Yamhill Carlton School District

2025-2026

EMPLOYEE HANDBOOK

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of Yamhill Carlton School District.

PLEASE READ CAREFULLY.

Upon completion of your review of this handbook, please use the Google Form link provided by the District to complete the acknowledgement process.

The 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.

The Yamhill Carlton School District Board Policy supersedes all employee handbooks. Contents of the handbook 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 YCSD website.

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, sexual orientation, gender identity, 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.

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Yamhill Carlton School District

Yamhill Carlton Elementary School	Yamhill Carlton Intermediate School
420 S. 3rd Street Carlton, OR 97111 Phone: (503) 852-7161 Fax: (503) 852-7364 Morgan Bishop, Principal ext:1210 Kelli Fletcher, Secretary ext:1211 Lonnie Adams, Secretary ext:1212	310 E. Main St Yamhill, OR 97148 Phone: (503) 852-7660 Fax: (503) 662-4079 Amanda Dallas, Principal ext:3511 Chad Tollefson, AP/Dir. of Special Projects ext:3121 Jenifer Tuning, Secretary ext:3512 Elayna Apuya, Secretary ext:3011
Yamhill Carlton High School	**District Office**
275 N. Maple Street Yamhill, OR 97148 Phone: (503)852-7600 Fax: (503)852-7644 Tanner Smith, Principal ext:2010 Richard Ceder, Vice Principal/AD ext:2014 Maureen Cook, Lead Secretary ext:2012 Whitney Knapp, Athletic Secretary ext. 2074 Alicia Rigamonti, Attendance Secretary ext:2015 Vickie Nogle, Registrar ext:2022	120 N. Larch Place Yamhill, OR 97148 Phone: (503)852-6980 Fax: (503) 662-4931 Clint Raever, Superintendent/Civil Rights Coordinator ext:1010 John Horne, HR/Special Programs Dir./Title IX Coordinator ext:1015 Melanie Neece, Director of Fiscal Services ext:1013 Mary Brown, Asst. to Superintendent/Board Secretary ext:1011 Julie Warner, Confidential Secretary/Communications Specialist ext:1014 Shelly Ready, AP/Payroll Specialist ext:3962

District Support Personnel Phone Extensions:

