

**Sheridan School District 48J Corrections**  
**Section C: General Administration**  
**June 5, 2012**

CPA – Layoff/Recall - Administrative Personnel - No change, keep original draft  
CPA-AR – Layoff/Recall - Administrative Personnel - No change, keep original draft

**Sheridan School District 48J Corrections**  
**Section C: General Administration**  
**April 17, 2012**

CPA – Layoff/Recall - Administrative Personnel - Updated with revised language; needs review with district  
CPA-AR – Layoff/Recall - Administrative Personnel - Updated with revised language; needs review with district

**Sheridan School District 48J Corrections**  
**Section C: General Administration**  
**November 21, 2011**

CA/CAA – Administration Goals and Objectives - Removed policy(ies)  
CB – School Superintendent - No change, keep original draft  
CBA – Qualifications and Duties of the Superintendent - On page 5 delete section on District Goals  
CBC – Superintendent’s Contract - No change, keep original draft  
CBG – Evaluation of the Superintendent - No change, keep original draft  
CBH – Termination of Superintendent’s Employment - Removed policy(ies)  
CC – Administrative Organization - No change, keep original draft  
CCB – Line and Staff Relations - No change, keep original draft  
CCC – Hiring of Licensed Administrators - In first and second paragraph keep bracketed language and removed all brackets  
CCCA – Assignment of Administrative Personnel - No change, keep original draft  
CCCA-AR – Assignment of Administrative Personnel - Removed AR  
CCD – Contracts - Administrative - No change, keep original draft  
CCG – Licensed Evaluation - Administrators - In first paragraph keep bracketed language; in last paragraph delete bracketed language; removed all brackets  
CD – Management Team - Removed policy(ies)  
CF – School Building Administration - Removed policy(ies)  
CG/CGA – Special Programs Administration - Removed policy(ies)  
CH – Policy Implementation \* - Removed policy(ies)  
CHA – Development of Administrative Regulations \* - Removed policy(ies)  
CHB – Board Review of Regulations - Removed policy(ies)  
CHC – Regulations Dissemination - Removed policy(ies)  
CHCA – Approval of Handbooks and Directives - No change, keep original draft  
CHD – Administration in the Absence of Policy - Removed policy(ies)  
CI – Temporary Administrative Arrangements - No change, keep original draft  
CJ – Administrative Intern Program - Removed policy(ies)  
CL – Administrative Reports - Removed policy(ies)  
CM – School District Annual Report - Removed policy(ies)  
CPA – Layoff/Recall - Administrative Personnel - No change, keep original draft  
CPA-AR – Layoff/Recall - Administrative Personnel - On page 2 in section II and item 2.a. Group 1 replace ‘Middle School’ with K-8; in 2.b. delete Group 4 and renumber final group; on page 3 in item 6 keep bracketed language; on page 4 in item 11, keep bracketed language then delete #13 shown as bracketed language; removed all brackets

**Sheridan School District 48J Corrections**  
**Section D: Fiscal Management**  
**June 5, 2012**

**DJFA – Credit Cards** - In first paragraph and third sentence keep bracketed language (\$10,000); then in second paragraph replace 'issued' with *checked out*

**Sheridan School District 48j Corrections**  
**Section D: Fiscal Management**  
**December 7, 2011**

- DA – Fiscal Management Goals** - Removed policy(ies)
- DB – School District Budget** - No change, keep original draft
- DBC – Budget Calendar** - No change, keep original draft
- DBD – Budget Priorities** - No change, keep original draft
- DBDA – General Operating Contingencies** - No change, keep original draft
- DBDB – Fund Balance** - No change, keep original draft
- DBE – Budget Preparation** - No change, keep original draft
- DBE-AR – Budget Preparation** - Removed policy(ies)
- DBEA – Budget Committee** - No change, keep original draft
- DBH – Budget Adoption Procedures** - No change, keep original draft
- DBI – Budget Amendment Procedures** - No change, keep original draft
- DBK – Budget Transfer Authority** - Page 1 add as second paragraph “The superintendent or designee has authority to approve transfers between programs and or object codes within the same level of appropriation.”
- DC – Borrowing Funds** - Removed policy(ies)
- DD – Funding Proposals and Applications** - No change, keep original draft
- DFA – Investment of Funds** - remove “on a regular basis.” from the end of the last sentence
- DFA-AR – Investment of Funds** - No change, keep original draft
- DFC – Grants from Private Sources** - Removed policy(ies)
- DFD – Rental and Service Charges** - Removed policy(ies)
- DFE – Gate Receipts and Admissions** - Removed policy(ies)
- DFEA – Admissions to District Events** - No change, keep original draft
- DFG – Income from Program-Related Sales and Services** - No change, keep original draft
- DGA/DGB – Authorized Signatures** - replace “and Board Chairperson” with or other individuals designated by the superintendent,” and remove “of three” from last sentence.
- DH – Bonded Employees and Officers** - No change, keep original draft
- DI – Fiscal Accounting and Reporting** - Replace entire language with “The district’s accounting and reporting system will be in accordance with generally accepted accounting principals and will conform with state and federal laws.
- DIC – Financial Reports and Statements** - Removed policy(ies)
- DID – Property Inventories** - No change, keep original draft
- DIE – Audits** - No change, keep original draft
- DJ – District Purchasing** - No change, keep original draft
- DJ-AR – Expenditure of District Funds for Meals, Refreshments and Gifts** - No change, keep original draft
- DJA – Purchasing Authority** - Removed policy(ies)
- DJB – Petty Cash Accounts** - No change, keep original draft
- DJC – Bidding Requirements** - Remove redline suggestion, replace “its own rules of procedure that will govern district purchasing. Consequently, the model rules adopted by the Attorney General shall not apply to the district. The district’s rules may include portions of the *Oregon Attorney General’s Model Public Contract Rules* OAR Chapter 137, Divisions 046 through 049” with “the *Oregon Attorney General’s Model Public Contract Rules*, OAR Chapter 137, Divisions 046 through 049”

