

DRAFT

Sheldon High School

Staff Handbook

2017/2018



The material covered within this staff handbook is intended as a method of communicating to employees and guidance regarding general Sheldon information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law. Any information contained in this staff handbook is subject to unilateral revision or elimination at any time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Eugene School District 4J School Board Policies are posted at
<http://www.4j.lane.edu/board/policies>.

School Board Meeting notices and minutes are posted at
<https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000666>.

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District Philosophy

Vision 20/20 developed by district: 4J Vision 20/20 is a strategic visioning and planning process to develop a roadmap for Eugene School District 4J for the next 3–5 years. 4J Vision 20/20 is designed to be a collaborative community process. The 20/20 Visioning Committee is composed of community stakeholders- parents, teachers, education administrators, business leaders, and other community members. The committee is engaging to develop a vision and plan for the school district.

“Every student is an empowered global citizen ready for post-graduation success.”

"Know every student by name and need."

Basic beliefs

- **This is a student-centered district; everything we do must be good for children.**
- **We realize that to get better implies change; we should be investigating, learning, trying, exploring fine-tuning and constantly leading progress.**
- **We create an environment in our district that is demanding but nurturing, rigorous but compassionate, safe but risk-taking. We foster both independence and collaboration and require accountability as well as involvement from everyone.**

Philosophy

- **The fundamental purpose of District 4J is to give each of our students an excellent education; we invest in our students because they are our future.**
- **An excellent education will prepare students to become thoughtful, responsible citizens in our democratic society, engage in productive work, be skillful in relationships with others, and find pleasure in the worthy use of leisure time.**

About students

- **Students will be treated with respect, dignity, and warmth so that they will want to come to school. We believe learning is natural for all human beings. Given the right circumstances, which includes a positive and supportive climate, every student can learn effectively in school.**
- **Each student brings a unique set of experiences and needs to the school. We must be prepared to take students as they come to us and to provide each one with an excellent education.**
- **School district staff should be advocates for the needs of children. Students will leave school prepared to be productive young adults able to work and engage in continued education or training.**

- **Employees can expect employment security when they perform adequately and their work supports the mission of the district.**
- **We won't ask people to do the impossible; work assignments are commensurate with the resources and support available. People have a right to be involved in the decision making process of their school or department as well as the school district. If employees are involved in decisions, they can identify many opportunities for program improvements and create organizational efficiencies.**

About community and parents

- **Parents are central to the life of children, and therefore must be major participants in the educational process.**
- **Parents and the community will be involved in planning and implementing the education program. It is our responsibility to be certain that citizens understand the lifelong value a good education system brings to the community.**

About resources

- **To the extent possible, our resources will go directly into the instructional process.**
- **We are good stewards of the funds we receive from the public. We are responsible for taking care of the schools and other facilities our community has entrusted to us to ensure that our buildings and equipment are safe, attractive, and comfortable.**

Site-based decision-making boundaries

As we move toward site-based decision making our basic boundaries will be consistent with the district mission. We will:

- **Do what is best for students**
- **Promote individual dignity**
- **Enhance the quality of instruction**
- **Involve all persons, groups, or sites affected by a decision (students, parents, staff, community, public agencies, business)**
- **Respond to legal requirements, state rules, district policies, contracts, and available resources**
- **Be responsible and accountable**

Sheldon High School Mission Statement

Sheldon High School is a place of respect, integrity, and learning. Our mission is to teach students by providing a challenging, comprehensive education that enables them to function as responsible citizens and to adapt to our continually changing world.

Code of Conduct



ROSE: Respect Others, Self, Environment

Who to Contact:

The complete Staff Directory is maintained at www.shs.lane.edu/staff-directory.