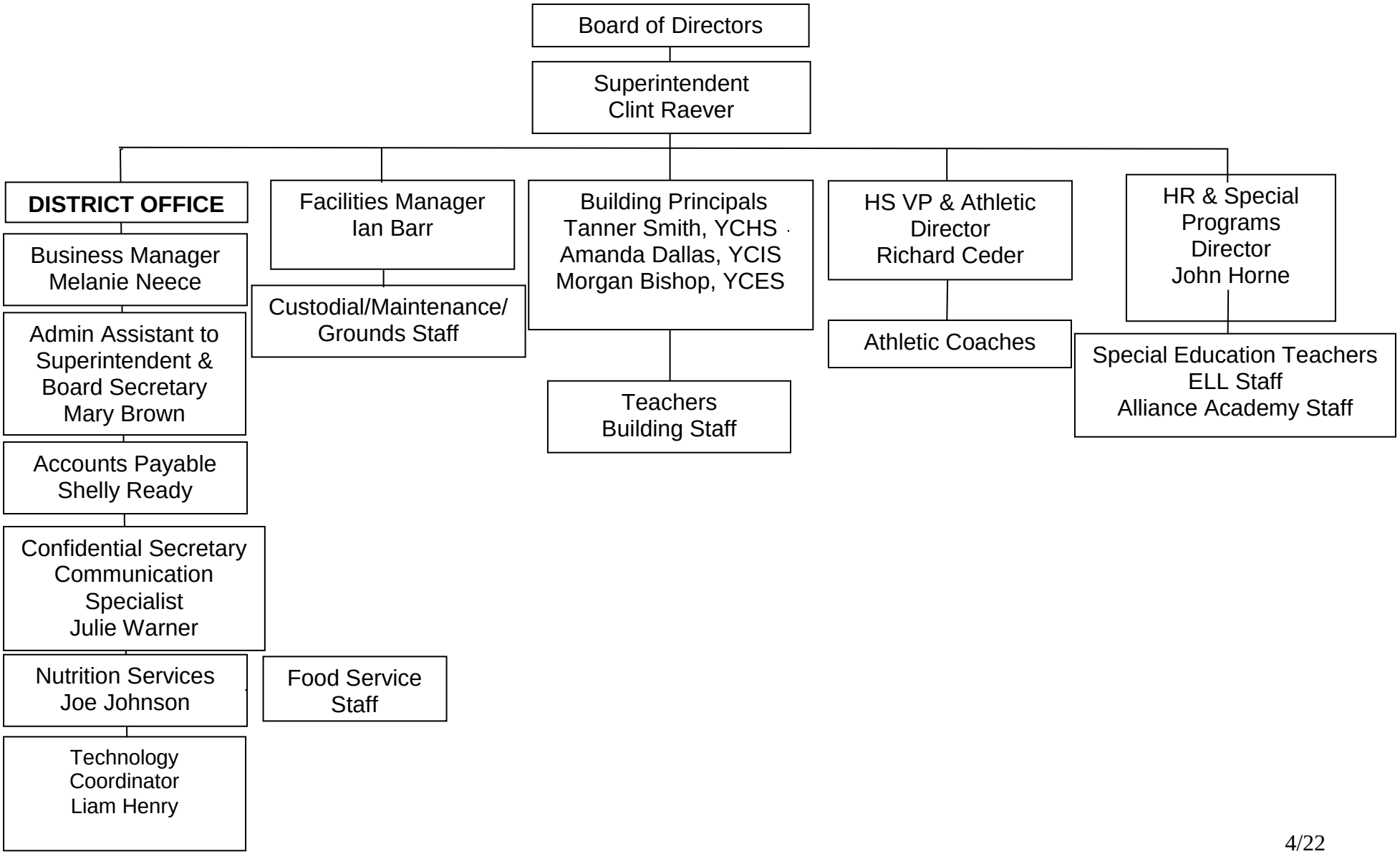
Nutrition Services Manager	Joe Johnson	2030
Athletic Director	Richard Ceder	2023
Facilities Manager	Ian Barr	2050
Technology Coordinator	Liam Henry	1021

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

BOARD OF DIRECTORS

Position No.	Member	Address
#1 7/1/2025 to 6/30/29	Chris Zook	zookc@ycschools.org
#2 8/10/20 to 6/30/27	Erin Galyean Vice Chair	galyeane@ycschools.org
#3 7/1/19 to 6/30/27	Susan Fitzgerald Chair	Fitzgerald.susan263@gmail.com
#4 7/1/17 to 6/30/29	Jajetta Dumdi	dumdij@ycschools.org
#5 7/1/2025 to 6/30/29	Buzz Ready	readyb@ycschools.org

Yamhill Carlton School District
Organizational Chart
2025-2026



Family and Medical Leave Act (FMLA)

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:

1. The birth or adoption of an employee's child.
2. The care of an immediate family member suffering from a serious illness.
3. The employee's own serious health problem.

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.

Oregon Family Leave Act (OFLA)

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.

If you have any questions or need to request a FMLA/OFLA leave, please contact the District Office at (503) 852-6980.

Paid Family Medical Leave Insurance (PFMLI)

For Paid Family Medical Leave Insurance (PFMLI), there is no minimum work time required, but employees must have earned at least $1,000 in covered wages during the base year or alternate base year. You can apply for paid leave benefits under American Fidelity's Equivalent Plan at americanfidelity.com.

Payroll Information

The Yamhill Carlton School District encourages employees to utilize the automatic direct deposit process for payroll. Any employee can elect to have their paycheck directly deposited into any bank account. Contact the district office at 503-852-6980 to request enrollment forms and information. The completed authorization forms need to be received in the payroll office by the payroll due dates indicated below.