**DJC-AR – Special Procurements and Exemptions from Competitive Bidding** - Remove redline suggestion from first page, Page 21, paragraph 2 under heading “Conclusion of Compliance with Law,” sentence 4, insert words “likely” and “substantial” so sentence reads “If the prequalification method is chosen, it will likely result in a substantial cost savings to the district”

**DJCA – Personal Services Contracts** - No change, keep original draft

**DJCA-AR – Personal Services Contracts** - No change, keep original draft

**DJF – Purchasing Procedures** - Removed policy(ies)

**DJFA – Credit Cards** - ON HOLD

**DJG – Vendor Relations** - No change, keep original draft

**DLB – Salary Deductions** - No change, keep original draft

**DLBA – Advance Salary Payments** - Removed policy(ies)

**DLC – Expense Reimbursements \*** - No change, keep original draft

**DLC-AR – Staff Expense Reimbursement** - Page 5, number 1, add “ unless automatically added as a requirement by the restaurant for groups of a certain size” to the end of sentence.

**DN – Disposal of SchoolDistrict Property** - No change, keep original draft

# Sheridan School District 48J

Code: DJFA  
Adopted: 8/18/04  
Orig. Code(s): DJFA

## Credit Cards

The Board authorizes the superintendent to hold a bank credit card in the name of the district and to issue such cards to designated employees. Approved card holders will be allowed to check out the district credit card through the District Office for approved expenditures. Credit cards shall have a maximum limit of \$~~6,000~~10,000.

Credit cards issued checked out to employees may only be used to purchase items authorized by the adopted district budget.

Purchase slips and receipts must be turned in to the business office within 7 days of the transaction.

District-issued credit cards shall be subject to the following:

1. Personal items shall not be charged on district-issued credit cards. If a personal item is inadvertently purchased on a district-issued credit card in violation of this policy, repayment by the employee must be made immediately;
2. Purchases of alcoholic beverages is strictly prohibited;
3. Leaving a gratuity that exceeds 15% percent is prohibited unless automatically added as a requirement by the restaurant for groups of a certain size;
4. Airline tickets may be purchased with a district-issued credit card only with prior superintendent or designee approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including dismissal.

END OF POLICY

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### Legal Reference(s):

ORS 332.107

ORS 652.610(3)

Or. Gov't Standards and Practices Comm'n, Advisory Opinion 01A-1007 (Aug. 29, 2001).

**Sheridan School District 48J Corrections**  
**Section E: Support Services**  
**June 5, 2012**

**EBBA – First Aid/CPR\*** - In fourth paragraph and at end of second sentence add *national or state high school federation as well as state or federal institutions will be accepted*  
**EEAE-AR – Proof of Vehicle Liability Insurance** - language OK as is per district email after consultation with business manager

**Sheridan School District 48J Corrections**  
**Section E: Support Services**  
**March 1, 2012**

**EEA – Student Transportation Services** - Amended with February 2012 update language; needs review  
**EEAC – School Bus Safety Program** - Amended with February 2012 update language; needs review  
**EEAE – Student Transportation in Private Vehicle** - Amended with February 2012 update language; needs review  
**EEBAA – District Vehicles/Seat Belts/Child Safety System** - Amended with February 2012 update language; needs review  
**EFA – Local Wellness Program** - Amended with February 2012 update language; needs review  
**EFA-AR – Local Wellness Program** - Amended with February 2012 update language; needs review  
**EFAA-AR – Reimbursable School Meals and Milk Programs** - Amended with February 2012 update language; needs review