Main Office: 6600 Front Office Fax: 6605

Emergencies: Officer John Savage 6631 or 541-954-1154

Jill Burrell, Nurse 6644 (Monday-Wednesday)

Technology Support: James Murray, 4jdesktop@4j.lane.edu This goes directly to James

Administrators

Principal, Bob Bolden	Total high school program	6620 bolden@4j.lane.edu
Assistant Principal, Mark Watson	Curriculum & Instruction 11/12 Student Discipline	6610 watson_m@4j.lane.edu
Assistant Principal, Tracy Ross	Student Achievement & Support 9/10 Student Discipline	6609 ross@4j.lane.edu

Support Staff

Secretary/Office Manager, Sonja Casarez	Guest teachers, leave requests, time sheets, volunteers, keys, general staff support	6620 casarez_s@4j.lane.edu
Finance Secretary, Julia Girod	ICAs, reimbursements, purchases, student fees, SB accounts, parking permits	6611 girod_j@4j.lane.edu
Registrar, Mary Livermore	Student records, report cards, transcripts	6607 livermore_m@4j.lane.edu
Receptionist,	General student/parent services, ordering, daily announcements	6600
Attendance Secretary, Kristi Savage	Attendance, truancy	6678 savage_k@4j.lane.edu
Scheduling Secretary, Michelle Phillippo	Student scheduling	6677 phillipo_m@4j.lane.edu
Department Assistant, Pennie Cottrell	504 records, general student/parent services	2246 cottrell@4j.lane.edu
Program Coordinator Assistant, Amy Young	Testing, student data, interventions	6626 young_a@4j.lane.edu
Campus Supervision, Darin	Student supervision,	Call front office to radio campus supervision

Counselors

Kendra Brott	Last names A-G	6623 brott_k@4j.lane.edu
Carley Boyce	Last names H-N	6622 boyce_c@4j.lane.edu
Michael Voss	Last names O-Z	6624 voss@4j.lane.edu

Career Center

Post Grad Planning Specialist, Kim Johannsen	CRLS, College visits, scholarships, Work Study, Work Exp., job shadows	6614 johannsen_k@4j.lane.edu
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Special Education

Special Ed Consultant, Korrinne Odle		6707 odle_k@4j.lane.edu
Case Manager, Joe Renaud	Last name A-D	6641 renaud@4j.lane.edu
Case Manager, Kurt Goldenstein	Last name E-K	6692 Goldenstein_k@4j.lane.edu
Case manager, Travis Tubbs	Last name L-P	6648 tubbs_t@4j.lane.edu
Case Manager, Ashley Clark	Last name Q-Z	6675 clark_a@4j.lane.edu
Deaf and Hard of Hearing, Roger Goth		goth_r@4j.lane.edu

Sheldon Email Groups:

To email:

- To mail to all staff-----sheldo_staf@4j.lane.edu
- Certified staff only-----sheldo_cert@4j.lane.edu
- Classified staff only-----sheldo_clas@4j.lane.edu
- SALT-----sheldo_team@4j.lane.edu
- Site Council-----sheldo_site@4j.lane.edu
- Announcements-----sheldo_announce@4j.lane.edu
- Business/Tech Dept-----sheldo_business@4j.lane.edu
- Counselors-----sheldo_counselors@4j.lane.edu
- English Dept-----sheldo_english@4j.lane.edu
- Fine Arts Dept-----sheldo_art@4j.lane.edu
- Health/PE Dept-----sheldo_hpe@4j.lane.edu
- Math Dept-----sheldo_math@4j.lane.edu

Office Staff-----sheldo_office@4j.lane.edu
Science Dept-----sheldo_science@4j.lane.edu
Social Studies Dept-----sheldo_social@4j.lane.edu
Special Services (SPED, Counselors, SHAC, IAs)----- sheldo_spec@4j.lane.edu
Special Education (including IAs) ----- sheldo_sped@4j.lane.edu
Case [Managers](#)----- sheldo_case@4j.lane.edu
World Language Dept-----sheldo_world@4j.lane.edu

Eugene Education Association (EEA)-Liscenced Staff

Tel: 541-345-0338

Fax: 541-345-0339

EEA President: Tad Shannon, eeapresident@comcast.net

Sheldon Reps: Greg Cantwell & Kori Kunz

Oregon School Employees Association (OSEA)

541-485-1832

OSEA President: Jo Ann Smith, 541-912-5593

Sheldon Reps: None at this time

SHELDON BUILDING PROCEDURES

Absence Reporting

Refer to your Collective Bargaining Agreement at <http://www.4j.lane.edu/hr/laboragreements> for district policy regarding absences.

