of students and shall not conflict, but shall add to the instructional program.

Student body business shall be conducted in such a manner to offer minimum competition to local merchants while still benefiting the student body as a whole. Participation in student activities or fund raising may not be required and school credit will not be given.

Funds derived from the student body as a whole shall be so expended as to benefit the student body as a whole, and the student body shall be represented in democratic management of those funds raised by the students and expended for their benefit.

Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, in so far as possible, to benefit those students currently in school who have contributed the accumulation of those funds. The management of student funds shall be in accordance with sound business practices, including sound accounting procedures and an annual audit.

The Board of Directors shall provide overall direction and direct the audit of Student Body funds. The District Office shall establish rules and regulations or the supervision and administration of student body financial activities, assist in training and provide consulting service to the schools. **The principal shall be responsible for the administration of the building student funds.**

All Donations and Grants to the District must be accepted by the Board of Directors, whether cash, goods, or services. In order to demonstrate a “Good Faith” effort to establish equity between District programs, every effort should be made to acquire pre-approval of donations through the appropriate channels listed below.

1. Athletic Director (if sports-related)
2. Building level Principal
3. District Office
4. Board of Directors

All grant applications for school-related activities must be approved by the Superintendent. A copy of the application will be on file at the District Office. If awarded, funds will be received as a resolution by the Board of Directors.

HARASSMENT, WORKPLACE – POLICY [GBNA](#)

House Bill 2062, was passed by the Oregon State Legislature in its regular 2009 legislative session. The bill's provisions, now included in [ORS 339.370](#), require that district boards adopt a policy on reporting sexual conduct by a district employee that is directed toward a student. It modifies hiring procedures for districts as well as impacting information shared through the employee reference process. The law and this policy take effect July 1, 2010.

The YC School District is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. All employees of the district have an obligation to know what sexual conduct is, to discourage it at all times, and to report to supervisors when the employee becomes knowledgeable that such conduct has occurred or is occurring. **All known sexual misconduct must immediately be reported to your direct supervisor.**

Sexual misconduct is defined as any verbal or physical contact by a school employee that is sexual in nature; is directed toward a K-12 student; has the effect of unreasonably interfering with a student's educational performance; and creates an intimidating, hostile or offensive environment. Sexual conduct is separate from sexual abuse, which commonly involves inappropriate physical contact with a minor. Sexual conduct may include grooming behavior (this is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse). Examples of sexual conduct may also include (but not be limited to):

- Staff performing back rubs on a student
- Kissing students
- Touching students frequently
- Commenting on students' bodies or appearance in a sexual manner
- Exchanging romantic gifts or communications with a student
- Showing obscene or suggestive photos to the student
- Videotaping or photographing a student in revealing or suggestive poses
- Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures, and innuendos or engaging in inappropriate banter with students (e.g. discussion of student's dating behavior)
- Sharing your own sexual exploits or marital difficulties
- Intentionally invading the student's privacy
- Using e-mail, text-messaging, or instant messaging to discuss sexual topics with individual students
- Dating students

If an employee becomes aware that a student is exhibiting inappropriate or excessive interest in the employee, the employee must report that immediately to his/her supervisor. Prohibited sexual conduct may also include sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals; and/or, such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working environment. School employees also have a duty to report (both to the District and to the Department of Human Services and/or law enforcement), and to refrain from any kind of "child abuse," including "sexual abuse." Child abuse includes physical abuse, emotional abuse, sexual abuse, threatening with abuse, and/or, in some cases, neglect. Sexual abuse is any incident of sexual contact including, but not limited to rape, sodomy, incest, and sexual penetration with a foreign object, as those acts defined in ORS Chapter 163.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) – POLICY [EHA](#)

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

“Protected health information” means individually identifiable health information that is:

1. Transmitted by electronic media;
2. Maintained in electronic media;
3. Transmitted or maintained in any other form or medium.