**Sheridan School District 48J Corrections**  
**Section E: Support Services**  
**January 10, 2012**

**EA/EAA – Support Services Goal** - Removed policy(ies)  
**EB – Safety Program** - No change, keep original draft  
**EBA – Buildings and Grounds Inspection** - Removed policy(ies)  
**EBAA – Reporting of Hazards** - Removed policy(ies)  
**EBAB – Warning Systems** - Removed policy(ies)  
**EBAC – Safety Committee** - No change, keep original draft  
**EBAC-AR – Safety Committee \*** - No change, keep original draft  
**EBB – Integrated Pest Management** - Adopted 12/14/11; on page 2 inserted *maintenance director* as plan coordinator; removed [s] in two places; on page 3, item 9 kept bracketed language  
**EBBA – First Aid/CPR\*** - ON HOLD  
**EBBA-AR – First Aid/CPR** - No change, keep original draft  
**EBBAA/~~GBEBC~~/~~JHCCC~~ – Infection Control - HIV, AIDS, HBV** - No change, keep original draft  
**EBBAB/~~GBEBA~~/~~JHCCBA~~ – HBV/Bloodborne Pathogens** - No change, keep original draft  
**EBC/EBCA – Emergency Procedures and Disaster Plans** - No change, keep original draft  
**EBCB – Emergency Drills** - No change, keep original draft  
**EBCC – Hazardous Threats** - Removed policy(ies)  
**EBCD – Emergency Closures\*\*** - No change, keep original draft  
**ECAB – Vandalism/Malicious Mischief/Theft\*\*** - No change, keep original draft  
**ECAC – Video Surveillance** - No change, keep original draft  
**ECAD – Security Officer** - No change, keep original draft  
**ECAD-AR – Security Officer** - No change, keep original draft  
**EDC/KGF – Authorized Use of District Equipment and Materials \*** - No change, keep original draft

**EDC/KGF-AR – District Equipment List/Equipment Use Request** - Removed AR  
**EEA – Student Transportation Services** - No change, keep original draft  
**EEAB – School Bus Scheduling and Routing \*** - No change, keep original draft  
**EEAC – School Bus Safety Program** - No change, keep original draft  
**EEACA – School Bus Driver Examination and Training** - Removed policy(ies)  
**EEACC – Student Conduct on School Buses** - No change, keep original draft  
**EEACC-AR – Discipline Procedures for District-Approved Student Transportation** - No change, keep original draft  
**EEACCA – Video Cameras on Transportation Vehicles \*** - No change, keep original draft  
**EEACD – Use of District Activity Vehicles for Student Transportation** - No change, keep original draft  
**EEACD-AR – Use of District Activity Vehicles for Student Transportation** - No change, keep original draft  
**EEAE – Student Transportation in Private Vehicle** - No change, keep original draft  
**EEAE-AR – Proof of Vehicle Liability Insurance** - ON HOLD for business managers review  
**EEBA – District Vehicles** - Removed policy(ies)  
**EEBAA – District Vehicles/Seat Belts/Child Safety System** - No change, keep original draft  
**EEBB – Use of Private Vehicles for District Business** - No change, keep original draft  
**EF – Management of Food Services** - Removed policy(ies)  
**EF-AR – Management of Food Services – Meal Charges** - Removed AR  
**EFA – Local Wellness Program** - In first paragraph remove brackets, keep language  
**EFA-AR – Local Wellness Program** - On page 5 in item 4 between ‘Fruit juice and...’ delete , *at least 50 percent full strength*; then at end of same item add *within established state requirements*  
**EFAA – District Nutrition and Food Services** - No change, keep original draft  
**EFAA-AR – Reimbursable School Meals and Milk Programs** - On page 7 in item 7 delete ‘potable’ and brackets; in item 8 delete proposed language  
**EFAE – Child Nutrition - Hearings Procedure/Appeal Process** - No change, keep original draft  
**EFAE-AR – Child Nutrition - Hearings Procedure/Appeal Process** - No change, keep original draft  
**EFC – Vending Machines and School Stores** - Removed policy(ies)  
**EGAAA – Reproduction of All Copyrighted Materials** - No change, keep original draft  
**EGAAA-AR – Guidelines for the Use of Copyrighted Materials** - No change, keep original draft  
**EGACA – Cellular Telephones** - Removed policy(ies)  
**EGACA-AR – Cellular Telephones** - Removed AR  
**EGB – Code of Conduct for Interscholastic Activities** - In second paragraph, second sentence after ‘coaches’ change ‘may’ to *shall* then add to end of sentence (end of paragraph) new: , *part of extra-duty contract or volunteer agreement*.  
**EGB-AR(1) – Code of Conduct for Interscholastic Activities Agreement (Students)** - Removed AR; moved to Code of Conduct  
**EGB-AR(2) – Code of Conduct for Interscholastic Activities (Coaches)** - Removed AR; moved to extra-duty contract and volunteer agreement, and coaches handbook  
**EGB-AR(3) – Appeal Procedure for Code of Conduct for Interscholastic Activities** - Recode to EGB-AR; in second paragraph of step 2 at beginning, delete ‘After’ replace with *If the Board choose to hear the appeal, following a*; then delete ‘the next’ in same and add *a*; delete ‘investigate and’ after ‘additional time to’; delete last sentence of AR  
**EH – Electronic Data Management** - No change, keep original draft  
**EH-AR – Electronic Data Management** - No change, keep original draft  
**EHA – Health Insurance Portability and Accountability Act** - No change, keep original draft  
**EIA – Insurance Programs** - No change, keep original draft  
**EIB – Liability Insurance** - Removed policy(ies)