Planned absences

Absences that are planned, whether personal leave or family leave, must be approved by your supervisor at least 24 hours in advance according to 8.3 and 8.4 of the Collective Bargaining Agreement. . Email your supervisor and cc the secretary to request permission.

Unplanned or Emergency Absences

Unplanned or emergency absences must be reported to your supervisor/administrator and the secretary as soon as possible.

AESOP

All certified staff are responsible for entering their own absences using the Absence Management system, formerly Aesop. Please attach your lesson plans in Absence Management. Go to www.aesoponline.com and login using your Aesop username and PIN. If you do not know your Aesop PIN, contact the Human Resources office at extension 7660. Aesop has helpful tutorials available in their help center. Just log in to Aesop and look for the “Help” button at the top right hand corner of the page.

For last-minute absences, please try to enter your absence in Aesop as you normally would. Aesop will not allow you to enter your absence less than 30 minutes before the start of the absence. If you have missed the cutoff, email the secretary and your supervisor as soon as possible. ***Include or attach your lesson plans in the email.*** In this case we may be forced to fill the position using another certified staff member.

Classified staff who require a substitute must also enter their absences in Absence Management as well as email their supervisor/administrator and include the secretary for recording purposes. Please include the date of the absence, reason, and number of hours missed.

Accident Reporting, Staff/Student Injury

Student accident/injuries must be reported immediately by filling out the Student Incident Report at: <http://www.4j.lane.edu/wp-content/uploads/2012/09/Student-Accident-Form.pdf> Forms are also available at in the front office. Refer to your Emergency Procedure Manual under “Death, Serious Injury, Medical Condition on Campus” for the recommended Medical Assessment Procedure. For non-emergency medical issues, notify the school nurse. When the nurse is not available, notify the front office.

Jill Burrell Nurse 6644 burrell_j@4j.lane.edu Available Monday-Wednesday

Staff accidents/injuries should be reported as soon as possible following district policy found at: http://www.4j.lane.edu/hr/risk/workerscomp/injury_accident/

AED locations

Automated External Defibrillators are located in the main office near the Nurse’s door, right outside the main doors to the gymnasium, in the Athletic Trainer’s office, and in the soccer shed in the football stadium.

Administrative Responsibilities

Dr. Bob	Mark	Beth
<p><u>General Responsibilities</u> Budget Administration Staffing Athletics Transfers/Foreign Exchange Staff Development School Improvement Rotary Public Relations/Media</p>	<p><u>General Responsibilities</u> Master Schedule Facilities Management AVID Student Discipline 11/12 Curriculum Night Summer Programs Campus Safety Middle School Transition</p>	<p><u>General Responsibilities</u> SST/Student Data Team College Now/Perkins/R-Tech IEP’s/504’s Interns/student teachers Student Discipline 9/10 Technology State Testing Grade 9 Data</p>
<p><u>Department Supervision</u> Fine Arts, Math, TEN, Health/PE, Multicultural/ELL</p>	<p><u>Department Supervision</u> Science, Social Studies, Counselors, SHAC, Library</p>	<p><u>Department Supervision</u> SPED, Language Arts, IHS, World Language, Business Technology</p>
<p><u>Classified Supervision</u> Admin Secretary, Registrar, Finance, SRO, Registrar Assistant, Receptionist, Athletic Secretary</p>	<p><u>Classified Supervision</u> Custodians, Scheduling Secretary, Textbook Secretary, Campus Supervisors</p>	<p><u>Classified Supervision</u> Instructional Assistants, Post Grad Planning Specialist, Tech Specialist, IHS Secretary, Program Coordinator Assistant</p>

Announcements

To submit an announcement to be read in the Daily Announcements send an email to: sheldo_announce@4j.lane.edu and include:

- WHO the announcement is for...
 - WHAT time the event taking place....
 - WHERE the event is taking place.....
 - DATES the announcement should be read.
- Please make it short and specific!

