

Springwater Environmental Sciences School

## Standard Procedures

16491 S Springwater Road  
Oregon City, OR 97045

Updated 3/2016

# **PROCUREMENT STANDARDS FOR SPENDING FEDERAL AND STATE FUNDS**

Policy No. 100

Adopted: February 2006

Amended: Nov. 2014

These standards are designed to ensure that these materials and services are obtained in an effective manner and in compliance with the provisions of applicable law.

## **Codes of Conduct**

When the Charter School board makes decisions involving the expenditure of Federal and State Funds, it must keep accurate minutes of meetings including attendance at meetings, motions, and voting results. All motions involving the spending of more than \$5,000 outside of budgeted funds must be heard by a quorum of the Board to be considered official. The Board may delegate the spending of funds less than \$1,000 to an individual Board member, the building principal, or another individual.

A transaction in which a Board member has a conflict of interest may be authorized, approved or ratified if it receives the affirmative vote of a majority of the members on the Board who have no direct or indirect interest in the transaction provided:

- a. The material facts of the transaction and the director's interest are disclosed or known to the Board or committee of the Board; and
- b. The board member(s) involved has recused him or herself;

The presence of a board member with a direct or indirect interest in the transaction does not affect the validity of any action taken under this section.

## **Procurement Procedures**

1. Avoid purchasing unnecessary items.
2. Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.
3. Solicitations for goods and services shall include:
  - (a) A clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, a description shall not contain features that unduly restrict competition.
  - (b) Factors that Springwater will use in evaluating bids or proposals, including: (1) specific features of brand names or equal descriptions that bidders are required to meet; (2) A preference for products and services that conserve natural resources and protect the environment, and are energy efficient.
4. Show efforts to utilize local businesses and community members wherever feasible.

5. Procurement records shall be kept for all purchases and contract awards above \$5,000 and such records shall be kept on file with the appropriate grant in the Springwater office.
6. All contracts in excess of \$25,000 must contain: (a) Contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for remedial action as may be appropriate; (b) Provisions for termination by Springwater including the manner by which termination shall be effected and the basis for settlement; (c) Requirements relating to guarantees, performance bonds, and payment bonds.
7. All contracts in excess of \$100,000 must follow the guidelines for minimum requirements as recommended by the State.

## **DUTIES AND RESPONSIBILITIES OF PERSONNEL**

Policy No. 101

Adopted: August 2006

Amended: Nov. 2014

1. All personnel shall be responsible for performing the responsibilities assigned under the appropriate job description in accordance with Springwater policies, the employee and student handbooks, and directions from the principal. All personnel are obliged to know and follow all Springwater policies, building rules, and procedures.
2. All personnel are responsible while on duty for the control and supervision of all students who are involved in school or school functions. Teachers are directly responsible while on duty for proper control and supervision of pupils within the classroom, the school building, or at any authorized function of the school.
3. All licensed personnel shall conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism with children, parents, prospective parents, co-workers and the community. All licensed personnel shall conform to the TSPC Standards of Competent and Ethical Performance for Educators (OAR 581-20-000 et seq).
4. No employee of Springwater shall purchase materials on behalf of Springwater without approval from the principal and through the procedures established by the Board of Directors. No employee shall use school resources for personal purposes in circumstances where members of the public would not be allowed similar use. Any use of school resources by an employee must be approved by the principal.
5. All employees shall maintain regular attendance and report at work on time, fit for duty, or to notify the principal if they are not able to perform all or part of the job due to a physical or mental condition. All employees shall contact the principal if they are unable to attend due to illness or injury, or any other condition that prevents their reporting for work.

6. All employees shall maintain in confidence that information acquired as a result of their position regarding students and their families, and all information acquired from a review of student records. Such information may be shared with the principal or any other Springwater employees on a “need to know” basis, if such information is necessary for other staff to carry out their services to the student(s).

## **EMPLOYMENT OF PERSONNEL**

Policy No. 102

Adopted: August 2006

Amended: Nov. 2014

1. The employment of candidates shall be recommended by the principal and approved by the Board of Directors.
2. The principal shall develop job postings that state the requirements for the position, including any license or other credential. The Board will appoint a hiring committee to work with the principal to screen applications, check references, and interview finalists.
3. Springwater will hire as classroom teachers those who hold an Oregon teaching license or are willing to commit to obtaining an Oregon teaching license, or are qualified for the position as a result of other training and/or experience. At least half of the total number of teaching and administrative positions combined shall hold an Oregon teaching license. All non-TSPC-licensed teachers, principals or other employees shall submit information required for criminal record background checks required by Oregon law.

All classroom teachers will obtain and maintain current first aid and CPR certification.

# **EVALUATION, RENEWAL/NON-RENEWAL AND DISMISSAL OF STAFF**

Policy No. 103

Adopted: August 2006

Amended: Nov. 2014

1. The Board will annually, no later than Oct. 15, set annual schoolwide goals. Progress in attaining these goals, and in meeting all of the requirements of the job description, shall be the basis of the principal's annual evaluation, which shall be conducted by the Board chair, who shall gather input from the entire Board. Input from staff and parents shall be part of the information considered in conducting the evaluation. The final evaluation shall be completed in writing no later than June 30 of each year.
2. Each teacher will annually, no later than Oct. 15, set goals for his/her professional development and growth. These goals shall be linked to Board goals for Springwater. The principal shall review, revise and approve the goals by Nov. 15. Progress in attaining these goals, and in meeting all of the requirements of the job description, shall be the basis of the teacher's annual evaluation, which shall be conducted by the principal. The final evaluation shall be completed in writing no later than the final day of the contract year. Input from staff, students and parents shall be part of the information considered in conducting the evaluation.
3. The principal shall conduct an annual evaluation of staff members other than teachers.
4. For the first three years of employment (probationary period), all teachers and principal will be hired on annual contracts and their terms expire at the end of their annual contract. Beginning in the fourth year of employment, teachers and principal may be employed on rolling two-year contracts.
5. At a Board meeting held prior to April 1, the Board shall act to renew or nonrenew all staff members for the following school year. The principal shall present a recommendation regarding the continuation of employment of all teachers and any other employees of Springwater except the principal. Staff may be nonrenewed for any reason deemed in good faith sufficient by the Board.
6. The principal and/or Board chair may suspend the employment with pay of any employee of Springwater if s/he determines that the employee may have failed to fulfill the duties and responsibilities and/or demonstrate the qualities outlined in the job description, or for any other reason. If the principal suspends the employee, the principal shall notify the Board chair immediately. The principal and Board shall cause an investigation to be made relating to the concerns that caused the suspension.