# Sheridan School District 48J

Code: **EBBA**  
Adopted: 4/19/06  
Orig. Code(s): EBBA

## First Aid/CPR\*

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention to students is the parents' or guardians' responsibility, or of someone the parents or guardians designate in case of emergency.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of ~~control~~ responsibility.

In each school, procedures for handling health emergencies will be established and made known to the staff. Each school and school vehicle will be equipped with appropriate first-aid equipment.

All employees are expected to know where first-aid supplies are kept in their work areas. Designated employees in each building shall hold current first-aid/CPR cards, issued by the American Heart Association, American Red Cross, or Medic First Aid, national or state high school federation as well as state or federal institutions will be accepted.

. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first aid card for every 60 students enrolled or an emergency response team per building. Such team shall consist of no less than six persons who hold current first-aid/CPR cards, issued by the American Heart Association or American Red Cross; and who are trained annually in the district and building emergency plans. Names of the designated employees will be posted.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

END OF POLICY

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### Legal Reference(s):

ORS 30.800  
ORS 342.126

OAR 437-002-0120 to -0139  
OAR 437-002-0161  
OAR 437-002-0360  
OAR 437-002-0377  
OAR 581-022-0705  
OAR 581-022-1420  
OAR 581-022-1440  
OAR 581-053-0517(13)(e)

Sheridan School District 48J

Code: **EEAE-AR**  
Revised/Reviewed:

**Proof of Vehicle Liability Insurance**  
(For Volunteers)

Dear \_\_\_\_\_,

You have agreed to transport students of the district to a field-trip function or for some other school-approved purpose. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to serve as a volunteer driver you will be required to provide proof of vehicle liability insurance. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the district.

Please COMPLETE the following information, providing information requested. SIGN where indicated and RETURN to the school office four working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(not agent's name)

Policy Number: \_\_\_\_\_

Policy Limits: \_\_\_\_\_

Current minimum limits are: \$25,000 per person and \$50,000 per accident for bodily injury; \$20,000 per accident for property damage; \$25,000 per person and \$50,000 per accident for uninsured motorist coverage; and \$15,000 per accident for personal injury protection.

Date of Birth: \_\_\_\_\_ Oregon Driver License No.: \_\_\_\_\_

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

Parent/Volunteer Name (as it appears on your driver license): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Return form to fiscal officer. If you do not have required coverage, you will not be allowed to transport students. (Insurance companies may increase coverage for specific dates.)



**Sheridan School District 48J Corrections**  
**Section G: Personnel**  
**May 24, 2012**

**GBEDA – Pre-Employment Drug Testing \*** - No change, keep original draft

**GCAB – Personal Communication Devices and Social Media - Staff** - No change, keep original draft

**Sheridan School District 48J Corrections**  
**Section G: Personnel**  
**May 24, 2012**

**GCBDC/GDBDC – Domestic Violence/Sexual Assault/Stalking Leave** - Updated with May 2012 Policy Update

**Sheridan School District 48J Corrections**  
**Section G: Personnel**  
**February 7, 2012**

**GA – Personnel Policies Goals** - No change, keep original draft

**GAA – Personnel: Definitions \*** - No change, keep original draft

**GAB – Position Descriptions** - In policy title replace 'Position' with *Job*

**GB – General Personnel Policies \*** - In fourth paragraph, first line after 'personnel officer' delete *on standard* then add *through the* in same place; in second line of first sentence replace 'form' with *process*;

**GBA – Equal Employment Opportunity** - No change, keep original draft

**GBAA – Fair Labor Standards Act** - Removed policy(ies)

**GBC – Staff Ethics** - No change, keep original draft

**GBC-AR – Staff Ethics** - No change, keep original draft

**GBCA – Staff Ethics/Employment** - Removed policy(ies)

**GBCA – Staff Religious Dress** - Removed policy(ies)

**GBCA – Staff Dress and Grooming** - Selected version 2, removed "Version 2" from title; in last paragraph keep 'will' and 'administrative regulation', remove other bracketed language and remove brackets