Athletics

Athletic Director/Attendance Officer, Matt Binkerd	Coaches, eligibility, athletic schedule, athletic facility schedule, athletic website	6650 541-337-8079 binkerd_m@4j.lane.edu
Athletic Secretary, Kristi Savage	General athletic inquiries and communications	541-790-6651 savage_k@4j.lane.edu
Athletic Trainer, Laura Baker	Athletic injury prevention & management, concussion baseline testing	6652 baker_l@4j.lane.edu

When to mark an athlete present or absent in your class:

- **If a student-athlete is in your class for 30 minutes or MORE=** Please mark them present in your class.
- **If a student-athlete is in your class for LESS THAN 30 minutes=** Please mark them absent in your class if not already done so by the attendance clerk or athletic department.

Class dismissal times for athletes:

Dismissal times are sent out in weekly contest email. Student may not leave prior to the dismissal times posted.

Bell Schedules

The building opens to the public at 7:30am on Mon., Tues., Thurs., Fri., and 8:15am on Wed. If you need to meet a student/parent before the regularly scheduled "open" times, please meet the student/parent at the door. Please do not let other students or guests into the building before 7:30 as there is no supervision. Here is a link to the online Sheldon Event Calendar:

Regular Daily Schedule**2 Hour Delay/Hazardous Weather**

Student Access Time		7:45-8:25				
Period 1		8:30-9:40		Period 1		10:30-11:15
Period 2		9:45-11:00		Period 2		11:20-12:05
Period 3		11:10-12:20		Period 3		12:15-1:00
Lunch	12:20-1:00			Lunch	1:00-1:40	

Period 4		1:00-2:10		Period 4		1:40-22:25
Period 5		2:15-3:25		Period 5		2:25-3:15

Wednesday Late Start Schedule

Early Release Schedule

Staff Collaboration		7:45-9:15		Student Access Time		7:45-8:25
Period 1		9:30-10:30		Period 1		8:30-9:10
Period 2		10:35-11:35		Period 2		9:15-9:55
Period 3		11:40-12:40		Period 3		10:00-10:40
Lunch		12:40-1:20		Period 4		10:45-11:25
Period 4		1:20-2:20		Period 5		11:30-12:10
Period 5		2:25-3:25		Lunch		12:10-12:40

Modified A Schedule

Modified B Schedule

Student Access Time		7:45-8:25		Student Access Time		7:45-8:25
Period 1		8:30-9:35		Period 1		8:30-9:30
Activity		9:35-10:10		Activity		9:30-10:30
Period 2		10:15-11:20		Period 2		10:35-11:35
Period 3		11:25-12:30		Period 3		11:40-12:40
Lunch		12:30-1:10		Period 4		12:40-1:20
Period 4		1:10-2:15		Period 5		1:20-2:20
Period 5		2:20-3:25		Lunch		2:25-3:25

Building Use

Building Use for school sponsored activities for students and parents (Class I & II) must submit a Sheldon Facility Use Form to Donna at the front desk with approval based on availability.

Examples of School District Sponsored, Co-sponsored, or Approved Activities:

1. School clubs, intramurals
2. Plays, Open Houses

3. Meetings of PTAs, local school advisory committees, school recognized booster clubs, etc
4. Staff Development and Student Enrichment activities if no fees are required

For a complete list refer to the district guidelines at <http://www.4j.lane.edu/facilities/facilityuse/community/>

An online facilities use request <http://www.schedulefm.com/eugene/singlepage/login.cfm> must be completed by the requesting group, department, or individual, and the building principal/ designee for all activities not included in the list above.

