

Henry L. Slater Grade School Staff Handbook



2025-2026

MISSION STATEMENT

Empower all students through high expectations to embrace learning and achieve personal success.

VISION STATEMENT

Embraced - Educated - Empowered

The Role of Teachers

- It is the responsibility of all staff to know and abide by the policies and rules. If questions arise, seek guidance from a supervisor or your mentor.
- The role of teachers is to :
 - ★ establish a solid academic foundation;
 - ★ provide a safe environment that promotes lifelong learning and healthy lifestyle;
 - ★ ability to contribute to society in a positive and productive manner;
 - ★ be a productive contributor to teamwork and positiveness.
- Teachers should also display the qualities which they are encouraging in students.

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Associations

Certified: The Burns-Hines Education Association is the bargaining unit for all licensed staff.

Classified: The Oregon School Employees Association is the bargaining unit for all classified staff.

Absences

If you are ill please go online to www.aesonline.com before 6:30 a.m. and record your absence for the day. After 6:30 a.m. call the principal or office manager at home or at school. When you are absent, please notify the office by 2:30 p.m. if you will not be present the following day. Long-term substitutes must be approved through the building principal.

Jury Duty Absence: The District will authorize such absence without loss of pay. Staff called for jury duty need to go online to arrange for a sub. You will need to report to work at 7:30am (as normal) and as soon as you are dismissed from the court, you are to return to your regular duty in the school. When you receive the fee for your services, the fee, less mileage, shall be deposited with the District in order for you to receive a full paycheck for the time out. Please bring a copy of your jury duty summons to the office; it will be filed at the District Office.

Accident/Incident Reports

All accidents/incidents occurring on District property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the office immediately. A completed accident report must be submitted to the office within 24 hours or the next scheduled District workday. If the employee's injury results in a hospital visit or admission, the District office will inform the Oregon Occupation Safety and Health Division within 24 hours as required by law.

Animals in Classrooms

Classroom pets and visiting pets, please get principal approval.

Attendance

Please submit your attendance by 8:15 each morning. The automated call for students who have an unexcused absence that day goes out to families at 8:30.

Breaks

Scheduled breaks are provided to all classified employees to ensure safety, efficiency and to meet the requirements of law. All classified staff members who work four or more

consecutive hours are entitled to one 15-minute break. Those working eight or nine-hour days are entitled to two 15-minute breaks.

Building Evacuations - [Safety Response Protocol \(SRP\)](#)

IN AN EMERGENCY TAKE ACTION

	HOLD! In your room or area. Clear the halls.
STUDENTS Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual	ADULTS Close and lock the door Account for students and adults Do business as usual
	SECURE! Get inside. Lock outside doors.
STUDENTS Return to inside of building Do business as usual	ADULTS Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual
	LOCKDOWN! Locks, lights, out of sight.
STUDENTS Move away from sight Maintain silence Do not open the door	ADULTS Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend
	EVACUATE! (A location may be specified)
STUDENTS Leave stuff behind if required to If possible, bring your phone Follow instructions	ADULTS Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults
	SHELTER! Hazard and safety strategy.
STUDENTS Use appropriate safety strategy for the hazard	ADULTS Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults
Hazard Tornado Hazmat Earthquake Tsunami	Safety Strategy Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground

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In the event of an emergency or drill, the Standard Response Protocol (SRP) will be used. It is based on the response to any given situation, not on individual scenarios. An announcement will be made with instructions. Reference this chart (also to be hung inside the classroom near the door) and the [SRP Handbook](#).

Emergency Drills Procedure: are planned monthly so that a variety of weekdays and class time periods will have a drill. Each teacher will discuss the procedures for drill activities with their students at the beginning of each school year. Post the designated fire route beside your classroom door (on the inside) and make certain students know the correct exit to use. Discuss alternative routes in case of an emergency situation. **Always use the closest, available exit!** Teachers should also review exit routes for evacuating the gym, cafeteria, music room, etc. Make sure you and your students know where the closest fire alarms and extinguishers are located.

Fire Drill procedure:

1. At the sound of the fire alarm (evacuate protocol) students should immediately lay down their work and give strict attention to the teacher. All students will line up and follow the teacher out of the room. **No running or talking.**
2. The teacher shall leave the room first and assign a student to close and lock the door, and shut the lights off. Once outside, the teacher will take attendance and hold up their green card if everyone is present or their red card if a student is missing. All teachers are to meet in the designated location even if during their prep.
3. In the event an emergency occurs during the lunch hour, students will follow the procedures of the staff in the vicinity.

Earthquake procedure: In the event of an earthquake leave the building after the quake and go to the north field.

Bomb Threat Procedure: In the event of a bomb threat the office personnel will go room to room, quietly excusing the teacher and the students to the designated location. Teachers must take attendance and their students' emergency contact information.

2 Hour Delay: In the event of a 2 hour delay, staff is expected to arrive to work as soon as safely possible, but no later than 30 minutes before students arrive.

Cafeteria

Charging a meal is strongly discouraged. Charging is to be used in the event of an emergency if you have forgotten your lunch or meal money. No more than three charges will be allowed. If you are in financial difficulty please visit with the Food Service Director, Channon Rebeiro.

Cash In District Buildings

Money collected by staff as a result of fundraisers or other school related purposes is to be deposited in the office whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25.00. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

Checkout

Work Day Checkout Staff members may leave the building and District grounds during lunch as necessary. Let the office staff know if you are leaving campus during a prep or lunch period. Please use the sign out clipboard in the office to document.