**GBCA-AR – Staff Religious Dress** - Removed AR

**GBCA-AR – Staff Dress and Grooming** - Selected version 2, removed "Version 2" from title; In first paragraph keep bracketed language and remove brackets; keep 'Unacceptable Attire' language proposed in brackets; delete #3 and renumber; in new #5 after 'jewelry' add *tattoos* then delete new#6 that begins 'Body art...' and following bracketed language option; keep section on 'Exceptions' and remove brackets

**GBD – Board-Staff Communications** - No change, keep original draft

**GBDA – Mother Friendly Workplace** - No change, keep original draft

**GBE – Staff Health and Safety \*** - No change, keep original draft

**GBE-AR(1) – Staff Health and Safety - Safety Rules** - Removed AR

**GBE-AR(2) – Staff Health and Safety - Hazard Communications** - Removed AR

**GBEA – Workers' Compensation Insurance** - Removed policy(ies)

**GBEB – Staff Illness/Communicable Disease** - Removed policy(ies)

**GBEB – Communicable Disease** - Selected version 2, removed "Version 2" from title

**GBEB/JHCC-AR – Communicable Diseases** - Removed policy(ies)

**GBEBA – HIV, AIDS, HBV - Staff** - Removed policy(ies)

**EBBAB/GBEBAA/JHCCBA – HBV/Bloodborne Pathogens** - Removed policy(ies) in section G

**GBEBB – Staff Accommodations - HIV, AIDS, HBV** - Removed policy(ies)

**EBBAA/GBEBC/JHCCC – Infection Control - HIV, AIDS, HBV** - Removed policy(ies) in section G

**GBEBD/JHCCD – HIV, AIDS, HBV Rumor Control - Staff/Students\*\*** - Removed policy(ies)

**GBEBE/JHCCE/KBCAA – Press/Media – HIV, AIDS or HBV \*\* - Removed policy(ies)**  
**GBEC – Drug-Free Workplace \* - No change, keep original draft**  
**GBED – Medical Examinations/Drug Testing \* - No change, keep original draft**  
**GBED-AR – Employment Ability and Health Screening – Admin.istrative Regulation - Removed AR**  
**GBEDA – Pre-Employment Drug Testing \* - Removed policy(ies)**  
**GBEDA-AR – Pre-Employment Drug Testing - Removed AR**  
**GBEDA – Drug and Alcohol Testing - Transportation Personnel \* - ON HOLD; waiting to hear if district needs CDL; waiting to hear from ODE**  
**GBF – Staff Participation in Community Activities - Removed policy(ies)**  
**GBG – Staff Participation in Political Activities - No change, keep original draft**  
**GBH/JECAC – Staff/Student/Parent Relations\*\* - No change, keep original draft**  
**GBHA – Parental/Family Relationship\*\* - Removed policy(ies)**  
**GBI – Staff Gifts and Solicitations - No change, keep original draft**  
**GBK/JFCG/KGC – Tobacco-Free Environment - No change, keep original draft**  
**GBL – Personnel Records \* - No change, keep original draft**  
**GBLA – Disclosure of Information - No change, keep original draft**  
**GBM – Staff Complaints \* - No change, keep original draft**  
**GBN/JBA – Sexual Harassment - No change, keep original draft**  
**GBN/JBA-AR – Sexual Harassment Complaint Procedure - Removed AR**  
**GBNA – Hazing/Harassment/Intimidation/Bullying/Menacing – Staff - No change, keep original draft**  
**GBNA-AR – Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures - Staff - No change, keep original draft**  
**GBNAA/JFCFA – Cyberbullying - Removed policy(ies)**  
**GC – Licensed Staff/Licensed Staff Positions - Removed policy(ies)**  
**GCA – License Requirements - Removed policy(ies)**  
**GCAB – Personal Communication Devices and Social Media - Staff - ON HOLD for review; Updated policy with February 2012 *Policy Update* language; needs review**  
**GCAB-AR – Personal Communication Devices and Social Media - Staff - No change, keep original draft**  
**GCBDA/GDBDA – Family Medical Leave \* - No change, keep original draft**  
**GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave \* - No change, keep original draft**  
**GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave - No change, keep original draft**  
**GCBDA/GDBDA-AR(3)(A) – Certification of Health Care Provider - No change, keep original draft**  
**GCBDA/GDBDA-AR(3)(B) – Certification of Health Care Provider - No change, keep original draft**  
**GCBDA/GDBDA-AR(3)(C) – Military Family Leave - No change, keep original draft**  
**GCBDA/GDBDA-AR(3)(D) – Military Family Leave - No change, keep original draft**  
**GCBDA/GDBDA-AR(4) – FMLA/OFLA Eligibility Notice to Employee - No change, keep original draft**  
**GCBDA/GDBDA-AR(5) – Sample Designation Letter to Employee - FMLA/OFLA Leave - No change, keep original draft**  
**GCBDA/GDBDA-AR(6) – Designation Notice – FMLA/OFLA - No change, keep original draft**  
**GCBDA/GDBDA-AR(7) – Fitness-for-Duty Certification - Keep and remove first paragraph shown in brackets.**  
**GCBDB/GDBDC – Early Return to Work - No change, keep original draft**  
**GCBDC/GDBDC – Domestic Violence/Sexual Assault/Stalking Leave - No change, keep original draft**  
**GCBDE/GDBDE – Military Leave of Absence - No change, keep original draft**  
**GCBF – Break in Service - Removed policy(ies)**  
**GCC – Recruitment of Licensed Staff \* - No change, keep original draft**  
**GCDA/GDDA – Criminal Records Checks/Fingerprinting - No change, keep original draft**  
**GCDA/GDDA-AR – Criminal Records Checks/Fingerprinting - No change, keep original draft**  
**GCI/GCIA – Assignments and Transfers \* - No change, keep original draft**  
**GCKA – Extra Duty - Removed policy(ies)**  
**GCKA-AR(1) – Extra Duty Program - Removed AR**  
**GCKA-AR(2) – Recruitment of Extra-Duty Personnel - Removed AR**