All groups and/or individuals using District 4J facilities (at no cost) including, those that are school sponsored, and/or approved youth groups using facilities for a nominal (maintenance) fee, must adhere to all District 4J policies. In addition, the group's local, regional (if any), and national (if any) policies must comply with all District 4J policies.

Calendars

Sheldon Event Calendar: <http://www.shs.lane.edu/schedule/events/>

- To add to the Sheldon Events calendar email the secretary at casarez_s@4j.lane.edu.

4J Trimester Calendar: <http://www.4j.lane.edu/calendars/secondary2016/>

Work Year Calendars: <http://www.4j.lane.edu/hr/workyearcalendars/>

Sheldon Late Start Calendar:

- 1st Late Start Wednesday----Staff Meeting in Lecture Hall (C-9)
- 2nd Late Start Wednesday---School Improvement Teams- Meeting locations TBA
- 3rd Late Start Wednesday---Department Meetings-Meeting locations TBA
- 4th Late Start Wednesday---Building Professional Development

Classroom Responsibilities

1. Attendance:

- Please take attendance every period, preferably in the first 10 minutes and as accurately as possible
- Use appropriate codes: Absent (you did not see the student at all), Late(= \leq 10 min) or Very Late (<10 MIN)
- If a student who needs to leave class before it is over, mark him/her Very Late (if appropriate) and the attendance office will take care of it from there
- If you need assistance to remove a student in the case of a discipline issue, call the front office and campus supervision will be sent as soon as possible
- If a student has an accident or suddenly becomes ill and needs to go to the office, phone the front office and send an escort with the student. Remember to fill out an incident report form in the case of an injury
<http://www.4j.lane.edu/wp-content/uploads/2012/09/Student-Accident-Form.pdf> If you feel it is necessary to have a staff member escort the injured/sick student call the front office

2. Leaving the classroom:

- Please notify the front office anytime you are not in your regularly scheduled classroom
- Please do not release students prior to the end of the period

3. T.A.s

- Sheldon administration limits T.A.s to one/period/teacher
- T.A. is a class and earns Pass/No Pass for .5 credit *other subject* credit
- Accurate attendance needs to be taken on all T.A.s
- Please do not let your T.A.s just check in and leave unless you mark the attendance accordingly
- Supervising the student is the teacher's responsibility

4. Wellness policy

Please be aware that the [4J Wellness policy and Healthy Snack Guidelines](#) apply to all food distributed during the school day as part of a celebration, school party, or classroom activity.

Community Educators (Guest Speakers) and Outside Presenters

District Administrative Rule I1700

We recognize that guest speakers and outside presenters are a valuable resource for enriching district curricula. Community presenters and guest speakers must adhere to the following guidelines:

- Information presented must be educational, not promotional.
- Presenters are prohibited from gathering personally identifying information from students. It is allowable for presenters to post their name, the name of the organization with which they are affiliated, and phone number, email address, or other contact information. This contact information should be given in a neutral way. It can remain posted throughout the presentation and shall be removed when the presentation is over.
- The information presented should be age appropriate and relevant to curriculum and classroom instruction.
- The information must be presented in a neutral and nondiscriminatory manner.
- District representatives have a responsibility for vetting and supervision of guest speakers and outside presenters. Building administrators have the authority to cancel or stop presentations deemed to be inappropriate.

Copy Room

Copy machines are located in the back of the library near the Textbook area. Each staff member has a code that identifies a department followed by your staff ID. If you have not been given a code or your code is not working, please see the secretary. There is a general code for each department to be used by volunteers, T.A.s, and student teachers. When the general department code is used, the copy job must be logged on the clipboard identifying who the job was for and how many copies were made.

- All staff are responsible for the training of volunteers or T.A.s who are expected to make copies.
- A training will be provided by the secretary if requested in advance.
- It is most cost effective to use Instaprint on jobs >100 copies

Instaprint

Use Instaprint for large copying projects, or projects that require special materials like binding or poster paper.