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Human Resources or local law enforcement agency. The number is (877-877-5081). Best practices are to have a staff member present while making this call. The building principal is also to be immediately informed. Oregon law recognizes these types of abuse: physical, neglect, mental injury, threat of harm, or sexual abuse and sexual exploitation. Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by District disciplinary action up to and including dismissal. A staff member who, based on reasonable grounds, participates in the good faith making of a

child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

Contracts and Compensation

See Collective Bargaining Agreement.

Cumulative Folders

Cumulative folders (progress records) will be housed in the office vault during the school year. CUM folders will not be removed from the office, except for end of year data collection. At this time, the office staff will check the folders out to the teacher. Behavioral records are stored in the Special Programs Department. Teachers may check out cumulative files on a daily basis but will be required to check them in at the end of the day. **No student records are to leave the school. Only teachers and school personnel** who work directly with the student may see the students' records. Parents may fill out a District form to review their child's records with the building principal.

District Property

Certain District-owned equipment including computers may be checked-out by staff and District patrons. Such equipment may not be used for personal financial gain. An equipment use form must be submitted and approved. Forms are available in the office. There are no equipment use fees. In the event of loss or damage, a fee will be assessed by the District according to the repair or replacement costs. Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the building principal.

Evaluation of Staff

The purpose of the District's evaluation program is to aid the teacher in making continuing professional growth and to determine the teacher's performance of the teaching responsibilities. The District's program also provides for the assessment of classified employees and current performance of their job assignments.

The District's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvements within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, demotion, contract extension, contract non-extension, contract renewal or nonrenewal, dismissal and discipline. Licensed probationary staff will be formally evaluated at least annually. Evaluations will be based on at least two observations and other relevant information. **See the employee evaluation handbook for further details.

Field Trips

Teachers taking students on school-sponsored field trips must inform the parents or legal guardians of the nature of the trip before leaving campus; field trip packets are available in the school office. Parents are asked to sign a permission form for field trips at the time of registration and again before the trip. Teachers needing bus transportation for a field trip are to have their transportation request to the building secretary **at least 45 days in advance of the planned outing**. Transportation request forms are in the field trip packet. The supervision ratio is one adult per ten students. All parents riding on the bus must pass a background check.

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$100 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal.

Guest Speakers

Guest speakers may be used with prior permission from the building principal. Teachers are expected to fill out an activity form five days in advance.

Illness

Henry L Slater will follow all district, local and state guidelines in regards to any communicable disease concerns and protocols. At no time at Henry L Slater will we tolerate blatant disregard to the rules set forth by these agencies. Any blatant disregard to the rules will be handled at the administrative level immediately.

Lesson Plans

In the case of an absence, teachers are expected to have detailed lesson plans for the substitute.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study. General plans which cover the length

of the course of study should also be prepared and readily available for building principal and/or student and parent review.

Grade Books are used from the Synergy software. **Be able to prove or justify any grade given to a student each quarter.** Lesson plans will be kept in your classroom for a one-year period. **Only teachers and school personnel** who work directly with the students may have access to students' grades.

Material Distribution

Information, invitations, and activity pamphlets must be approved by the office prior to distribution.

Medicine At School

All medication is to be left in the office. This includes cough drops.

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary. Training will be provided to designated school staff authorized to administer medication. A parent /guardian permission form and written instructions must be submitted for all prescription and nonprescription medications. In the case of prescription medications, permission from the physician is also required. Such permission may be indicated on the prescription label. All prescription and nonprescription medication must be kept in original container and the prescription label must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction. Nonprescription medication must have the student's name affixed to the original container.

Meetings

All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the principal. Attendance of staff members at such meetings is left to the discretion of each employee.

Regular Board meetings are held on the second Tuesday of the month at the District Office. Meetings begin at 6:00 p.m.

Performance Goals

Performance goals are due to the principal **prior to October 17** upon meeting with the principal. Staff members will turn in goals on the forms on Frontline.

Recess

Teachers need to make sure that their students are supervised at all times. School staff may supervise up to 100 students on the playground during recess periods. If numbers exceed 100, a second staff member must be on duty. If the weather is unseasonably warm, students with sweaters, sweatshirts, or long sleeves may be allowed to remove coats at the discretion of the playground supervisor.

Staff Dress and Grooming

All staff are expected to be professional. Teaching as a professional demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

Staff Room

A staff room is provided for staff use during break, lunch and preparation periods as may be appropriate. All staff are expected to "**pitch in**", as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. **Students are not permitted in the staff room.**

Supervision of Students

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be on campus by 7:30 a.m. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage. No other staff member may leave his/her assigned group unsupervised except if appropriate supervision arrangements have been made to take care of an emergency.

Tuition Reimbursement Process:

1. Before you register for any class, please get pre-approved your Principal.
2. Fill out the PINK Tuition Reimbursement form. Your office manager has them.
3. The building principal AND the superintendent must sign the form with their approval.
4. AFTER the class(es) are completed, send an official transcript to me at the District Office.
5. A receipt showing the class was paid for must be submitted as well.
6. The current year's Oregon State Graduate Tuition Rate is used for the calculation.

7. Whichever is less, the OSU calculation or what the person paid is reimbursed.
8. The superintendent signs off the reimbursement.
9. Then it goes to Paula Toney, our Financial Specialist, at the District Office for processing.

****FYI:** per the CBA you can be reimbursed up to 6 semesters or 9 quarter hours per hour.

Visitors

Students are not permitted to bring visitors to school without prior approval of the building principal. Student visitors on the campus or in the classrooms during school hours are discouraged.

Volunteers

All volunteers need to pass a background check before they are allowed to work in classrooms or ride a school bus. Volunteers may fill out paperwork at the District Office.

Weapons

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the District's weapon policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator or building manager.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the District's weapons policy.

Employees shall promptly report all other conduct prohibited by the District's weapon policy to an administrator or building manager.