

Oakridge Junior/Senior High Staff Handbook 2016-2017



Courage, above all things, is
the first quality of a Warrior.

Carl von Clausewitz

Support Staff

PrincipalGreg Chapman

Secretary.....Dixie Boggs

Secretary.....Sheila Keller

Counselor.....Tammy Scott

Custodians.....Carrie Gamez, Dave Wilburn, Don Mahler

TechnologyDennis Boyd

YTP GearUpLori Skordahl

Transition OpportunitiesRyanne Dasher

Cook Kael Brewer

District Confidential SecretaryLori McMahon

Business ManagerPeggy Mahla

Payroll Assistant.....Jayme Martin

Grounds KeeperTony Hammock

Table of Contents

| | |
|--|----|
| Absences from School - Staff | 6 |
| Attendance - Students | 6 |
| Accidents/Injury..... | 6 |
| Advisor Duties | 6 |
| Announcements..... | 6 |
| Assemblies..... | 6 |
| Bell Schedules..... | 7 |
| Building Use and Fund Raisers..... | 7 |
| Bus Supervision Schedule..... | 7 |
| Child Abuse Reporting..... | 7 |
| Classroom Management..... | 7 |
| Conferences..... | 8 |
| Confidentiality | 8 |
| Contracts | 8 |
| Copier..... | 8 |
| Curriculum Guide | 8 |
| Discipline | 8 |
| Dress and Grooming | 8 |
| Emergency Procedures; Earthquake and 911 Drills..... | 9 |
| Emergency Sub Plans | 9 |
| Evaluations..... | 9 |
| Feature Films | 9 |
| Field Trips | 10 |
| Grading/Report Cards | 10 |
| Guest Speakers..... | 11 |
| Hall Passes | 11 |
| Hallway Supervision | 11 |
| Homework requests | 11 |
| Inventory | 11 |
| Keys/Classrooms..... | 12 |

| | |
|--|----|
| Lesson Planning - Long & Short Range | 12 |
| Material/Equipment Checkout | 12 |
| Maintenance/ Classroom and Building..... | 12 |
| Parking | 12 |
| Professional Development Units..... | 12 |
| Professionalism | 12 |
| Project Night | 12 |
| Report Cards/Grading Day | 13 |
| Room and Building Upkeep..... | 13 |
| Sexual Harassment..... | 13 |
| Site Council..... | 13 |
| Smoking/Tobacco | 13 |
| Sports Schedules | 13 |
| Staff Communications | 13 |
| Staff Development | 14 |
| Staff Meetings..... | 14 |
| Staff Room..... | 14 |
| Standard Response Protocol | 14 |
| Student Dress Code..... | 16 |
| Student Medications..... | 16 |
| Student Records | 16 |
| Standards..... | 16 |
| Student Planner | 16 |
| Student Study Team (SST)..... | 16 |
| Syllabi | 17 |
| Talented and Gifted (TAG) | 17 |
| Technology..... | 17 |
| Textbooks | 17 |
| Travel | 18 |
| Treatment of Religion | 18 |
| Trespass Notice | 18 |

| | |
|------------------------|----|
| Visitors | 18 |
| Volunteers | 18 |
| Appendix Contents..... | 19 |

General Information

Absences from School - Staff

Prearranged absences - Please fill out the Subfinder request on the district webpage as soon as possible. The sooner Randy gets the request, the more likely we are to get our choice of sub.

Sudden Illness or other emergencies – Subfinder may be your sole notification until 24 hours before the absence. After that time, you must contact Randy Johnson at 541-968-9867. Notification is required by 6:00AM the day of your illness so that a sub can be given adequate time to arrive at work. If you will be out more than one day please let the school know before 2:00PM so we can arrange for the guest teacher to stay another day. See Also “Emergency Sub Plans”

Personal Day - Please plan these days well in advance. Fill out a Subfinder request, and receive approval from the Principal. Personal days may not be used during the last two weeks of the academic school year.

Flex Day - Certified staff are awarded a flex day to be used outside of regular instruction days. A flex day form is included in the beginning of the year handouts and can be found on the school website. If the form is not submitted, the pay will be deducted from your final paycheck.

Attendance - Students

Attendance must be taken at the beginning of each class period and entered into JumpRope.