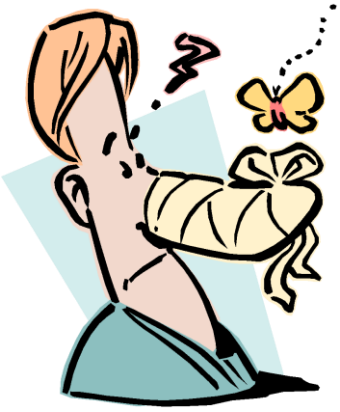
Timesheets are due on the last working day of the month, and should include time worked through the end of each month and it must be signed by a supervisor. Payday is the 15th of the month or the last working day before the 15th if it falls on a weekend or holiday.

Hiring Procedures

All district position openings will be posted online as well as emailed out to the all staff email list. Current employees may apply on Frontline for another position in the district. All job postings must have the Superintendent's approval before they are posted. Interview schedules, correspondence, and notifications will be the responsibility of the department supervisor or building principal. A recommendation for hire must be submitted to the Board of Directors for approval at the next regularly scheduled Board meeting.

All staff members are required to pass a background check upon hire and complete SafeSchools trainings annually before any interaction with students. Classified staff will also need to pass a fingerprinting background check (fee to be deducted from the first paycheck). Licensed and classified substitutes must be registered through ESS.

Reporting on The Job Injuries



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. Contact John Horne to fill out the form.
3. Treating Doctor: Your physician is one of the most important people in the Workers Compensation 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. Please provide medical treatment documentation to Human Resources.
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.

Tuition Reimbursement for Employees

Licensed and classified employees are entitled to tuition reimbursement for pre-approved coursework.
Details are in the Licensed and Classified Contracts.

Salary Advancement

An official transcript is required upon the completion of an approved Masters program. An unofficial transcript is allowable for all other credits. Details are in the Licensed Contract.

Workshop Fund for Classified Employees

The Yamhill Carlton School District encourages all staff to gain additional training and schooling. Classified employees may apply to the District Office for access to staff development funds. Details are in the Classified Contract.

Drug-Free Workplace (School Board Policy GBEC)

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, on duty or during their contract hours.

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 (Board Policy GBK/JFCG/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.

Outside Employment/Honoraria Guidelines

It is a violation of the Oregon Governmental Standards and Practices Law (O.R.S. 244.020 through 244.040) for public employees to receive remuneration for other duties during the time they are also being paid as public employees. In other words, one cannot "double dip" pay while on the public's time. For instance, an automotive mechanics teacher is prohibited from doing auto

"tune-ups" for pay for other teachers during the school day. Another instance would be a custodian who is paid by a cleaning supply company for demonstrating products on school time. For questions about an individual situation please contact the District Office.

Work Hours

Regular start and end times for staff members will be set by the building principal or department supervisor. In accordance with the negotiated agreement, classified staff will not work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the supervisor. Working overtime without prior authorization may result in disciplinary action.

Overtime is time worked over forty hours per week. According to the negotiated agreement between the Oregon School Employees Association and the District, a week is defined as seven consecutive days covering Sunday through Saturday.

Breaks for Classified Employees

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.

District Wellness Policy (Policy EFA, EFA –AR)

All food served, sold, or provided to students in the Yamhill Carlton School District must follow Board Wellness policy EFA and the accompanying AR.
Details are in the Board Policy Book (specific policy links).

Reporting an Absence

Absences are to be reported in advance whenever possible. The District uses Frontline Absence Management to process all leave requests.

Sick Leave: These days accrue on July 1 from one year to the next and do accumulate. A physician's verification may be required for absences in excess of three consecutive 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 entered in the system and approved 3 days in advance by the Supervisor.

Jury Duty: For jury duty or witness obligations.

Bereavement Leave: Time is allowed for staff to attend 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. Please consult contracts for specific provisions. Board approval is required for leaves of three months or longer.

Professional Leave: Leave with pay to attend District approved professional development or meetings. Any YCSD staff member who coaches 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 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 made by the principal or secretary and approved by the District Office.

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 lesson plans must be updated weekly. When you need a substitute, use our Frontline Absence Management system either through your phone or your computer in advance to enter the absence. Do **not** ask the lead secretaries to complete this process for you.

School Delay, Closure, or Early Release

In general, when inclement weather or other factors affect school operations, the District has several options:

1. Hold school as scheduled.
2. Run Buses on Snow Routes.
3. Late bus arrival.
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, the school will notify **Flash Alert** which will broadcast the information to all local news channels on the TV and radio. Parent Square notifications will be sent out.