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

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

INJURY/ILLNESS REPORTS – POLICY [EBBB](#)

Process to be followed in the case of an injury, disease, or illness:

1. Report the injury AS SOON AS POSSIBLE but no later than 24 hours after the injury to the immediate supervisor and seek medical treatment if necessary. All injuries on the job must be reported on a district Employee Incident Report form. The District’s Workers Compensation carrier is SAIF.
2. If injured on the job, and medical treatment is required, a state of Oregon Workers Compensation form (801) must be completed and filed in conjunction with Human Resources within twenty-four (24) hours of the injury.
3. Treating Doctor: Your physician is one of the most important people in the Workers Comp system. Your treating physician will direct necessary medical treatment, authorize time loss, state the medically stationary date, rate your permanent impairment, and assist your receipt of vocational services. You and the treating physician must communicate early and regularly with the School District.
4. If the physician takes the employee off the job, returns the employee to the job, and/or prescribes job restrictions, this must be in writing by the physician. Please give this information to your immediate supervisor and Human Resources.
5. If off the job on a Workers Compensation Claim, or off the job for any injury or illness, the employee is required to check in with their supervisor on a regular basis. This check in would require a call and/or email to the Supervisor at least every five (5) days to give a progress report. This will protect the employee’s job and help the District to manage the increased workload.
6. Before you return to work after an injury, you must bring a doctor’s release to return to the job.
7. Early Return-to-Work: You may be permitted to return to work in a modified job based upon your physician’s recommendation. The District may offer you a modified position so as to minimize job loss days prior to your full medical release for work. If refused, you may lose your workers compensation benefits.

KEYS

Key fobs are issued to staff by the District Office. Any lost or broken key fobs must be reported immediately and will incur a \$5 fee.

PARTICIPATION IN POLITICAL ACTIVITIES

Public funds, including time on the job, cannot be used to support political candidates or causes. Employees have the right to wear buttons on the job. The posting of signs in rooms or halls as symbols of advocacy for a candidate or issue is not permitted.

An employee's position in the school must not be used as a vehicle to influence students on political issues or personalities, especially during election season. (ORS 260.462, 322.107)

Controversial Issues Policy: Teachers will present both sides of controversial issues and will guard against giving personal opinions. Before launching a class in the study of an obviously controversial topic, a teacher will discuss its presentation with his/her supervisor.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Employees who have personal cell phones at their job site may use them during their non-work time. **Personal cell phones should not be used for personal business during work time.**

PERSONAL PROPERTY

The district is not liable for lost, stolen, or damaged personal property on district property

PROHIBITED USE, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

Tobacco-Free Environment – Policies GBK, JFCG, AND KGC

As of July 1, 1992, the Yamhill Carlton School District is a tobacco-free environment. No employee shall use tobacco in any form on district property, in district vehicles, or in the presence of students under the employee's supervision. Employees in violation of this policy are subject to discipline.

PURCHASE ORDERS – POLICY [DK](#)

District Purchasing Procedures (not Student Body Funds)

All non-Student Body purchases must be pre-approved by the District Office. A Requisition that includes any shipping and handling costs (estimated if not available) must be submitted to the building principal or supervisor for approval and approved by the District Office. Once approval is given, the Requisition will be turned into a Purchase Order. This process generally takes two weeks. **The District will not be responsible for purchases made that have not followed this process in this order.**

The District Office will make every effort to accommodate emergency needs; however poor planning does not constitute an emergency.

Procedures for purchases:

(The district will not pay for purchases made that have not followed this process.)

- Determine need
- Submit requisition
- Building principal or supervisor checks budget for funds and approves
- Insufficient funds - meet and confer between supervisor and District Office
- Funds available - send to District Office for final approval
- Superintendent signs
- District Office processes and distributes approved PO to building secretary

Mileage Reimbursement Requests:

Any claim for mileage reimbursement may be submitted at the end of the month in which the reimbursement is to be claimed. A claim must be submitted no later than 90 days of incurring the expense. Reimbursement claims submitted later than within 90 calendar days of the expense may be denied.