Accidents/Injury

Student accidents and injuries require immediate attention and reporting. An Accident Form must be completed by the staff member in charge, and submitted to the office within 24 hours. Anyone who has witnessed the accident must be on the form. The accident form includes fluid spills.

Personal injuries must be reported to your supervisor immediately and will require filling out an accident form.

Advisor Duties

Each certified staff member will be assigned a group of advisee students. Advisors will meet with their advisees Tuesdays during advisor period in a group setting. The principal will prepare an agenda and it is an expectation of staff members to complete agenda items as described.

Matt Lowes will be helping to organize the student advisee files. Remember, all students must have work samples, work from both Careers I and Careers II, test results, and graduation plans in their portfolios in order to receive an Oregon diploma!

Announcements

OHS announcements are made each day. OHS announcements need to be submitted to Dixie Boggs or Sheila Keller no later than 8:00AM on the day the announcement is to occur. OJH specific announcements will also be made during the daily morning assembly.

Assemblies

Assemblies give students an opportunity to learn to participate in a large group. You are expected to attend and to sit among students to supervise them. If your prep period occurs during the scheduled

assembly after you escort your students to the assembly area you may be excused to execute your prep period. Review the Auditorium Seating diagram in your teacher orientation packet.

Bell Schedules

There are three different bell schedules. They have been included in the appendix. Students may not be dismissed before the bell. It is expected you will strive to keep students engaged until released from class by the teacher. One minute per day waiting at the door for the bell to ring X 149 school days = 2.5 HOURS spent standing at the door. Multiply that by 7 classes....

Building Use and Fund Raisers

All dances, music programs, fundraisers, school and community building use must be submitted for approval three weeks prior to the event using the “Activity Request” form, included in the appendix and available in the office. This two sided form must have both sides filled out if the activity is a fundraiser.

Fund raising for trips out of the state or country need to have permission granted by the School Board. No community involvement or raising of money may occur until permission has been granted.

Bus Supervision Schedule

To ensure student safety a bus supervision schedule will be created and placed in each teacher’s box at the beginning of each semester. If a teacher is not able to fulfill their supervision assignment it is their responsibility to find a replacement.

Child Abuse Reporting

Call 1-855-503-SAFE (7233) to report abuse. Any staff member who has reasonable cause or suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Oregon Department of Human Services, community Human Services or local law enforcement agency. You also must fill out the Child Abuse Reporting Form, found in the office. Fill out the form first, with all the information you will need, then use the form to guide you as you report to a DHS caseworker. While you are reporting, fill out the name and extension of the caseworker you speak with. Inform the principal and turn in the reporting form, which will be stored in the OJSH office.

Classroom Management

Oakridge Junior\Senior has three school-wide expectations. These are: “Safe, Respectful, Responsible”. These expectations are expected behaviors in each area of the school. Expectations for non-classroom areas are reviewed during assemblies and taught during Advisor Groups.

Teaching and practicing specific classroom expectations, routines and procedures is the best way to assure that everyone understands the expected behaviors in this school. It is every staff member’s responsibility to model and teach the behavior they expect of students in their area of leadership.

If a time-out for problem solving or cooling off is necessary, the best place for this to happen is in a specific area within the classroom or in another teacher’s classroom. Students should not be in the hall for disciplinary issues for more than just a few minutes.

Conferences

Conferences will be held on November 21 & 22, and April 14. Transportation to OHS and OJH conferences will be provided for parents/guardians that request it.

Confidentiality

As professionals we are expected to keep confidences. We are not to talk publicly about students, grades, behavior, families or histories. Conversations and information shared is to remain confidential. Gossip about others, including certified, classified, and substitute staff will not be tolerated.

Contracts

Each work group (OSEA and OTA) should be familiar with its union rights. Copies of contracts are available at the District office. The OSEA president is Dixie Boggs, the OTA president is Dan Fischer.

Copier

There is one copy machine/scanner in the building, located in the copy room next to the OJSH office. No personal copies are to be made without permission. Please report any maintenance issues with the machine to the office.

Curriculum Guide

Each teacher is expected to construct a one paragraph description of all classes that will be taught throughout the academic year. Included in the description will be major class assignments, prerequisites for enrollment, and information that is pertinent for parents and students to have an understanding of the class.