The above methods are the official methods by which the district notifies the employee of a schedule change or school closure, any other building level notifications are not the responsibility of the District Office. For specific staff expectations, see licensed and classified contracts.

Staff Dress

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 be following a specific dress code for their classification.

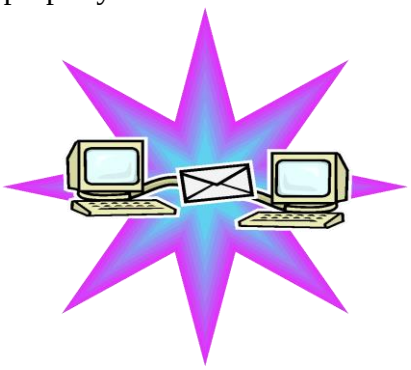
Voice Mail System/Phone Use

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 frequently. Personal cell phones should not be used for personal business during work time.

Network/Internet Use Including E-Mail

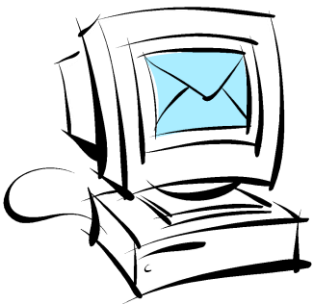
Yamhill Carlton Schools supports an environment of learning and sharing of information through the acquisition and maintenance of computers, computer systems, networks, and associated computing resources and infrastructure. The school's computing resources are intended to support the school's missions, 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:



1. 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.
2. 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.
3. Refrain from unauthorized attempts to circumvent the security mechanisms of any District system.
4. Refrain from attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others.
5. You are not allowed to use school computing resources for commercial purposes.
6. Refrain from unauthorized viewing or use of another person's computer files, programs, accounts, and data.
7. 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.
8. 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.
9. 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:

1. If it has reason to believe that activities are taking place contrary to this policy or state or federal law or policy.
2. To respond to an administrative court or judicial court order.
3. To respond to a request for discovery in the course of litigation.
4. To respond to a public record request for files which are deemed public records under public records laws.

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 district computing resources are also generally subject to Oregon's Public Records law to the same extent as they would be if made on paper.[1]

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.

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 as 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.

Reporting Child Abuse

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 and, also, to a local law enforcement agency within Yamhill County, if appropriate.

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 and/or law enforcement officials. District employees shall comply with the directives of those agencies as identified by statutes charged with investigating child abuse.

[1] Adapted from OSU Material

Sexual Harassment

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 for-mentioned, contact the superintendent.

The YC School District does not tolerate sexual harassment in any form.

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 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.

The YC School District does not tolerate sexual misconduct in any form.

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 "The YC School District does not tolerate sexual misconduct in any form." 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):

1. Staff performing back rubs on a student.
2. Kissing students.
3. Touching students frequently.
4. Commenting on students' bodies or appearance in a sexual manner.
5. Exchanging romantic gifts or communications with a student.
6. Showing obscene or suggestive photos to the student.
7. Videotaping or photographing a student in revealing or suggestive poses.
8. 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).
9. Sharing your own sexual exploits or marital difficulties.

10. Intentionally invading the student's privacy.
11. Using e-mail, text-messaging, or social media to discuss sexual topics with individual students.
12. 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.

Blood-borne Pathogens

District policy requires that all employees complete annual training on procedures for blood-borne pathogens.

Staff Duties and Responsibilities

At the beginning of each school year, staff will report to their assigned areas. Custodial, Maintenance and Grounds personnel will report to the District Facilities Supervisor. Kitchen Staff will report to the District Food Services Director. All other staff will report to the principal of their primary building assignment.

If you cannot be at your assigned duty position, you are required to make arrangements to have the duty covered by another staff member. The District holds all employees accountable for the activities that occur under the scope and span of their assigned duties.

Building keys and facilities use: all staff members are held accountable for the security of District facilities. Report lost keys immediately to the Facilities Supervisor or your building principal and do not allow students to use your keys for any reason. If you violate this policy you will be held responsible for all actions, such as damages, theft, vandalism etc. that result from the use of your keys. If you are at the school beyond normal operating hours, be sure to secure your area and the building before you leave.