7. The Board may dismiss any employee at any time during the contract year, after hearing the recommendation of the principal (except if the principal is being considered for dismissal), after providing a plain and concise statement of specific reasons why dismissal is being considered, and after giving the employee a chance to respond, either to the principal or to the Board. The Board may dismiss any employee for any reason deemed in good faith sufficient by the Board.
8. If an employee is dismissed prior to the end of an employment contract, the employee shall be entitled only to the prorated salary and benefits earned through the last date of employment.
9. Any employee who is not a teacher or principal shall be notified no later than May 31 whether Springwater intends to continue his/her employment during the next school year on the same basis as during the prior fiscal year.

## **PERSONNEL FILES**

Policy No. 104

Adopted: August 2006

Amended: Nov. 2014

1. Springwater shall maintain a confidential personnel file for each employee.
2. The personnel file shall contain the application and related material, evaluation documents, and any complaints or other material deemed relevant by the principal. All such documents shall be shared with the employee before being inserted into the file.
3. TSPC-licensed staff shall create and maintain a Personal Development Portfolio containing the employee's personal plan for meeting the goals for professional improvement and evidence of completion of activities to accomplish that plan. This material shall be provided to TSPC as required for re-licensing. All TSPC-licensed staff are responsible for maintaining their proper licensure as required for continued employment.
4. Employees may submit a written response to any document placed in their personnel files, if it is submitted to the principal within two weeks of receipt of the original document. The written response shall be included in the personnel file.
5. Any employee may review his/her own personnel file by giving at least a day's notice to the principal and scheduling a meeting to review the file with the principal.
6. Personnel files may be accessed only by the principal or designee, the Board in the conduct of its official business, Springwater legal counsel, the employee, and anyone designated in writing by the employee, or upon legal subpoena.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Policy No. 105

Adopted: August, 2006

Amended: August, 2009

Amended: December 2014

1. Equal employment opportunity and treatment shall be provided in recruiting, hiring, retention, transfer, promotion and training of all employees regardless of race, color, national origin, religion, sex, age, marital status, veterans' status, sexual orientation, genetic information and disability, as long as the employee is able to perform the essential functions of the position, without or without reasonable accommodation.
2. Continuous effort will be made by all staff to improve human relationships and to eliminate conditions from which discrimination results.
3. The principal or designee will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

### **NON DISCRIMINATION**

1. The school shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation<sup>1</sup>, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.
2. In keeping with the requirements of federal and state law, the school strives to remove any vestige of discrimination in employment, assignment and promotion of personnel, in educational opportunities and services offered students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.
3. The Board encourages staff to improve human relations within schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.
4. The Board will adopt and the school will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.
5. Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has

filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

## CONDUCT

1. Springwater is committed to operating a school where no employee or student is subject to sexual harassment, hazing, harassment, bullying, cyberbullying, intimidation or menacing by students, staff or third parties. For the purpose of this policy we will use the word “conduct.” This conduct is strictly prohibited and shall not be tolerated on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.
2. Conduct is strictly prohibited and shall not be tolerated. This includes conduct of students or staff by other students, staff, Board members or third parties. “Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the school and others not directly subject to school control at interschool and intraschool athletic competitions or other school events. “School” includes any facilities, premises and property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.
  - A. “Sexual harassment” of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:
    1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits; Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff; The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

2. Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students Or others as to appearance, sexual activity or performance.
  - B. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any Springwater activity or grade level attainment.
  - C. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, or socioeconomic status.
  - D. "Intimidation" includes, but is not limited, to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, physical characteristic, cultural background, or socioeconomic status.
  - E. "Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.
  - F. "Cyberbullying" means the use of any electronic communication device to harass, intimidate or bully. Further, such conduct involving off-campus actions or communication, or actions or communication during non-school hours is also prohibited if it causes a substantial disruption in this educational process. This includes cyber bullying that is an ongoing series of actions or communications by a student (or group of students) to pick on another student (or group of students) using electronic means, such as emails, instant messaging, cell phone texts, defamatory web sites, blogs, and chat rooms. Examples include sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; and pretending to be someone else to make that person look bad.
3. All complaints about conduct that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim must immediately report his/her concerns to the administrator, supervisor. A student may also report concerns to a teacher, counselor, or other staff, who will promptly notify the appropriate school official. The student and the student's parents or staff member who initiated the

complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

4. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.
5. It is the intent of Springwater and its Board that appropriate corrective action will be taken by Springwater to stop any act in violation of this policy, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or awareness training, as appropriate, given the age and maturity of the student(s) involved and other relevant factors. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional awareness training, as appropriate. Other persons, such as volunteers or third-parties participating in any way at the school, whose behavior is found to be in violation of this policy, shall be subject to appropriate sanctions as determined and imposed by the principal or Board.
6. Additionally, the school may report individuals in violation of this policy to law enforcement officials. Licensed staff and staff registered with the Teacher Standards and specified by Oregon Administrative Rules, shall be reported to the TSPC.
7. The Principal shall ensure appropriate periodic awareness training or information is provided to all administrators, supervisors, staff and students and that annually, the name and position of officials responsible for accepting and managing conduct complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. The school's policy shall be posted on the website.
8. The Principal will establish a process of reporting incidents of sexual harassment.
9. Complaint Procedure

The principal shall have responsibility for investigation concerning conduct unless the principal is the subject of a complaint, in which case the Board chair or designee shall investigate. The investigator(s) shall be a neutral party having had no involvement in the complaint.