The principal will be responsible for assimilating the information in a document that will be available in the OHS and OJH office upon request.

Discipline

Teachers are expected to be the preliminary (and often primary) disciplinarian in the school. Student rules and expectations are to be posted in rooms, and on the syllabi. Before sending a student to the office for a minor infraction, there should be a clearly documented hierarchy of interventions. This hierarchy of interventions should include verbal warning, parental contact and teacher facilitated intervention as necessary, and entry into eSchool.

All staff should be familiar with the student code of conduct and consequences guide located in the front of the student handbook.

The law requires us to report to local authorities with information about physical and/or sexual abuse, or suicidal threats. Threats against other students or the school must be reported immediately to the school administration.

Dress and Grooming

Our profession demands we set a good example for students in every possible way. As adults and professionals, staff members are expected to be dressed and observe grooming habits that are most generally acceptable in the business and professional world, while still accommodating the physical demands of the classroom and of meeting the needs of students.

Emergency Procedures; Earthquake and 911 Drills

All staff members must wear their district issued identification at school.

Evacuation maps are posted by the classroom door. It is your responsibility to inform students how to evacuate from your classroom. Drills will be held at least once per month. A schedule is included in the appendix.

Emergency Sub Plans

It is sometimes impossible to know when we will be unable to be at school. Illnesses and family emergencies can come unexpectedly. All teachers must have an emergency lesson plan filed with the office by the first day of school. It should include at least the following information:

- Location of lesson plans
- Student list
- Seating chart
- Behavior expectations
- Bell schedules and routines
- Location of materials or supplies
- The name of a reliable student to ask about information
- Students of Concern
- Name of the Teacher the sub can go to for assistance

Evaluations

See the Oakridge Teacher Evaluation Handbook for complete information about classified evaluations. A summary is below:

- April 2016 - Teacher and Administrator jointly develop PPG/PRG goals
- August 2016 to September 2016 - Teacher and Administrator jointly develop SLG goals
- September 22 - SLG goals are submitted
- November/December - Mid Year Evaluation Review
- By February 7 - Teacher submits written reflection of all goals and collection of evidence
- By March 6 - Administrator meets with teacher, completes Oakridge Goal Sheet and the Teacher Effectiveness Matrix

Feature Films

Use of full length movies in the school day is NOT SUPPORTED. Instructional time is our greatest resource and its use must be considered carefully. If you are considering showing a full length feature film, first seek permission from the principal.

The showing of commercially produced and rated feature films and videos may have a legitimate purpose in a school's educational program. However, since the content of these feature films customarily is designed for general audience viewing, certain precaution should be taken to ensure the showing of a particular film is consistent with the educational values espoused by the district.

- Film/Video Approval form submitted to Principal 5 days prior to viewing.
- Only films/videos rated G will be authorized for use without parental notification/approval.
- The use of a PG film requires parental notification. The use of PG-13 and R films requires parental notification and permission.
- If an excerpt of a PG-13 or R film is used and it contains no objectionable material, then only parental notification is required.
- Parents should have the opportunity to preview a film when practicably possible.

Field Trips

Field trips are great opportunities for students to experience curriculum concepts first hand. Board Policy states that the following are basic rules for field trips:

- Field trips must be curriculum related
- Careful supervision of students while on the trip is mandatory
- No student will be permitted to go on a field trip without written permission from parents
- There must be adequate chaperones named prior to the trip. A suggested guideline is one adult for every 10 students
- If the field trip has an overnight stay, a reasonable mix of male and female chaperones will be determined
- All school rules apply while on the trip
- Chaperones are to be cautioned that they represent the school and to conduct themselves accordingly.

When planning your field trips, please pick up and complete a Field Trip Request Form from the office. Do all this as far in advance as possible. Check that all students have written parental permission. All chaperones must have a completed background check on file at the District Office. If you know you will be taking a trip let your chaperones know early so they have time to complete the paper work. It can take up to four weeks.

If you plan to transport in private vehicles, your vehicle must have a safety inspection and insurance information must be on file for each driver and submitted to the district office well in advance of the trip.

All out of state or overnight travel must have prior board approval.