Email: lisa@instaprint.com

Phone: 541-686-8591

Fax: 541-686-8592

There are three ways to process an order with Instaprint:

1. Scan and email your document to lisa@instaprint.com. Include special instructions and the account number to be billed in the body of your email,
2. Call 541-686-8591 and place your order over the phone. Instaprint will most likely ask you to email them a pdf of the document you need printed, or
3. Fill out the Print Work Order form (available in the front office) and send it to Instaprint through department mail (there will be a delay of about one day while the form goes through department mail) or fax to 541-686-8592.

All orders should include any special instructions such as staples, hole punches, two-sided, binding, special paper, etc. You may wish to use the Print Work Order form as a guideline when emailing or calling in your order. *All work orders must include the correct account number for billing. If you are not sure which account to use, check with the Finance Officer.

Orders will normally take 1-2 weeks to process. Please keep in mind busy times, like the beginning of a new term, and request your order with time to spare. It is faster to call or email if you need your order to be processed urgently; please be clear about your deadline.

COW use and checkout

- Anytime a COW is used, please use the online checkout system: <http://www.shs.lane.edu/schedule/lab/> Using this system allows us to accurately report use which determines how many COWs remain in the building.
- Remember to return the COW to its appropriate “pasture” and plug it in so it can be used by the next staff member. Rounding up COWs is not as fun as it sounds!

Email

Email is the primary means of communication between Administration and staff. It is expected that all employees check email regularly (at least twice/day) and respond, if necessary, in a timely fashion.

Emergency Drill Procedures and Map

An Emergency Procedure Manual is posted in each room of the school. The most recent edition of the manual was published in March 2015. If your office or classroom does not have the most recent Emergency Procedure Manual, please pick one up from the front office. Emergency procedures will be covered in the mandatory back to school staff training each fall. If you have specific questions about Sheldon's emergency procedures, contact Mark Watson.

Emergency drills will be conducted monthly as required by law:

Fire Drill: 1/month

Lockdown Drill: 2/year

Earthquake Drill: 2/year

The Sheldon High School Map can be found in Staff Resources under Staff Files on the server.

eNews

The Sheldon Irish eNews will go out on Friday afternoons. Any information you would like to include for families and the Sheldon community must be submitted to sheldonirishnews@gmail.com by 4:00 PM on Thursday.

Field Trips

Field trip Agreements:

- 1. Field Trip Request Forms will be submitted to Administration at least 2 weeks before a field trip. The earlier the better.*
- 2. Organizing staff member will send an email to staff with student list at least two weeks before the field trip with student names.*
- 3. Students will fill out the field trip form at least 1week before the field trip. <http://www.4j.lane.edu/hr/risk/travelandfieldtrips/> Class excursions that occur during class time, and do not take students away from other classes will not require the students to complete the student field trip form.*

Overnight Trips

Overnight trips must be requested via the Eugene 4J [Overnight Trip Request](#) form and at least two weeks in advance of the event. ***Trips must be approved*** by Risk Management before taking place.

Students under 18 must obtain permission from a parent or guardian any time an excursion takes students off of school property.

ICAs

Any outside individual or company providing a service to Sheldon students and/or staff, whether paid or free, must have an Independent Contract Agreement on file with the district office. Please refer to the [Financial Procedures for Schools and Departments](#) for more information.

Interpretation & Translation Services

To request Interpretation and Translation Services from the district click [here](#).

Mailroom

Each staff member has a mailbox in the staff mailroom located in the front office. Staff are responsible for checking mailbox daily. Please refrain from putting highly confidential information in staff mailboxes due to T.A.s sorting/checking mail for other staff. When a staff member receives a large package, a small slip will be taped to your mailbox. *Please pick up your item within 24 hours of notice due to the large capacity of items delivered to the front office.*

Operation Meetings

The Administrative Team along with the building secretary, Athletic Director, and IHS Secretary meet on Monday mornings to review the operations of the school for upcoming week. It is our intention that all staff receive an email with the Operation Meeting minutes no later than the end of that day. Staff are responsible for any information communicated to them through operation minutes.