Complaints shall be presented in writing, it maybe on the complaint form. However, student complaints need not be presented in writing; rather, the investigator will gather information from the complainant and reduce the complaint to writing.

The investigator shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within ten (10) working days after receipt of the information or complaint. All findings of the investigation, including the response of the accused, shall be reduced to writing. The parties will have an opportunity to submit evidence and a list of witnesses. The investigator will prepare a summary of the findings of fact and conclusions, which shall be provided to the complainant and the complained-about person(s).

If the complainant is not satisfied with the decision of the investigator, he/she may submit a written appeal to the Board, within 10 days of receipt of the investigator's summary of findings and conclusions. The Board may arrange any necessary meetings and shall provide a written decision to the complainant within 30 working days.

If the complainant is not satisfied at the Board level and believes that the complaint constitutes a violation of state or federal law, a complainant-employee may submit a complaint to the Oregon Bureau of Labor and Industries or the Equal Employment Opportunities Commission; a complaining student or parent may appeal to the Regional Civil Rights Director, U.S. Dept. of Education, Office for Civil Rights, Region X, Seattle, Washington.

All documentation related to complaints filed under this policy may become part of the student's education record or employee's personnel file if appropriate. Additionally, a copy of all complaints and documentation produced by the investigation will be maintained as a confidential file and stored in the school office.

The principal shall report the name of any person holding a teaching license or registered with TSPC or participating in a practicum when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment or other violation of this policy that constitute a violation of TSPC's Standards of Competent and Ethical Performance of Educators (OAR 584-20-000 et. seq). Such reports shall be made to the TSPC within 30 days of such a finding. Reports of sexual contact with a student or other child abuse shall be made to law enforcement or to the appropriate state human services division.

COMPLAINT FORM

Name of complainant \_\_\_\_\_

Position of complainant \_\_\_\_\_

Date of complaint \_\_\_\_\_

Name of alleged \_\_\_\_\_

Date and place of incident or incidents \_\_\_\_\_

Description of misconduct \_\_\_\_\_

Name(s) of witness(es) (if any) \_\_\_\_\_

Evidence (e.g., letters, photos, etc. – attach evidence if possible)

Any other information \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

## **EMPLOYEE ATTENDANCE**

Policy No. 106

Adopted: August, 2006

Amended Sept 2015

The Board recognizes that regular attendance is fundamental to satisfactory performance of all employees. The following practices shall be established and maintained to promote regular attendance by all employees:

1. The importance of regular attendance will be stressed with new employees as a part of the orientation process.
2. Regular attendance will be a factor to be considered as a part of new employee probationary evaluation and in the determination to move a new employee to post-probationary status.
3. Attendance will be a factor to be considered as a part of each employee's annual evaluation.
4. Any employee's attendance will be considered irregular and unsatisfactory when the employee accrues more than an average of one day per month of absence (exclusive of any other approved leave). The employee's attendance will also be considered irregular when an unacceptable pattern of absence occurs. Tardiness and leaving work early shall be considered along with absenteeism in determining unsatisfactory attendance patterns.
5. If such behavior occurs and is not corrected, Springwater may take disciplinary action, up to and including dismissal.

## **DRUG AND ALCOHOL WORKPLACE POLICY**

Policy No. 107

Adopted: August, 2006

Amended: Sept 2015

1. Springwater has a responsibility to its employees, students, parents, and the general public to insure safe working conditions for its employees and safe learning conditions for its students. To satisfy these responsibilities, Springwater shall establish a work environment where its employees are free from the effects of illegal drugs or alcohol/marijuana.
2. Reporting for work or appearing on campus or at any Springwater-sponsored activity while on duty under the influence of intoxicating liquor/ marijuana or illegal drugs, or the use, possession, or distribution by an employee on Springwater premises, property, or during work time, of an intoxicating liquor, controlled or illegal substance is strictly prohibited. Any violations of this rule

shall result in an immediate disciplinary action which may include but is not limited to, required participation in a drug or alcohol abuse assistance program, oral or written discipline, suspension, nonrenewal or termination of employment and/or referral for prosecution.

3. For the purpose of this policy, work time shall include lunch, contracted time before and after school, prep periods and during any other administratively assigned duties.
4. Springwater reserves the right to determine whether reasonable suspicion of violation of this policy exists, the level of discipline to be applied and whether an employee should be given an opportunity to participate in a drug or alcohol treatment program as part of a disciplinary action less than termination.
5. As a result of disciplinary action for violation of this policy, an employee may be required to participate in a drug or alcohol assessment by an accredited professional, and then to participate, as recommended, in a drug or alcohol treatment program, including follow-up care and random blood and urine screening for alcohol or illegal drugs for a period not to exceed 12 months following the successful completion of treatment.
6. "Reasonable suspicion" is defined as specific observations concerning any noticeable or perceptible impairment of the employee's mental or physical faculties, including, but not limited to, noticeable odor of an alcoholic beverage or marijuana, behavior or speech of an employee, the employee's involvement in an accident that results in physical injury or property damage.
7. "Under the influence" is defined as any detectable level of alcohol or drugs in an employee's blood or urine.
8. "Controlled substances" are defined as all forms of narcotics, depressants, hallucinogens, stimulants} whose sale, purchase, transfer or possession is prohibited or restricted by law, including prescription medications which are used, possessed or distributed without proper medical authorization.
9. Springwater shall provide notice of this policy by distributing a copy of this policy to employees or including this policy in the staff handbook.