Surplus Equipment

All District property with a value of \$500 or less must be declared surplus by the Superintendent who will report a list of surplus items to the Board of Directors. If the value of the item is greater than \$500 it must be approved by the Board of Directors **before** it is disposed of by sale, donation, or discard, regardless of the condition of the items. If you have items that need to be declared surplus, send a letter or e-mail to your building principal with the following information and they will report it to the Superintendent or the Board as appropriate:

- Item Description
- Item Location
- Item approximate value
- Method of disposal

SEXUAL HARASSMENT – POLICIES [GBN AND JBA](#)

Sexual harassment is strictly prohibited and will not be tolerated. This includes school volunteers, parents, visitors, service contractors, school employees, and students. Sexual harassment includes unwelcome sexual advances and any verbal, nonverbal, or physical conduct of a sexual nature. If you have a complaint or know of a possible infraction of the [District Sexual Harassment Policy \(GBN/JBA\)](#), please alert your immediate supervisor or building principal immediately. If the situation involves either of the aforementioned, contact the superintendent.

Sexual Misconduct

House Bill 2062, was passed by the Oregon State Legislature in its regular 2009 legislative session. The bill's provisions, now included in [ORS 339.370](#), require that district boards adopt a policy on reporting sexual conduct by a district employee that is directed toward a student. It modifies hiring procedures for districts as well as impacting information shared through the employee reference process. The law and this policy take effect July 1, 2010.

The YC School District is committed to providing a learning environment free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. All employees of the district have an obligation to know what sexual conduct is, to discourage it at all times, and to report to supervisors when the employee becomes knowledgeable that such conduct has occurred or is occurring. **All known sexual misconduct must immediately be reported to your direct supervisor.**

Sexual misconduct is defined as any verbal or physical contact by a school employee that is sexual in nature; is directed toward a K-12 student; has the effect of unreasonably interfering with a student's educational performance; and creates an intimidating, hostile or offensive environment. Sexual conduct is separate from sexual abuse, which commonly involves inappropriate physical contact with a minor. Sexual conduct may include grooming behavior (this is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse). Examples of sexual conduct may also include (but not be limited to):

- Staff performing back rubs on a student
- Kissing students
- Touching students frequently
- Commenting on students' bodies or appearance in a sexual manner
- Exchanging romantic gifts or communications with a student
- Showing obscene or suggestive photos to the student
- Videotaping or photographing a student in revealing or suggestive poses
- Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures, and innuendos or engaging in inappropriate banter with students (e.g. discussion of student's dating behavior)
- Sharing your own sexual exploits or marital difficulties
- Intentionally invading the student's privacy
- Using e-mail, text-messaging, or instant messaging to discuss sexual topics with individual students
- Dating students

If an employee becomes aware that a student is exhibiting inappropriate or excessive interest in the employee, the employee must report that immediately to his/her supervisor. Prohibited sexual conduct may also include sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals; and/or, such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working environment. School employees also have a duty to report (both to the District and to the Department of Human Services and/or law enforcement), and to refrain from any kind of "child abuse," including "sexual abuse." Child abuse includes physical abuse, emotional abuse, sexual abuse, threatening with abuse, and/or, in some cases, neglect. Sexual abuse is any incident of sexual

contact including, but not limited to rape, sodomy, incest, and sexual penetration with a foreign object, as those acts defined in ORS Chapter 163.

STAFF DRESS AND GROOMING – POLICY [GBCA](#)

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Staff members are role models for students and must follow all student dress code rules. Grooming and dress should follow what is most generally acceptable in the business and professional world. Certain job classifications may follow a specific dress code.

STAFF HEALTH AND SAFETY – POLICIES [EBBA](#), [GBE](#) AND [GBEBA](#)

The Board directs the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties. The input of staff will be encouraged in the development of district health and safety plans. The superintendent will develop a district plan for dealing with hazardous chemicals in the workplace. This plan will include proper labeling, storage and disposal of all such materials. The superintendent will develop districtwide training activities to deal with the use of hazardous chemicals. Training will include the identification, use, storage and disposal techniques needed to assure safety of staff and students. In meeting the requirements of the law, employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals. All personnel who may be exposed to hazardous materials during the performance of their duties or in an emergency will be so informed and trained to appropriately deal with these materials. The superintendent will provide staff members with the Safety Data Sheets (MSDS), which must accompany any hazardous substance used in the school setting.

TEACHING ABOUT RELIGION

Teachers shall be permitted to teach or present to students' information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief, or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.