Grading/Report Cards

Grading policies will be presented to each student at the start of each semester and be contained in each syllabus. Comprehensive final exams are a requirement of each class.

Grades at OJSH are separated into academics and behavior. Behavior grades should include not only the traditional participation, attendance, and effort categories, but all structured practice (homework) as well. Behavior grades do not calculate into the final course grade.

Cheating and/or plagiarism on a product will result in the student receiving a zero for that assignment with no opportunity given to make the product up for credit; however, the student may be required to redo the assignment until proficiency is proven. The first offense will result in a semester grade no higher than a "C". The second offense will result in a failing grade for the semester. Cheating on structured practice will have consequences appropriate to each class, determined by the instructor. Cheating includes giving work to someone else resulting in it being copied or collaboration resulting in the same or similar work being turned in. Talking during a test/quiz will be construed as cheating. Having a cell phone out during a test/quiz will also be construed as cheating.

All structured practice must be submitted before retakes of quizzes or tests.

Teachers are to have a clear late work policy described in each class syllabus. Late work should be

accepted for credit in the academic category (within a certain timeline), but should receive little or no credit in the behavior category. The class syllabus should be clear on:

- How late is “too late” to receive academic credit
- How much behavior grade credit will be awarded for late work.

The JumpRope gradebook has three marks available for missing assignments

- N - In process or Incomplete. This will have no effect on the student’s grade, but will show up on reports.
- X - Missing. This will count as a zero
- Blank - leaving the grade empty will be as if the assignment does not exist for that student. It has no effect on the grade and will not show up on any reports.

If a student is failing your class it is your responsibility to contact parents. It is expected that make contact with every student failing your class a *minimum* of twice each month, and have documentation to support those contacts.

Guest Speakers

Guest speakers are welcome in our school. Please get approval from the principal prior to scheduling a speaker. Let the office know when you are expecting your guest. Have the guest check in at the office and obtain a guest tag.

Hall Passes

Students must have a hall pass while in the hall. As a rule of thumb, only one student at a time should be allowed out of your classroom.

Hallway Supervision

It is the expectation that all OJHS staff members will take an active role supervising students, including during passing periods. Staff members should stand in the doorway to their classroom during passing periods, which will allow the implementation of two “best practice” strategies:

- Teachers can monitor both the classroom and the hallway.
- Teachers can individually greet every student as they enter the room, creating an atmosphere of acceptance as well as monitor student attitudes on their arrival.

Everyone has bad days occasionally, and the earlier an educator can ascertain the attitude of individual students the more effective the teacher can be in applying strategies and techniques that will effectively maximize student achievement.

Homework requests

Parents need to call our office by 10:00 a.m. in order to receive homework for their student that day. Requests will be taken to your classroom, or placed in your mailbox. They need to be prepared and delivered to the office no later than 3:30 p.m. that same day. If you do not have an assignment for that day, state that on the request and return it to the office.

Inventory

Each classroom must keep an inventory. If you are taking over from a previous teacher the inventory can be found in the school office. A completed inventory must be submitted when checking out at the end of the school year.

Keys/Classrooms

The District Office distributes keys. The staff at OJHS are not to permit to 'loan' their keys to non-staff members or students at any time. Lost or stolen keys must be reported immediately to the building principal. Keys may not be duplicated. Classrooms should remain locked at all times. No students are to be in a classroom unattended.

Lesson Planning - Long & Short Range

All teachers, are expected to submit a monthly scope and sequence for each class they are teaching. These are due to the principal by the first Monday of each month.

Daily plans must be available on your desk or worktable each day. This helps anyone entering the classroom to support the learning objectives of the lesson and activities, and also helps when you may unexpectedly need a guest teacher.

Material/Equipment Checkout

If you need, or would like to borrow, equipment outside of school premises, you must fill out a Facilities Use Agreement form available in the office. The Principal must approve your request. You are responsible for the loss or damage of any equipment.

Maintenance/ Classroom and Building

Work orders for building and grounds issues are available in the office. Please use these forms, do not go directly to a custodian.

Parking

Staff parking is located in front of the building.

Professional Development Units

All teachers need to fill out a plan for their Professional Development Units for certification. These forms are available in the office or a template may be filled electronically. This is necessary for you to track your hours for licensure. This is your responsibility. Do not fail to track your own PD.