## **WORK YEAR / WORK DAY**

Policy No. 108

Adopted: August, 2006

Amended: Sept 2015

1. All employees are required to work according to the schedule and calendar prepared and approved by the Board.

2. In addition, teachers and salaried employees are required to participate in programs related to their professional duties, which may be held outside school hours. These functions include, but are not limited to, IEP or 504 meetings, parent-teacher-student conferences, parent nights, and any other all-school events, unless excused by the principal in advance.
3. Time during the regularly scheduled work day that is not scheduled for student instruction and supervision, or for professional development, parent conferencing, or other principal-directed assignments, shall be available for individual teacher and salaried employees planning and preparation.
4. Work hours including the start and end times shall be scheduled by the principal with the concurrence of the Board. The principal may excuse staff before the end of the workday or to report later than the start of the work day for appropriate reasons as long as the staff will be present during all times students are present. Absence during any student contact time must be arranged in advance, whenever possible, and must be recorded on a monthly record as leave time under one of the approved categories of leaves. The principal may require an employee to verify the claimed reason for any absence.
5. Salaried employees shall have a 30-minute lunch break, as scheduled by the principal within any eight-hour workday.
6. Hourly employees shall have a schedule of paid breaks and an unpaid lunch break that meet the requirements of state and federal law.
7. An employee who is unable to report for work on any particular day must call the principal at least one hour before the start of the scheduled workday. If an employee fails to report to work without notification to the principal, Springwater may consider that employee to have abandoned his/her employment and has voluntarily terminated employment with Springwater.
8. Upon returning to work after an absence for any reason, the employee must complete an absence form and submit it to the principal by the end of the date of return. If the employee is absent for medical reasons, the principal may require submission of a physician's verification of illness or injury and that the employee is able to return to work.

## COMPENSATION

Policy No. 109

Adopted: August, 2006

Amended Sept 2015

1. The principal shall annually propose salary rates in accordance with the budget of Springwater and shall present them to the Board for approval no later than July 1 of each year.

2. Prior to July 1 of each year, the principal shall propose and the Board shall approve an amount available to each employee for medical or other insurance premiums or for other approved uses.
3. Springwater will pay to the Oregon Public Employee Retirement System the required employer contribution for each employee who is a member of PERS or OPSRP. Springwater shall deduct from gross salary of any employee who is a member of PERS/OPSRP the required employee contribution and shall transmit to PERS/OPSRP.

## **LEAVES**

Policy No. 110

Adopted: August, 2006

Amended: February, 2012

Amended: April, 2015

Amended: March, 2016

1. School employees working at 1.0 FTE for the entire regular school year shall receive 10 days of paid sick leave per school year or one day per month employed, whichever is greater. Employees shall receive prorated days if less than full-time.
2. Unused sick leave shall accumulate indefinitely. Employees may transfer up to 75 days of accumulated sick leave recorded by the most recent in-state or out-of-state school district or ESD employer.
3. Accumulated sick leave shall be available for the inability to work due to the teacher's own illness or injury.
4. Up to 10 contract days per school year of accumulated sick leave may be used for illness or death of an immediate family member or personal emergencies. Leave may be taken intermittently. This leave may not reduce the teacher's remaining sick leave days to less than five days. OFLA definitions for family member apply.
5. The principal, with the approval of the Board chair, may also grant other paid or unpaid leave, based upon a request from the employee in writing with stated reason.
6. Employees shall be released from work without loss of pay for those days/hours required to serve on jury duty. Arrangements and verification must be made with the principal in advance.
7. Accumulated sick leave may be used for paid maternity/paternity leave based on the teacher's seniority, as follows: First year of employment– 5 days, second year of employment – 10 days, third year of employment – 15 days, fourth year of employment – 20 days, fifth year of employment – 30 days, sixth year of

employment – 40 days. In no instance shall a teacher be allowed to use more than 40 days of paid sick leave during maternity/paternity leave. Regardless of the number of days allotted based on the teacher’s seniority, a teacher must retain at least five days of paid sick leave, so that the use of sick leave during maternity/paternity leave does not reduce the teacher’s remaining sick leave days to less than five days.

8. When a teacher’s leave will exceed one week, the Board will establish a selection and hiring procedure for the substitute. The Board will invite and consider any preference or recommendation the teacher wishes to express with regard to potential substitute candidates. The substitute must be properly licensed and endorsed to teach the grade(s) for which he/she will be substituting during the leave.
9. All leaves must be put in writing. All leaves should be pre-approved whenever possible. Leaves that are not preapproved may be unpaid.

10. Personal Days:

Up to 2 days per year for full time teachers of non accumulative personal leave are given as a benefit of employment for needed medical, legal, business of a personal nature, religious, family matter or emergency reasons necessitating the teacher's absence during school hours.

Personal leave is not to be used for recreation or leisure matters or for activities related to a second business or occupation, nor shall it be used to extend a vacation or holiday period.

Prior written requests for use of personal leave should be made at least two days before taking leave, except in cases of emergency. Implied in the written request is that the leave is required and for the reasons allowable.

Personal leave is a benefit. It is to be used only when needed. Not everyone is expected to use all allotted days each year. Use on Mondays, Fridays and days of schoolwide events are discouraged.

When a substitute is not available, you may be asked to postpone use of personal leave to another day, if such postponement is possible.

## **EMPLOYEE GRIEVANCE PROCEDURE**

Policy No. 111

Adopted: August 2006

1. In the event of a dispute involving employment or the implementation of personnel policies, within 10 business days (all calendar days except Saturdays and Sundays and any legal holidays) an employee may present a grievance to the

principal. The employee shall make a good faith effort with the principal to resolve the dispute. The good faith effort will include, as appropriate, problem identification, development of possible solutions, selection of resolution, timeline for implementation, and follow-up. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

2. If no resolution has been achieved that is satisfactory to the employee through Step 1 above, the employee may submit his/her grievance in writing to the principal within five business days of a failed good faith effort to resolve the dispute. The principal shall respond within five business days.
3. If still dissatisfied with the principal's response, within 10 business days of receiving that response the employee may submit his/her grievance in writing, together with the principal's response, to the Board chair. The Board will schedule a hearing at a mutually convenient time and place for discussion of the grievance with all parties involved, but in no case later than 20 business days after receipt of the written grievance. Such matters will be heard in executive session. Any Board members who are interested party(ies) in the dispute shall excuse themselves from the grievance hearing.
4. The Board Chair shall communicate the Board's decision to the employee within five business days of the hearing. This decision shall be final.