**GCKA/GDKA – Overtime \*** - No change, keep original draft  
**GCKA/GDKA-AR – Workweek/Hours** - Removed AR  
**GCKB – Meetings** - Removed policy(ies)  
**GCL – Continuing Professional Development \*** - Removed policy(ies)  
**GCL-AR – Continuing Professional Development \*** - Removed AR  
**GCL/GDL – Staff Development \*** - Removed policy(ies)  
**GCL/GDL - Staff Development** - Inserted OSBA sample version 3 and keep; no changes  
**GCLA – Visitations and Conferences** - Removed policy(ies)  
**GCM/GCN – Supervision and Evaluation of Licensed Staff \*** - Removed policy(ies)  
**GCN/GDN – Evaluation of Staff \*** - No change, keep original draft  
**GCPA – Layoff of Licensed Staff \*** - No change, keep original draft  
**GCPA-AR – Layoff/Recall - Licensed Staff** - Removed OSBA sample AR  
**GCPB/GDPB – Resignation of Staff \*** - No change, keep original draft  
**GCPC/GDPC – Retirement of Staff** - No change, keep original draft  
**GCPC/GDPC-AR – Reemployment of PERS-Retirement of PERS - Retired Staff** - No change, keep original draft  
**GCPD – Discipline and Dismissal of Licensed Personnel \*** - Removed policy(ies)  
**GCQA/GDQA – Nonschool Employment** - No change, keep original draft  
**GCQAB – Tutoring for Pay** - No change, keep original draft  
**GCQB – Research/Copyright/Patents** - No change, keep original draft  
**GCQBA – Copyrights and Patents** - No change, keep original draft  
**GCQE – Student Teachers** - Removed policy(ies)  
**GD/~~GDA~~ – Classified Staff/Classified Staff Positions \*** - Removed policy(ies)  
**GD – Classified Staff/Classified Staff Positions \*** - Selected version 2, removed “Version 2” from title  
**GDA – Educational Assistants** - No change, keep original draft  
**GDC – Recruitment of Classified Staff \*** - No change, keep original draft  
**GDCA – Posting of Vacancies \*** - Removed policy(ies)  
**GDD – Hiring of Classified Staff \*** - Removed policy(ies)  
**GDI/~~GDIA~~ – Assignment and Transfer of Classified Staff \*** - Removed policy(ies)  
**GDIA – Notice of Employment \*** - No change, keep original draft  
**GDKB – Staff Meetings** - Removed policy(ies)  
**GDL – Staff Development - Classified \*** - Removed policy(ies)  
**~~GDM~~/GDN – Supervision and Evaluation of Classified Staff \*** - Removed policy(ies)  
**GDPB – Resignation of Classified Employees** - Removed policy(ies)  
**GDPD – Suspension and Dismissal** - Removed policy(ies)

**Drug and Alcohol Testing - Transportation Personnel \***

The district is committed to the establishment of a drug use and alcohol misuse prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (OTETA).

Accordingly, all employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of drugs, unless a written prescription from a licensed doctor or osteopath is provided, including a statement advising that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle;
2. The use of alcohol including:
  - a. While on duty;
  - b. Eight hours before driving, in accordance with Oregon Administrative Rules;
  - c. Eight hours following an accident;
  - d. Consumption resulting in prohibited levels of alcohol in the system.