Professionalism

We are role models for the students at OHS, and for each other. Use of professionalism in dress, talk, behavior, communication between co-workers, and ethics in the work place is an expectation of all staff members.

Project Night

Project night will be April 13. This evening is THE capstone event for the year. It is a great opportunity for the public to recognize some of the best work of our students.

Project night is designed to allow students to experience accountability for their learning. All teachers are required to participate and attend project night. Adequate preparation should begin as soon as the school year begins.

Projects should not be completed just for Project Night! Project Night is designed to show of the best work that students have completed during the entire school year. If you are having students make projects just for the Project Night, you have missed the boat.

Start talking with your students right away about what they want to display in April. Make sure students display their best work! The work could be a test, a writing sample, a video project, or any other summative product.

Report Cards/Grading Day

It is expected that all grades will be completed and entered in the computer by 8:00 AM on the Monday following grading day.

Room and Building Upkeep

Classrooms should be kept neat and orderly. Students need a clean, uncluttered, work environment. Food/candy and drinks are allowed in classrooms at the teacher's discretion. Any cleanup of any spills from student drinks and/or food in the classroom is the responsibility of the teacher, not the custodian. It is an option for teachers to disallow food and drink in the classroom. Any food left out overnight must be sealed in a hard container with a snap-tight or screw top lid. Custodians have been instructed to dispose of all food not stored in this manner.

Sexual Harassment

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

Site Council

The 21st Century Schools Council (Site Council) has the responsibility for the development of plans to improve the professional growth of staff, the improvement of the school's instructional program, the development and coordination of plans for the implementation of programs under Oregon's Educational Act for the 21st Century and The Every Child Succeeds Act. Site Council is responsible for recommending professional development for teachers and classified employees and in advising the Board in the development of a plan for school safety and student discipline.

Smoking/Tobacco

Smoking and tobacco use on school grounds and in school buildings and at school events is prohibited as per the Environmental Tobacco Act, Pro-Children Act of 1997 and Oakridge School Board Policy. This includes field trips while supervising students.

Sports Schedules

Sports schedules are available on-line, the link can be found at the district website. One of the best ways to build relationships with students is to support them in their outside-of-class activities. Staff is encouraged to attend as many extra-curricular events as possible.

Staff Communications

Making sure everyone is informed is critical to a smooth running school. The Weekly Schedule is emailed each Thursday afternoon and lists upcoming events and announcements for staff. It also contains the principal's schedule for the week. Please open it early and respond to questions or requests, if needed.

Each person also has a mailbox in the staff room. Important announcements, materials to be sent home and other general mail are put in these boxes several times a day. You are expected to check your mailbox at least once per day.

The official school calendar is located in the office, and on-line. Building use, field trip and school events must be recorded at least one week in advance so that the activity can be put on the Weekly Schedule, and the official OHS and OJH Monthly Calendar. All events will be scheduled with the approval of the principal. Events will be written on the calendar by Mrs. Boggs or Mrs. Keller.

The office staff must be informed of any events, visitors, or other types of activities that may cause a change to the normal daily routine. This is to ensure that we know the whereabouts of our staff and students at all times.

Staff Development

Learning important instructional strategies, reviewing assessment data and collaborating with staff members from across the district will enhance student learning and will make us a stronger district. Please plan to be present, come prepared and participate meaningfully at all staff development sessions.

Staff Meetings

It is essential that all certified staff members attend meetings. Staff meetings are scheduled for Wednesday mornings at 7:30 am. The agenda will be available on the Google Drive by Tuesday, and the notes will be available after in the same location. It is your responsibility to get the information from a staff meeting if you are absent.

Staff Room

The staff room has a refrigerator, sink, microwave oven and eating area. We are all responsible for cleaning up after ourselves. It is not the custodian's duty to do dishes. Please keep this area clean. The courtyard is also a relaxing area to take a break.

Standard Response Protocol

At least once a month, we will have a drill. Please familiarize yourself with the Standard Response Protocol (SRP) Manual based on the iloveyouguys.org foundation. There is an SRP manual and poster in every classroom.

Lockout "Secure the Perimeter."