## **CHILD ABUSE REPORTING**

Policy No. 112

Adopted: August, 2006

Amended Sept 2015

1. Any Springwater employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom the employee is in contact has abused a child, will immediately notify the State Department of Human Services or the local law enforcement agency. The Springwater employee shall also immediately notify the principal, unless the principal is the subject of the report, in which case the employee shall notify the Board chair. The obligation to report child abuse occurs regardless of whether the suspected abused child is a student at Springwater or not, or whether the suspected abuser is an employee of Springwater or not.
2. A written record of any report of child abuse shall be made by the Springwater employee in any case where the suspected abused child is a Springwater student or the suspected abuser is a Springwater employee. Such reports shall be retained in a confidential file, accessible only to the principal or board upon lawful subpoena. This record is not an educational record, nor shall any information derived from a child abuse investigation become part of a child's school record.

3. The principal will inform employees of their obligation to report child abuse. All employees must complete state mandated annual training,

SPRINGWATER ENVIRONMENTAL SCIENCES SCHOOL  
CHILD ABUSE REPORT FORM

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

Observations leading to the suspicion that the child is a victim of abuse or neglect (includes student's statement):

Oral report phoned to: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

By whom: \_\_\_\_\_

Written report sent to: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Sent by: \_\_\_\_\_

Informed Principal: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
Initiator of Report

(FOR PERSONAL WORKING FILE)

## BOARD MEETINGS

Policy No. 113

Adopted: August, 2006

Amended: April, 2011, Sept 2015

1. "Meeting" means the convening of the Board as the governing body of Springwater in order to make a decision or to deliberate toward a decision on any matter.
2. All regular and special meetings of the Board shall be open to the public except as provided by law. No meeting of the Board shall be held at any place where discrimination on the basis of race, disability, religion, color, sex, sexual orientation, national origin, disability, age, marital status or national origin is practiced.
3. One regular Board meeting will normally be held each month. The meeting schedule will be established at the organizational meeting (the first meeting after July 1 of each year) but may be changed by the Board with proper notice. The meeting schedule, and any change in the schedule, shall be made known to the local news media and any other interested person who has requested notice of Springwater meetings at least 24 hours in advance.
4. Special meetings may be convened by order of the Chair, upon the request of a majority of the Board, the principal, or by common consent of the Board members. The principal shall post statutory notice at least 24 hours before such a meeting is to be convened. Local news media and any other interested person who has requested notice of Springwater meetings shall receive written notice, by mail, FAX or e-mail, of the meeting at least 24 hours in advance, except as provided for emergency circumstances under the Oregon Public Meetings Law.
5. The Board may hold executive sessions during a regular or special meeting for any reason permitted by ORS 192.660. The Chair will announce the executive session by identifying the authorization under ORS 192.660 for holding such session, and by noting the general subject of the executive session. Members of the press may attend executive sessions except as provided by the Public Meetings Law. Content discussed and any documents reviewed in executive sessions are confidential and are not to be disclosed to those not participating in the executive session.
6. The principal and Board chair will prepare an agenda for all meetings of the Board, to list the major items of business planned at the meeting. A copy of the agenda will be posted on the front door of Springwater prior to any Board meeting.
7. The Board shall designate a Board member or Springwater employee to take written minutes of all meetings of the Board, including executive sessions, which shall contain a true reflection of the matters discussed at the meeting and the views of the participants. The minutes shall list which members of the Board were

present; all motions, proposals, and resolutions proposed and their disposition; the results of all votes and the vote of each member. The minutes of the preceding meeting shall be approved by the Board at the next regular Board meeting, and shall be retained in a “minutes book” in the principal’s office, with backup copy retained in computer storage elsewhere. Minutes of Board meetings shall be made available upon request to any member of the public, except that minutes of the executive session shall not be made available except as required by law.

8. Board member terms will not exceed five (5) consecutive years, with the exception of founding Board members, who are not subject to this term limit.

## **LEGAL ADVICE**

Policy No. 114

Adopted: August, 2006

1. The principal shall have access to qualified legal advice regarding school issues, and shall seek legal advice before making major decisions, including terminations, that may have legal implications.
2. The Board shall have policy adoptions and revisions reviewed by legal counsel before adoption, and shall seek legal advice before making major decisions, including terminations, that may have legal implications.

## **PUBLIC RECORDS**

Policy No. 115

Adopted: August, 2006

1. Springwater shall comply with the Oregon Public Records Law in responding to any request for release of or review of any Springwater record.
2. Employee personnel records are available for use and inspection only by the individual employee, others designated in writing by the employee, the auditor in connecting with carrying out his/her duties or as specifically authorized by the Board, a Board member when specifically authorized by the Board or in conjunction with an action item to come before the Board, the principal or designee, attorney(s) for Springwater or Springwater’s designated representative on matters of Springwater business, or upon receipt of a legal subpoena or other court order.
3. Student records are available for use and inspection only by the student’s parent(s), and any staff members with a “need to know” based on assignment to instruct and/or supervise the student, or upon lawful subpoena if the parent or

guardian is informed in advance of the receipt of the subpoena and given an opportunity to challenge the subpoena.

4. Public records shall be retained according to the schedule established by the Oregon State Archivist.

## **COMPLAINTS**

Policy No. 116

Adopted: August, 2006

1. Any parent, student, or other member of the community who wishes to seek resolution of a complaint about Springwater or the actions of its employees may use the attached Complaint Form, except that complaints concerning hazing, harassment, intimidation, or menacing should be processed on the appropriate complaint form (see Policy 105 and attached complaint form).
2. The completed complaint form shall be submitted to the Principal.
3. The complaint will be investigated by the Principal, unless the complaint relates to the actions of the Principal, in which case it will be referred to the Board Chair. The investigator may contact the complainant for additional information, and may schedule meeting(s) as necessary to gather information and/or seek resolution of the complaint.
4. The investigator will respond to the complainant within 10 school days, indicating progress on the investigation and a timeline for the investigation to be completed. A written response will be provided at the completion of the investigation.
5. Complainants who are not satisfied with the results of the investigation / resolution by the Principal or Board Chair may appeal the decision to the full Board. The Board will discuss complaints involving specific students, parents or staff in executive session. The Board may choose to hold a hearing or to invite the complainant to present at the meeting, or it may proceed based upon information presented by the complainant during the first step of this complaint procedure. Ordinarily the Board will act on any appeal within 60 calendar days. The Board's decision shall be final.