"Drugs" as used in this policy refer to controlled substances covered by OTETA, including marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

All covered individuals offered employment with the district and district employees transferring to positions subject to OTETA shall be required to submit to preemployment drug testing. Additionally, covered employees will be subject to reasonable suspicion, random and postaccident alcohol and drug testing. Return-to-duty and follow-up testing may also be required.

Preemployment drug testing costs will be paid for by the [employee][district]. All drug and alcohol testing of district employees, including reasonable suspicion, random, postaccident, return-to-duty and follow-up testing costs, as applicable, will be paid for by the [employee][district]. The district will comply with collective bargaining agreement provisions.

All offers of employment or transfer to covered positions with the district will be made contingent upon testing results. An individual who tests positive for drugs will not be hired or transferred<sup>1</sup>. The offer of employment or transfer will be immediately withdrawn.

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<sup>1</sup>The district may elect to allow an individual who tests positive for drugs to reapply for district employment or transfer to a covered position at a later date. At that time, the individual will again be tested for the presence of drugs. A district employee considered for transfer to an OTETA-covered position who tests positive for drugs will be subject to all district policies and regulations including the district's Drug-Free Workplace policy.

An offer of employment or transfer will also be immediately withdrawn from any individual who refuses drug testing.

Covered employees who, under the district's reasonable suspicion, random, postaccident, return-to-duty or follow-up testing program, test positive for drugs or test with a breath alcohol content level of 0.02 or higher, will be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy. Employees who refuse to comply with testing requirements will also be regarded as testing positive for drugs or testing with a breath alcohol content level of 0.02 or higher. Notification of available resources for evaluation and treatment will be made as required by law. Additionally, employees may be subject to CDL prohibitions and penalties under the OTETA and applicable Federal Motor Carrier Safety Administration (FMCSA) regulations.

END OF POLICY

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**Legal Reference(s):**

ORS 657.176

OAR 581-053-0015 (7)(t)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2006).

# Sheridan School District 48J

Code: GCAB  
Adopted: 12/16/09  
Orig. Code(s): GCAB

## **Personal Communication Devices and Social Media - Staff**

Staff possession or use of personal communication devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-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 superintendent. At no time whether on duty or off duty, will a personal communication device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A "personal communication device" is a device, not issued by the district, ~~that~~ which emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie talkies, either long- or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios and TV.

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Cellular telephones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social network sites (e.g., Facebook, MySpace and Twitter), public websites and blogs, judiciously by not posting confidential information about students, staff or district business. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school.

Communication with students using personal communication devices will be appropriate, and professional ~~and related to school assignments or activities~~. Communication with students using personal communication 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 district e-mail using mailing lists to a group of students rather than individual students. Texting students during work hours is prohibited, unless the staff member has prior written approval by the building administrator to text students for educational purposes. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt 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, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened 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.) may 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.

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

END OF POLICY

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**Legal Reference(s):**

<u>ORS 167.054</u>	<u>ORS 163.687</u>
<u>ORS 167.057</u>	<u>ORS 163.700</u>
<u>ORS 163.432</u>	<u>ORS 326.011</u>
<u>ORS 163.433</u>	<u>ORS 326.051</u>
<u>ORS 163.684</u>	<u>ORS 332.072</u>
<u>ORS 163.686</u>	<u>ORS 332.107</u>

U.S. CONST. amend. XVIII, § 1466A

U.S. CONST. amend. XVIII, § 1470

U.S. CONST. amend. XX, § 7906

U.S. CONST. amend. XX, § 6777

Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2001).

**Sheridan School District 48J Corrections**  
**Section I: Instruction**  
**June 5, 2012**

IGACA-AR – Recognition of Religious Beliefs and Customs - No change, keep original draft

**Sheridan School District 48j Corrections**  
**Section I: Instruction**  
**May 24, 2012**

IGBAB/JO – Education Records/Records of Students with Disabilities\*\* - Updated with may 2012 Policy Update

IGBAB/JO-AR – Education Records/Records of Students with Disabilities Management - Updated with may 2012 Policy Update

**Sheridan School District 48j Corrections**  
**Section I: Instruction**  
**May 1, 2012**

**IA – Instructional Goals** - No change, keep original draft

**IB – Freedom of Expression** - Removed policy(ies)

**IB-AR – Freedom of Expression** - Keep; recode as policy IB; add legal references

**IBDJA – Home Schooled Students \*\*** - No change, keep original draft

**IBDJA-AR – Home School - Return to School District** - Removed AR

**IC/ICA – School Year/School Calendar** - No change, keep original draft

**ID – School Day \*** - Removed policy(ies)

**IE – Organization of Instruction** - Removed policy(ies)

**IF – Curriculum Development** - Removed policy(ies)

**IFA/IFB – Curriculum Research/Pilot Projects** - Removed policy(ies)

**IFCA – 21<sup>st</sup> Century Schools Site Councils \*** - Replace ‘21<sup>st</sup> Century Schools Councils’ with *site councils* throughout