Students are trained to:

- Return to inside building,
- Do business as usual.

Teachers are trained to:

- Recover students and staff from outside the building,
- Increase situational awareness
- Take roll, account for students
- Do business as usual.

Lockdown "Locks, Lights, Out of Sight."

Students are trained to:

- Move away from sight
- Maintain silence

Teachers are trained to:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Take roll, account for students.
- Wait for First Responders to open door

Evacuate “Using the Announced Type and Location.”

Types include:

- In Order
- In Hand
- Tactically

Students are trained to:

- Leave stuff behind
- form a single file line

Teachers are trained to:

- Grab a roll sheet if possible
- Lead students to
- Evacuation location
- Take roll, account for students.

Shelter “Using the Announced Type and Method”

Types include:

- For Tornado
- For Hazmat
- For Flood
- For Snow

Methods include:

- Drop, Cover, and Hold
- Seal
- In Silence.

Students are trained in:

- Appropriate Shelter Types and Methods.

Teachers are trained in:

- Appropriate Shelter Methods
- Take roll, account for students
- Report injuries or problems, at the Evacuation Assembly, to first responders using Red Card/

Green Card method.

Student Dress Code

The student dress code is outlined in the OJSH Student Planner. All staff members need to review the dress code and help to make sure students are following the dress code expectations.

Student Medications

Students are permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary. Students will be administered medication only by designated school staff after the receipt of required parent permission forms and written instructions. All student medication will be stored in the office and, should you find a student with any medication, please notify the office immediately.

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

Student Records

Student records are kept in fireproof file cabinets or the safe in the office. This is the first place you should look when a student is having difficulty in school to research background information that may be contributing to the problem.

Standards

Learning standards for each course will be posted for every class taught in that room. The standards will be written big enough to be read by students as the teacher refers to them. Standards should reflect what the student will be able to know and do when they master the standard.

Student Planner

A large amount of useful information is available in the Oakridge High School and Oakridge Junior High School Student Planner. Each teacher is expected to become familiar with the information in the Student Planner. During the first few days of school, an Advisor period will be held where all students will read the planner and sign that they have read and understand the code of conduct for OJSH.

Student Study Team (SST)

If you are concerned about a student either academically, emotionally, socially, or behaviorally, use the following best practices to address the situation.

- Contact the parent/guardian. Express your concerns. Ask for ideas and support from the parent. Problem solve together.
- Try every accommodation and modification you can think of on your own.
- Consult your teammates. What would they try to help this student? Give those ideas a shot.
- If you still don't have satisfactory results at this point, fill out the Student Study Team Referral, available from the counselor, and return it to the counselor.

The SST will meet to discuss the student and decide what course of action to take next.

Syllabi

Each course taught will have a teacher prepared syllabus. It is an expectation of teachers that the syllabus will be distributed to students at the beginning of each class of each semester. Required items to be included in the OHS and OJH class syllabi include:

- Grading procedure
- late work policy
- major academic goal/objectives and timelines
- classroom rules
- cheating policy
- electronics policy

A separate signature page for both students and their parents is required for every course every semester. The separate signature sheet allows parents/guardians to keep a copy of the syllabus, and refer to it throughout the semester as needed. It is strongly advised that classroom credit be applied towards a student's behavior grade for successfully returning the signature sheet in a timely fashion.

Talented and Gifted (TAG)

Oakridge School district is somewhat unique in the support we offer to TAG students. Each student, in cooperation with teachers, parents, and the TAG coordinator, create a "TAGiep" to guide their education. TAG students also have access to a dedicated computer lab designed for exclusive TAG student use.

If you would like to refer a student to the TAG program, use an SST referral form from the counselor.

Technology

Our technology guru is Dennis Boyd and he is available to help you with your technology needs. Dennis may be contacted by email at: dboyd@oakridge.k12.or.us. A Technology Work Order is available on the district web page. If you have any problems with your computer or telephone, you need to submit a work order using the online form. If you are unable to fill out the form because that is the problem, please let the office know and they will fill out the form for you. Phone calls to the technology department are not always the best way to get your problem solved. If you are not getting the help you need in a timely way, notify your principal for support and assistance.