COMPLAINT FORM

Name of complainant \_\_\_\_\_

Position of complainant \_\_\_\_\_

Date of complaint \_\_\_\_\_

If this complaint concerns a student, the student's name and class \_\_\_\_\_

\_\_\_\_\_

Describe the nature of the complaint, including the date and place of any relevant incidents:

\_\_\_\_\_

\_\_\_\_\_

If any school employee(s) are involved, please list and describe their involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What efforts have you made thus far to attempt to resolve this complaint or concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What resolution are you seeking: \_\_\_\_\_

\_\_\_\_\_

Other relevant information: \_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

## COMMUNITY POSTINGS

Policy No. 117

Adopted: February, 2007

Springwater has a limited forum with respect to the distribution of information or materials that are non-instructional and/or not school-related. Allowing the distribution of such materials should be considered a courtesy with the understanding that approved methods of distribution will minimize disruption and reflect a neutral, unbiased and non-promotional approach. The following guidelines will be used when the Principal receives a request for distributing such materials or information to students or parents:

1. Requests for distribution of materials or information must be made in writing to the Principal. Requests must include the purpose of the request and a copy of the materials to be distributed.
2. Upon prior approval of the Principal, materials related to community activities or opportunities for students may be sent home in the students' poly envelopes. Such activities may include, but are not limited to, Girl Scouts and Boy Scouts, 4-H, community performances, plays, or sports teams or events for which students may try out or in which students are performing, etc.
3. Any commercial-related activities or events that benefit Springwater may be distributed in one or more of the following ways, upon prior approval and at the discretion of the Principal: (a) Materials may be posted and made available at the community events table and bulletin board in the front hall; (b) Related information may be included in Springwater's quarterly community newsletter; and (c) The information page from the quarterly community newsletter may be copied and sent home with students in their poly envelopes. Flyers for such events or activities will not be distributed directly to students. Further, these activities or events may not invite or solicit students to sell items, and no prizes may be made available to students as a result of selling or sales activities. Examples of activities that fall in this category include parent-owned business where the parent commits to donating to Springwater a percentage of sales to Springwater families, or a local business that donates supplies to a Springwater fundraiser in exchange for the ability to advertise to Springwater families.
4. Commercial ventures or sales that do not benefit Springwater, either financially or through donations, will not be distributed or advertised in any way by or in the school.
5. #3 above does not apply to fundraising events or activities sponsored by Springwater or selected as Springwater activities by the Board.
5. All materials or information to be distributed is subject to the approval of the Principal, must be consistent with the pedagogical interests of the school, and must not be disruptive or interfere with the orderly and efficient operation of the school.
6. Exceptions to these guidelines may be made on a case-by-case basis upon proposal by the Principal and a vote of the Board.

## **VOLUNTEERS**

Policy No. 118

Adopted: April 2007, April 2013

Revised: February 2013

Springwater supports community involvement as an integral part of the educational goals of the school. Therefore, the development of volunteer relationships is recommended and encouraged.

Volunteer duties may involve service to the classrooms, lunchroom, playground, extracurricular events, field trips, Friday field studies, building maintenance, and similar activities.

School volunteers will be made aware of procedures, regulations, school policies and assigned tasks by staff and administrators. School volunteers shall be expected to abide by all applicable laws, policies and administrative procedures when performing their assigned responsibilities. All employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervision provided by the building principal. Volunteers shall be covered under the district's liability policy while performing their authorized duties.

Volunteers may be required to undergo one-time or periodic training in order to be eligible to volunteer in certain capacities, at the discretion of the building principal, including acknowledging a volunteer code of conduct and confidentiality.

The safety and well being of the students, staff and volunteers of the school is paramount.

Springwater Environmental Sciences School will require background checks for all adult volunteers who will be working with students outside of the direct supervision of a teacher. The background check will consist of an Oregon Criminal Offenders Open Records check as allowed and set forth in ORS 181.55 and ORS 181.560, and a review of a national sex offender database. Each adult volunteer will be background checked once, and the cost will be borne by the school.

Adults who volunteer to participate, as an overnight volunteer with students will obtain a fingerprint background check, once, at their own cost.

Individuals will not be allowed to volunteer at Springwater in any capacity with students if they have committed one or more of the crimes set forth in OAR Chapter 584, for which TSPC denies teaching licenses.

The principal will develop procedures to implement this policy.

## **STUDENT DISCIPLINE**

Policy No. 119

Adopted: October, 2007

Amended: November, 2007

Students may be suspended out of school for up to ten consecutive school days. Decisions regarding suspensions are made by the principal and may be appealed to the Board or its designee. A request for an appeal does not delay the implementation of the suspension. The appeal of the suspension is a review of the records and an opportunity for the principal and the student/parent to give oral presentations; it is not an opportunity for a hearing or the testimony of witnesses.

Students may be expelled out of school for up to one calendar year. Expulsion procedures will be utilized in accordance with state law. The Board or its designee will serve as the hearing panel for all expulsion hearings.

Springwater will not provide alternative education programs/services for any student during the period of expulsion. Expelled students will be referred back to the Oregon City School District for alternative education services. Any student who is expelled loses his/her slot, and the slot will not be held or reserved during the period of expulsion. If there is an opening at the student's grade level at the end of the expulsion, the student will be permitted to re-enroll. If there is no opening at the student's grade level at the end of the expulsion, the student will be placed at the end of the wait list for that grade.