STUDENT OPERATIONAL PROCEDURES

CORPORAL PUNISHMENT – POLICY [JGA](#)

No teacher, administrator, other school personnel, or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person. A staff member is authorized to employ physical force when, in the staff member's professional judgment, the physical force is necessary to restrain a student from harming self or others or doing harm to school district property and shall use only that force which may be reasonably calculated to restrain the student. Physical force shall not be used to discipline or punish a student.

FEATURE FILMS/VIDEOS – POLICY [IIABB](#)

The showing of movies and videos must be limited to specific educational purposes. A full-length or clip of a movie or video recording may only be show in school if the content is:

- Relevant to the curriculum and specific education objectives
- Appropriate for the age and maturity of the students
- A productive use of class time and will not cause classroom disruption

Compliance with U.S. Copyright law [Section 110(1)] requires that a rented or privately-owned movie or video may not be shown in the classroom unless all of the following fair use requirements are met:

- The movie or video must be shown by the teacher in connection with face-to-face teaching activities in a classroom or area devoted to instruction
- The showing of the movie must be directly related to the curriculum and lesson objectives
- The entire audience must be involved in the teaching activity
- The teacher has no reason to believe that the videotape was unlawfully made

Ratings:

Movie or video recording with a G, TV-Y or TV-G rating may be shown to any grade (K-12) with teacher discretion.

In alignment with District Board Policy INB, Studying Controversial Issues, all film, video or television recordings with the following ratings require prior approval of the principal and parent notification and permission as detailed below:

Elementary – Film/Video: PG, PG-13, R ---- Television: TV-PG, TV-14, TV-MA

Middle School – Film/Video: PG-13, R ----Television: TV-14, TV-MA

High School – Film/Video: R ----Television: TV-MA---No X or NC-17 films/videos may be shown in the Yamhill Carlton School District.

Legal Note: Educators who show movies or videos of entertainment purposes may be individually liable for up to \$30,000 in civil statutory damages for copyright infringement, imprisonment of up to five years or criminal fines for up to \$250,000. [17 U.S.C. dd504-5061]

The Yamhill-Carlton School Board recognizes the showing of commercially produced and rated films, hereafter called feature films, may have legitimate purposes in a school's educational program. However, since the content of these feature films customarily is designed for general audience viewing, the Board feels certain precautions should be taken to ensure the showing of a particular feature film is consistent with the educational values espoused by the District. Parents (or guardians) should have the opportunity to preview a feature film when practicably possible.

K-8 Policy

Feature films with a G rating may be shown without parent notification. Feature films with a PG rating require administrator notification to include the following information.

FEATURE FILM NOTIFICATION GUIDELINES

- Title and brief description Audience rating (PG)
- Purpose for the showing Date of showing

Feature films with a PG rating require administrator and parental consent to include notification guidelines and parent signature, before a student may view the film.

High School Policy

Feature films with G or PG rating may be shown without parent notification. Feature films with a PG 13 require administrator and parent notification including the above-mentioned notification guidelines. Feature films with an R rating require administrator and parental consent to include notification guidelines and parent signature, before a student may view the film. Edited or unrated film will be shown at the discretion of the building administrator. Instructors are required to preview all films before showing to students.

FIELD TRIPS & BUS REQUESTS – POLICY [EEAE](#)

Bus Requests

The district may budget field trips for the benefit of off-campus learning. All trips require building-level approval and oversight as well as written parent permission. Travel beyond Oregon and overnight trips require prior Board approval. Bus service is a purchased service and requires approval by the DO prior to the trip or need.

Field Trip requests must be submitted through your building secretary. The field trip request form can be found on the district website under staff internal links. Forms need to be submitted to the District Office at least 2 weeks prior to the date of the trip.

GRADING – POLICY [IK](#)

Teacher Records: Grades, enrollment lists, seating charts, and attendance records are important documents. They must be kept up to date and be readily accessible. These records are legally considered primary reference documents. It is important that each teacher maintain a record keeping system of the achievement of each child in the classroom. Grade levels 6-12 are required to use the district approved student information system (SIS) for grading and attendance. Teacher records are of value when a parent questions a situation, grade, or the teacher's evaluation of their child's work.