All Oakridge School District staff members are free to use e-mail, the Internet and telephones for educational purposes. Each district employee has access to an e-mail account, which is set up by the district Technology Department. It is important to remember that all electronic documents, including e-mail are public records and can be reviewed by any community member at any time. Please use good etiquette when using district technology. Inappropriate use of any district technology is strictly forbidden and can be subject to discipline up to and including dismissal (e.g. profanity, pornography). Violations of law must be reported to Teacher Standards and Practices Commission and to local law enforcement.

Long distance phone calls may be made for school business. Use your cell phone for personal calls during your lunch or prep times.

Textbooks

Textbooks and educational items have become increasingly expensive. It is a teacher's responsibility to check out texts to students and keep track of damaged or lost items. If students lose or damage a book

or other item, the office will be notified of the damage/loss and the student will be charged for the item. Report cards, progress reports and records are held until all damages and losses are paid. When students check out of your class, it is your responsibility to report to Dixie or Sheila any items that the student has lost or has damaged.

Each teacher will receive a textbook checkout form that is to be completed at the start of each semester, and a copy is to be submitted to the principal within five working days of the start of the class. These forms are included in your notebook. Textbooks are to be covered!

Travel

If you are traveling to a conference you will need to fill out a purchase order with estimated expenses. These can be found at the school office. You will make arrangements for travel, rooms, food etc, and pay for them yourself. Upon your return fill out a reimbursement form and Peggy will send you a check to cover your costs. When a group is traveling together car pooling is expected. The sharing of rooms at a conference is also expected - two adults per room. Keep all receipts and make sure they are itemized. The district will not reimburse for alcoholic beverages. Receipts must be attached to the reimbursement form.

Treatment of Religion

Religious instruction is a private concern. Public schools do not promote, aid, nor prefer one religion over any other. Therefore, teaching, persuading or even mentioning our own religious beliefs is not permitted. Sometimes students may ask you privately, one on one, what your religious beliefs might be. Answer honestly but without elaboration.

Trespass Notice

Every staff member must carry the Trespass Notice Card in their I.D. at all times. If you encounter a person who is not permitted on district or school grounds because of legal notice already given (e.g. individual protocols, suspensions, expulsions, restraining orders), or a person who is abusive or demonstrating threatening and hurtful behavior and this person does not respond to a verbal request to leave the premises, hand them the trespass notice. This serves as legal notice of trespass and the person can receive a citation.

One example of such a situation is an adult who is shouting and using profanity at students and/or staff and refuses to stop. You, as an adult representing our school, should tell the adult they need to leave our school immediately, hand them the trespass notice and offer to walk them off campus. Notify the office as soon as possible.

Visitors

Please immediately report any unauthorized person on school property to the office. If you encounter someone without a visitor badge on campus, please escort the person directly to the office to sign in and get an I.D. All adults on campus must either have a staff ID or visitor ID. Report any problems to the office as soon as possible

Volunteers

Volunteers are always welcome at our school! For student safety and insurance purposes, volunteers and visitors must sign-in and out of the office. They must also wear a visitor or volunteer ID. Adults who consistently volunteer must complete a district background check.

Appendix Contents

Contacts

- Emergency Contact Information

Schedules and Calendars

- District Goals
- District Calendar
- Bell Schedules
- Master Schedule

Office Forms

- Mandatory Child Abuse Reporting
- Textbook Checkout
- Purchase Order - also available in the office
- Film and Video Approval Form
- Copyright information
- Administrative Procedures for handling funds
- Transportation Request Form
- Reimbursement Voucher - also available in the office
- Flex Day Reporting Form - also online at oakridge.k12.or.us
- Student Injury Accident Report - sample only, available in the office
- Staff Injury Accident Report
- Facilities Work Order - sample only, available in the office

Student Management

- Student Services Team Referral Form
- OJH Promotion Requirements - OSD Policy 510.21
- OHS Graduation Requirements - OSD Policy AR510.2
- Auditorium Seating Chart
- Incomplete Contract

Safety Plans

- Code Yellow - Lockdown Procedure
- Standard Response Protocol

Educator Information

- TSPC The Ethical Educator
- OSD Policy 380.3 Staff Ethics and Morality
- OSD Position Description
- OSD Policy 380.4 Duties of Teachers