## **STUDENT DOUBLE-PROMOTION / RETENTION**

Policy No. 120

Adopted: November 2007

Amended: January 2012

Students will normally progress from grade to grade. Exceptions may be made when, in the judgment of Springwater staff, such exceptions are in the best educational interest of the student(s) involved. Staff will meet with parents to provide information and to obtain parent input prior to any final decision regarding double-promotion or retention. No student will be double-promoted or retained without the consent of both the school and the parents.

All final decisions regarding double-promotion and retention will be made prior to the end of the preceding school year. No grade changes will be made mid-year.

## **LOTTERY / WAIT LIST**

Policy No. 121

Adopted: April 2008

Amended: March 2010, April 2011, Jan 2012

Amended April 2015

Springwater's wait list will not roll over from year to year, but rather will be recreated after each lottery. All applicants interested in remaining on the wait list must re-apply annually. All applicants, including those currently on the wait list, will be lotteried equally, and a new wait list will be generated. The new wait list will be effective immediately following the lottery, and will remain in effect until the following year's lottery.

Only students who will be five years of age by Sept. 1 of the upcoming school year may submit applications for the lottery.

In the course of the annual lottery, all in-district applicants will be placed on the wait lists ahead of out-of-district applicants.

When a student is enrolled, siblings of that student will be advanced to the top of their respective grades' wait lists. However, no wait-listed student will be bumped out of first place on the wait list more than two times by the sibling of an enrolled student.

For the purpose of this provision, "sibling" is defined as a student with a shared parental relationship who is a brother or sister related by blood or marriage/domestic partnership to a current Springwater student or previously enrolled Springwater student who completed the 8<sup>th</sup> grade program.

In cases where extenuating circumstances may be present, the board will make a case-by-case decision as to whether the sibling provision is applicable to an individual student.

Applications will be accepted after the lottery and will be placed in a wait pool, to be drawn from once the wait list created from the lottery has been exhausted and an opening comes available.

In all of the procedures outlined above, resident students will always have priority over non-residents, as required by state law.

Although Springwater has set its maximum enrollment at an average of 22 students per class, it is not required to maintain maximum enrollment. The Board may vote on a case-by-case basis to delay, either for a set period of time or indefinitely, the filling of a vacancy or vacancies in a particular class when doing so is in the best interest of the class or of the school as a whole.

## **STUDENT RESTRAINT / SECLUSION**

Policy No. 122

Adopted: September 2008

1. The physical restraint or seclusion of a student will be utilized only:
  - (A) As part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious, physical harm to the student or others; or
  - (B) In an emergency by a school administrator, teacher, school employee, or volunteer as necessary to maintain order or to prevent a student from harming him/herself, other students, and school staff or property in accordance with OAR 581-021-0061(2).
2. Physical restraint or seclusion will be utilized only for as long as the student's behavior poses a threat of imminent, serious physical harm to the student or others. Any room used for seclusion of a student must allow staff full view of the student in all areas of the room, and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets. Staff will continuously monitor a student's status during physical restraint and/or seclusion.
3. Prior to utilizing physical restraint or seclusion as outlined in 1(A) & (B) above, Springwater will identify the training program(s) or system(s) of physical restraints and seclusion selected to be used, which will include behavior support, prevention, de-escalation, and crisis response techniques. Only staff who are current in the required training in accordance with the training program selected will implement physical restraint or seclusion with a student except as described in (1)(B) above.
4. Parents or guardians will be notified verbally or in writing following the use of physical restraint or seclusion by the end of the day of the incident that occurred. Within two school days of use of physical restraint or seclusion, a documented debriefing will occur by appropriate staff, including staff involved in the restraint or seclusion. Documentation of any physical restraint and seclusion incident will include:
  - (A) Name of the student;
  - (B) Name of staff member(s) administering the physical restraint or seclusion;
  - (C) Date of the restraint or seclusion, and the time the restraint or seclusion began and ended;
  - (D) Location of the restraint or seclusion;
  - (E) A description of the restraint or seclusion;
  - (F) A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
  - (G) A description of the behavior that prompted the use of restraint or seclusion;
  - (H) Efforts to deescalate the situation and alternatives to restraint or seclusion that were attempted;
  - (I) Information documenting parent contact and notification; and
  - (J) A summary of the debriefing in section (h).
5. Springwater staff will annually review all incidents of physical restraint and seclusion to ensure that restraint and seclusion are used in accordance with this policy.
6. The general complaint procedure will be used for receiving and investigating complaints regarding restraint and seclusion practices.

## 7. Definition:

(A) "Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity;

(B) "Seclusion" means the involuntary confinement of a student alone in a room from which the student is prevented from leaving. Seclusion does not include "time out" as defined in subsection (c);

(C) "Time out" means the removing of a student for a short time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.

## **FUNDRAISING**

Policy No. 123

Adopted: June, 2010

The fundraising committee will develop an annual calendar, to be presented for Board approval no later than the September Board meeting of each year. The fundraising calendar will include anticipated fundraising events, dates, target audience, and anticipated profit. The fundraising calendar will be published to Springwater families at the beginning of each school year. Changes or additions to the fundraising calendar will be permitted only by majority vote of the board.

Parent groups wishing to fundraise for Springwater-related events (e.g., Outdoor School, Springwater-sponsored trips, field trips, etc) must submit a proposed fundraising plan for Board approval prior to initiating any fundraising activities. The fundraising plan will include the group identified as beneficiary of the money to be raised, anticipated fundraising events, dates, target audience, and anticipated profit. The Board will take into consideration whether the plan conflicts with or compromises the effectiveness of the school's annual fundraising calendar. Board approval must be obtained prior to initiation of the fundraising plan, and prior to making any changes or additions to the plan.

The Board has sole discretion to determine how funds raised pursuant to the annual fundraising calendar will be spent and distributed.

## **JOB SHARES**

Policy No. 124

Adopted: March 2011

Amended: January 2012

The Board will consider requests for job shares for the purpose of maternity / paternity leave on a case-by-case basis. The granting of any job share request in no way establishes

a precedent or establishes that the Board will grant any particular job share request in the future. Job shares requests are treated on an individual basis.