Instructional Staff Responsibilities - General

The work of the teacher and learning by pupils are interrelated and are paramount activities of the school district. All other services and the expenditure of all school funds shall be in support of the teaching and learning process.

The primary duty of the teacher is to instruct the pupils assigned during the full length of the school day. This shall include the duties of instruction, guidance, discipline, safety, and care of the pupils whenever they are under the supervision of the school.

The ethical standards of conduct listed in OAR 584-020-0035 shall be required in the professional conduct of teachers. Required responsibilities of teachers and professional personnel include but are not limited to:

1. Classroom supervision.
2. Care of equipment, supplies, textbooks and other materials.
3. Creating, filing, and maintaining student records of progress.
4. Attending school and professional meetings.
5. Notifying the district in case of absence.
6. Avoiding outside employment which interferes with school duties.
7. Obtaining permission for field trips and excursions.

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. All grades are required to use Synergy for grading. Teacher records are of value when a parent questions a situation, grade, or the teacher's evaluation of their child's work.

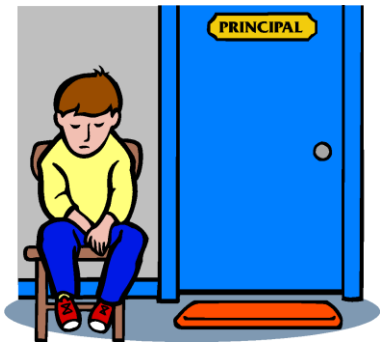
Lesson Plans: Teachers are required to have weekly lesson plan books maintained and readily available. Lesson planning is required and important to the teaching/learning process and a job requirement for teachers. Lesson planning is equally important for probationary teachers as it is for permanent teachers. Principals may ask to review your lesson plan book.

Teachers are required to know and implement each plan identified to support ELL, TAG, Special Education, and 504 Plan students, which includes any accommodations that need to be made in the classroom/school.

Corporal Punishment (Board 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.



Threats of Violence

The Board is committed to promoting healthy relationships and a safe learning environment. To this end, student threats of harm to self or others, threatening behavior or acts of violence, including threats to severely damage school property shall not be tolerated on District property or at activities under the jurisdiction of the District.

Students shall be instructed that they are expected to inform a teacher, counselor, or other administrator regarding any information or knowledge relevant to conduct prohibited by this policy. Parents and others will be encouraged to report such information to the District. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

Student behavior prohibited by this policy shall result in discipline up to and including expulsion. A referral to law enforcement shall be made for any infraction involving a student bringing, possessing, concealing or using a weapon or destructive device as prohibited by state and federal law and board policy.

Printing and Distribution of Materials

The District network and equipment provided will enable staff to:

1. Scan and email documents from a machine in each school.
2. Complete simple print sets (back-to-back, stapled, collated) on various paper types.
3. Access to color copies through the building office (requires admin approval).
4. Print directly to the copy machine.

Staff training will be provided to maximize the capability of the equipment and minimize excess printing. Complex or “finished” print jobs will require adequate planning time for the requisition and vendor processing. Staff will receive fobs that will allow access to copy machines district wide. Printing will be monitored District-wide.

All aspects of publications and electronic correspondence, including newspapers and/or yearbooks, are completely under the supervision of the assigned teacher and principal. Any materials or correspondence that bears reference to any political or religious issues must have approval from your immediate supervisor **prior to** circulation. All copyright rules apply for printing and staff must be aware of potential infringement prior to printing.

Use of Feature Films/Videos

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:

1. Relevant to the curriculum and specific education objectives.
2. Appropriate for the age and maturity of the students.
3. 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:

1. 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.
2. The showing of the movie must be directly related to the curriculum and lesson objectives.
3. The entire audience must be involved in the teaching activity.
4. 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 for 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:

1. Title and brief description
2. Audience rating (PG)
3. Purpose for the showing
4. 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 rating 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.

The Rights and Responsibilities of School District Employees Regarding Political Campaigns and Political Advocacy

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. (O.R.S. 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 lesson in the study of an obviously controversial topic, a teacher will discuss its presentation with his/her supervisor.