Payroll Forms and Timesheets

Timesheets for non-contracted employees or positions can be found online at <http://www.4j.lane.edu/finance/intranet/forms-documents/>. Timesheets are due to the Payroll office on the 15th of the month, and cover the pay period from the 16th of the previous month to the 15th of the current month.

Extended Contract forms, Non-ESS Time Log for IEP meetings, and other Finance and Payroll forms are also posted at the website listed above.

The secretary will collect timesheets and other Payroll forms for signature and delivery to Payroll if they are submitted before 12:00 PM on the 13th each month. You should receive a reminder email at least a day in advance of the due date. Timesheets and other payroll forms submitted after the due date set forth by the secretary, will be submitted the following month. Employees are welcome to hand deliver their timesheets or other forms to Payroll for processing on or before the 15th. It is recommended that you keep a copy of any Payroll forms for your personal records.

Reporting Child Abuse

District 4J Administrative Rule G2400 - Reporting Child Abuse

By law (ORS 419B.010), all school employees must report possible child abuse whenever they believe that a child they come into contact with (both on and off the job) has suffered abuse, or when a person they come into contact with has abused a child. A staff member **must** file a report with the local office of the Department of Human Services (DHS), the City of Eugene Police Department, or the Lane County Sheriff's Office in the following two instances:

1. Whenever they have reasonable cause to believe that a child with whom they have come into contact has suffered abuse. This applies to them both when they are on duty and when they are off duty.
2. Whenever they believe that an adult they come into contact with has abused a child. This also applies to them both when they are on duty and when they are off duty.

The report shall contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for care of the child, the child's age, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse and any other information that the person making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

Abuse is defined in the statute as:

1. Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury;
2. Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
3. Rape of a child, sexual abuse, or sexual exploitation;
4. Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child;
5. Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare;
6. Buying or selling a person under 18 years of age;

7. Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; and,
8. Unlawful exposure to a controlled substance that subjects a child to a substantial risk of harm to the child's health or safety.

Please make sure you are aware of:

Child Abuse and Sexual Conduct Posting

District Administrative Rule G2400: Child Abuse

By law, each school building must post the name and contact information designated for the building to receive reports of suspected child abuse or sexual conduct by school employees and the procedures the person will follow upon receipt of the report. The district has designated each building principal as such a person and requires that in all cases of suspected child abuse or sexual conduct by a school employee, that the Director of Human Resources or designee also be immediately notified. The reason for this is to ensure that the district follows the process required by law in cases involving alleged abuse or sexual conduct toward a student by a school employee.

Reporting Sexual Conduct or Child Abuse by School Employee Towards Student

State law requires reporting and other procedures when a staff member is suspected of sexual conduct directed toward a student. [Administrative Rule G2400.01](#)

1. Sexual conduct by school employees towards students is prohibited.

The District strictly prohibits child abuse and sexual conduct by school employees. "Child abuse" is defined in District Administrative Rule G2400 and discussed above.

"Sexual conduct" means any verbal or physical conduct by a school employee that:

1. Is sexual in nature;
2. Is directed toward a student;
3. Has the effect of unreasonably interfering with a student's educational performance; and
4. Creates an intimidating, hostile or offensive educational environment.

Sexual conduct does not include behavior that would be child abuse as outlined in District Administrative Rule G2400, Reporting Child Abuse.

All employees are subject to this administrative rule.

2. Employees need to follow certain reporting procedures in cases of suspected child abuse or sexual conduct by a school employee,

Any employee who suspects that another employee, contractor or volunteer has engaged in child abuse or sexual conduct must immediately report it to his/her supervisor and the Director

of Human Resources or designee who may be reached at 541-790-7660. This reporting obligation is in addition to the duty of every school employee to report suspected child abuse to a local law enforcement agency or the local office of the Department of Human Services.