Only one job share request will be permitted in any given school year. A staff member may not request a job share unless and until a baby's birth or adoption date has been established. If multiple requests are received, the Board will make its determination based on criteria including, but not limited to: (a) The order in which the requests was received; (b) The seniority of the staff member making the requests; and (c) Whether any of the staff members making the requests have not previously taken a year of job sharing.

The job share request must be made during the school year following the baby's birth / adoption. A job share will be granted only for one year, and would last an entire school year, resulting in the reduction of the staff member's position to .5 FTE. Any job share approval is contingent upon the ability of the Board and the staff member to negotiate a mutually acceptable contract, with terms that pertain to the particulars of the job share, and the ability of the Board to locate and hire a satisfactory job share partner.

The Board will consider, on a case-by-case basis, requests for an unpaid leave of absence in the school year of a baby's birth / adoption. The Board will consider, on a case-by-case basis, requests for a subsequent year of job sharing so long as this would not result in more than one job share existing during any given school year.

### **Transportation**

Policy No. 125

Adopted: November 2014

Amended: January 2015

Springwater's location and programming depends on the ability to transport students to our site and multiple experiences off site. Springwater strives to provide transportation options to students with the goal of eliminating transportation as a barrier to student enrollment, participation in off-site experiences and daily attendance. Transportation is a major cost to the school, not fully funded by the State or sponsoring district. It will be communicated to families that school-wide participation is necessary in order to continue to offer bus as transportation options. Families will be directly asked to contribute towards a voluntary transportation fund. All contributions will be considered donations. Families who do not donate will not be invoiced.

### **Conflict of Interest**

Policy No. 126

Adopted: November 2014

Employees and Board Members may, in their private or professional lives, find themselves in conflict with positions of the school.

Individuals are expected to comply with the State Code of Ethics applicable to public officials as set forth in ORS chapter 244.020(7).

An employee or board member shall not use his/her position for the monetary benefit.

Staff and board member are permitted with prior written approval to organize and conduct off -hour activities for profit. Such activities must comply with all applicable building use procedures.

When met with a potential conflict of interest, the staff shall notify the principal or the board chair.

### **Disposal Of Lost/Surplus Property**

Policy No. 127

Adopted: November 2014

All unclaimed items left on Springwater property will be placed in lost and found for a minimum of 15 days. Any unclaimed items may be donated to charity or non-profit organization. Alternatively, staff and community members' maybe given the opportunity to take unclaimed items after the minimum holding period.

Items deemed surplus may be offered to school community including staff and board members or donated.

### **Community Use of School Facilities**

Policy No. 128

Adopted: January 2015

We welcome the community use of the facility before and after school hours.

The Board expects the users to treat the facilities with respect.

All requests for facility use must be in writing accompanied by a Facility Use Request form and proof of insurance submitted to school.

Children attending a function with their parents are restricted to use of the facility for which the reservation was made. For example: Parents attending a meeting in a classroom may not invite their children to play in the gym. Those who bring children are responsible for their behavior.

Individuals or groups using school buildings and facilities shall follow all rules established by the school.

The school reserves the right to deny requests.

The principal will be responsible for specific facility-use regulations and approving requests.

No facility use fee will be charge for non-profit activities/events.

A nominal facility use fee, established annually, will be charged for all for profit activities.

Reporting Requirements for Sexual Conduct  
Policy 129  
Adopted: October 2015

Sexual conduct by school employees is defined by Oregon law will not be tolerated. All school employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical [or other] conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment.

The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and Board policy Reporting Suspected Child Abuse. Any school employee or volunteer who has reasonable cause to believe that another school employee or volunteer has engaged in sexual conduct with a student must immediately notify the Principal.

When the school receives a report of suspected sexual conduct by a school employee, the school may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses and the school employee who is the subject of the report. The investigation must meet any negotiated standards of an employment contract or agreement. If, following the investigation, the report is substantiated, the school will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the school’s decision through the appeal process. A substantiated report is one that

a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file. If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer. The school will post the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures that will be followed upon receipt of a report. In the event that the designated person is the suspected perpetrator, the Board chair shall receive the report.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a school employee in good faith, the Board or any school employee will not discipline the student. The school will provide annual training to school employees, parents and students regarding the prevention and identification of sexual conduct. The school will provide employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is

substantiated. Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all school employees.

Personal Electronic Devices and Social Media - Staff  
Policy 130  
Adopted: October 2015

Staff possession or use of personal electronic devices on school property, in school facilities during the workday and while the staff is working and in attendance at school-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal.

At no time, will a personal electronic device be used in a manner that interferes with staff responsibility and for the supervision of students. Staff is subject to disciplinary action up to and including dismissal for using personal electronic devices in any manner that is illegal or violates the terms of this policy.

A "personal electronic device" is a device, not issued by the school, capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Devices that have the capability to take photographs or record video or audio shall be used only for activities directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during work time.

The school will not be liable for loss or damage to personal electronic devices brought to school property and school-sponsored activities.

Staff members, while working and not working will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or school business. Staff may not post images of students without written authorization from persons with authority to grant such a release. Staff members, while working and not working, will treat fellow employees, students and the public with respect while posting on social media websites, etc.,

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use school e-mail using mailing lists. Staff should communicate with students using students' school email accounts. If not possible, staff should include a parent on the email sent to a students private email account.

Texting students during work hours is prohibited. Texting students while not working is strongly discouraged. Exceptions to the prohibitions set forth in this policy maybe made for health, safety or emergency reasons with principal or designee approval.

Staff actions on email, texts, social media websites, public websites and blogs, while working or not working, which disrupts the school environment, are subject to disciplinary action up to and including dismissal. A "disruption" for purposes of this policy includes but is not limited to actual withdrawal of a student or students from a particular class or particular school and/or actual negative impact on the learning environment.

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies. Licensed staff is subject at all times to the Standards of Competent and Ethical Performance for Teachers.

The principal shall ensure that this policy is available to all employees.

Volunteers are strongly encouraged to follow this policy.