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 District Office prior to the trip or need.

Field trip requests must be submitted through Frontline Central two weeks prior to the field trip.

Student Body Funds Management

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 a program of authorized co-curricular school activities financed by the district.

ALL TRANSCATIONS MUST FLOW THROUGH THE SCHOOLS ESTABLISHED STUDENT BODY ACCOUNTS (NOT PERSONAL ACCOUNTS, VENMO, NO DIRECT YCTC – Donations would to go through the SOP process, etc.)

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 or a signed authorization from **specific clubs**. Example: Yearbook, Rocketry, Sports.

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.

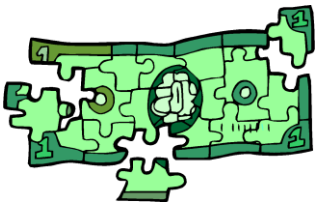
Student body business shall be conducted in such a manner to offer minimum competition to local merchants while still benefiting the student body as a whole. Participation in student activities or fund raising may not be required and school credit will not be given.

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 school clubs** and organizations shall be expended to benefit the **specific club**, 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 body funds.



District Purchasing Procedures (not Student Body Funds)

All non-student body purchases and reimbursements must be have an approved purchase order prior to processing. A requisition that includes any shipping and handling costs (estimated if not available) must be submitted through the electronic purchasing software School ERP Pro (IV) or on a paper forms submitted to your site secretary to obtain the appropriate approvals. The building principal, supervisor and/or district assigned designee. Once approval is given, the electronic requisition will be turned into a purchase order and email back to the requester. This process generally takes a day or two. Once you receive the approved purchase order you can place the order for services or supplies. If you do not receive a copy within a day or two please reach out to find out if something is missing. Example: Vendor W-9, bids, quotes, and other supporting documentation may be needed depending on the amount of the request. Please reach out or reference district purchasing policies online (DJC-AR Bidding Requirements, IIBG Computer Technology, and DCL-AR Staff Expense Reimbursements.

The District will not be responsible for purchases made that have not followed the standard operation procedures guided by policy adopted by the board.

The District Office will make every effort to accommodate emergency needs, please contact the DO for assistance as soon as possible for assistance.

Procedures for purchases:

1. Submit electronic or paper requisition for approval.
2. Building principal or supervisor approves the request, verifying the budget for available funds.
3. The assigned district designee will forward an approved, singed purchase order and the originator. Once the approved purchase order is received the authorized district employee can then process the purchased service or supplies order. If using a district account (i.e. Amazon), you may need to work directly with the lead secretary to place the order.
4. Secretaries receive, verify, and distribute items.

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 30 days of incurring the expense. Reimbursement claims submitted later than within 45 calendar days of the expense will be denied.

Surplus

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:

1. Item description
2. Item location
3. Item approximate value
4. Method of disposal

Donations and Grants

All grants need to be entered in Frontline Central and approved by the district office prior to applying. If awarded, funds will be received as a resolution by the Board of Directors.

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

Copies of Board Policies can be found online at www.ycsd.k12.or.us

CODE OF PROFESSIONAL CONDUCT
FOR ALL YCSD STAFF

Administrators	**Teachers**
Education Specialists	**Educational Support Staff**
Substitutes	**Student Teachers**
Volunteers	**Contractors and Coaches**

The Ethical Educator

Oregon Administrative Rules 584-020-0035

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.

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

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

(2) The ethical educator, in fulfilling obligations to the district, will:

A. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment;
B. Conduct professional business, including grievances, through established lawful and reasonable procedures;
C. Strive for continued improvement and professional growth; Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
D. Not use the district's or school's name, property, or resources for noneducational benefit or purposes without approval of the educator's supervisor or the appointing authority.

(3) The ethical educator, in fulfilling obligations to the profession, will:

A. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
B. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
C. Respond to requests for evaluation of colleagues and keep such information confidential as appropriate; and
D. Respond to requests from a Commission representative for information, furnish documents to the Commission, and participate in interviews with a Commission representative relating to a Commission investigation, except subject to the exercise of any legal right or privilege.