No reprisal or adverse action will be taken as a result of an employee who initiates a good faith report about suspected child abuse or sexual conduct by a school employee.

3. Administrative leave and investigation

In all cases of suspected child abuse or sexual conduct by a school employee there will be an investigation conducted, and in some cases, the district will place an employee on paid administrative leave pending the investigation.

4. Required training

By law, district employees must receive training each year on the prevention and identification of child abuse and sexual conduct and on employees' obligations to report. Employees will receive information on the mandatory training in an email directly from the district's provider, SafeSchools.

5. Required posting

The law requires each school building to post the name and contact information of the persons designated for the school building to receive reports of suspected child abuse by school employees and the procedures the person will follow upon receipt of a report.

Safety

The safety committee consists of Mark Watson, Jeff Hill, Officer Savage, Sonja Casarez and Darin Henry. The Safety Committee will be a regular agenda item at Site Council meetings.

<https://sites.google.com/a/4j.lane.edu/4jrisk-management/home>

Staff Resources

Financial Services Forms (ICAs, time sheets, mileage reimbursements, expense reimbursements, extended contract, and more:

<http://www.4j.lane.edu/finance/intranet/procedures-and-forms/>

Leave of Absence Request: <http://www.4j.lane.edu/hr/loa/>

PDU Log: <http://www.4j.lane.edu/wp-content/uploads/2012/09/PDU-Log-4J.pdf>

Student Rights & Responsibilities

Back to School Mandatory Staff Training Packet

[Sheldon Athletics Website](#)

Sheldon High School Forms

[4J HR Forms](#)

[4J Finance Forms](#)

[4J Wellness Policy](#)

Substitutes

All substitutes are given a Guest Teacher Folder at check-in that includes:

- Welcome, Instructions, Important Contact Info
- Bell Schedule & Map
- Emergency Procedures
- Synergy directions for taking attendance (Substitutes will check out a laptop and are expected to take attendance online in Synergy.)

Please develop a file with the following information and place it in the AESOP* system, or in a conspicuous place in your classroom for your guest teacher to use. Please include:

- Your teaching schedule
- Seating chart for your classroom
- Detailed lesson plan (Do not email lesson plans to Donna or Sonja except in the case of an emergency)
- Department Leader or fellow teacher to contact for questions
- Feedback form to show what was accomplished and if any problems were encountered
- Please notify your substitute in AESOP* that they may check in at the front office no sooner than 7:30 am on regular school days, and no sooner than 8:15 am on late-start days. (0 period teachers, notify the secretary if you need to make an exception to this rule.)

*Please see the secretary if you need additional AESOP training.

Technology Support

James Murray- Tech Support Specialist-6612

4jdesktop@4j.lane.edu

(Desktop support, computers, mobile devices, other classroom technology)

Technology Help Desk *(when Jake is not available)* 7777

Network Services *(internet, wireless, servers)*

nethelp@4j.lane.edu

Telecom Services (*district phones*)
Synergy (*student information system*)
Zimbra (*email, calendar*)

phones@4j.lane.edu
sis@4j.lane.edu
zimbra@4j.lane.edu

Volunteers

All volunteers must be approved by the district and complete the required training, prior to working in our building or classrooms. If you know of someone who is interested in volunteering, please point them to the [volunteer application](#) on the 4J website. Volunteers also must read the Volunteer Guidelines and complete the School Safety Mandatory Training.

- ***All volunteers/guests must check-in using the online Help Counter system at the computer in the main office reception desk.***
- ***Volunteers/guests must never be left unsupervised with students at any time.***
- ***If you have need of a volunteer, please let the secretary know.***

Work Orders

Athletic Field Maintenance:-----email request to Ath.Secretary:

savage_k@4j.lane.edu

General Building and Grounds: ---email request to Custodian and Secretary:

hill_j@4j.lane.edu

casarez_s@4j.lane.edu

Please report needed repairs or safety issues in a timely manner. If you have emailed a request for a work order, you may email the secretary for an update on the progress towards completion.