**IFCA-AR – 21<sup>st</sup> Century Schools Councils \*** - Removed AR

**IFD – Curriculum Adoption** - In first line replace ‘must’ with *may*

**IFE – Curriculum Guides and Course Outlines** - No change, keep original draft

**IG – Curriculum Design** - Removed policy(ies)

**IGAC – Teaching about Religion** - No change, keep original draft

**IGACA – Recognition of Religious Beliefs and Customs** - No change, keep original draft

**IGACA-AR – Recognition of Religious Beliefs and Customs** - Inserted AR sample for district review; OK 5/2/12

**IGADA – Work Experience** - Removed policy(ies)

**IGAE – Health Education Program** - Removed policy(ies)

**IGAEA – Drug, Alcohol and Tobacco Prevention, Health Education\*\*** - Removed policy(ies)

**IGAEB – Drug, Alcohol and Tobacco Prevention, Health Education\*\*** - No change, keep original draft

**IGAEC – Anabolic Steroids and Performance-Enhancing Substances** - No change, keep original draft

**IGAI – Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education** - No change, keep original draft

**IGAM – Distance Learning \*** - Removed policy(ies)

**IGBA – Students with Disabilities - Child Identification Procedures** - In first paragraph, and second sentence replace ‘Willamette ESD’ with *contracted ESD*

**IGBA-AR – Students with Disabilities - Child Identification Procedures** - No change, keep original draft

**IGBAA-AR – Extended School Year** - Removed AR



**IGBAB/JO – Education Records/Records of Students with Disabilities\*\*** - Removed policy(ies)  
**IGBAB/JO – Education Records/Records of Students with Disabilities\*\*** - Selected version 2, removed “Version 2” from title; keep second paragraph and remove brackets; updated legal references  
**IGBAB/JO-AR – Education Records/Records of Students with Disabilities Management** - No change, keep original draft  
**IGBAC – Special Education - Personnel** - No change, keep original draft  
**IGBAE – Special Education - Participation in Regular Education Programs** - No change, keep original draft  
**IGBAE-AR – Special Education - Participation in Regular Education Programs \*\*** - No change, keep original draft  
**IGBAF – Special Education - Individualized Education Program (IEP)\*\*** - No change, keep original draft  
**IGBAF-AR – Special Education - Individualized Education Program (IEP)\*\*** - No change, keep original draft  
**IGBAG – Special Education - Procedural Safeguards\*\*** - No change, keep original draft  
**IGBAG-AR – Special Education - Procedural Safeguards\*\*** - No change, keep original draft  
**IGBAH – Special Education - Evaluation Procedures** - No change, keep original draft  
**IGBAH-AR – Special Education - Evaluation and Eligibility Procedures\*\*** - No change, keep original draft  
**IGBAI – Special Education - Private Schools** - No change, keep original draft  
**IGBAI-AR – Special Education - Private Schools** - No change, keep original draft  
**IGBAJ – Special Education - Free Appropriate Public Education (FAPE)** - No change, keep original draft  
**IGBAJ-AR – Special Education - Free Appropriate Public Education (FAPE)** - No change, keep original draft  
**IGBAK – Special Education - Public Availability of State Application** - No change, keep original draft  
**IGBAL – Special Education - Services for Home-Schooled Students with Disabilities\*\*** - No change, keep original draft  
**IGBAL-AR – Special Education - Services for Home-Schooled Students with Disabilities\*\*** - No change, keep original draft  
**IGBB – Talented and Gifted Program** - No change, keep original draft  
**IGBBA – Identification - Talented and Gifted\*\*** - No change, keep original draft  
**IGBBA-AR – Appeals Procedure for Talented and Gifted Identification and Placement\*\*** - No change, keep original draft  
**IGBBB – Identification - Talented and Gifted Students among Nontypical Populations\*\*** - No change, keep original draft  
**IGBBC – Programs and Services - Talented and Gifted\*\*** - In first paragraph delete last sentence and following items 1-17  
**IGBBC-AR – Complaints Regarding Talented and Gifted Program** - In item #8 replace ‘45 or more days’ with *90 or more days*  
**IGBC – Title I/Parental Involvement** - No change, keep original draft  
**IGBC-AR – Title I/Parental Involvement** - No change, keep original draft  
**IGBH – Alternative School Programs \*\*** - Removed policy(ies)  
**IGBHA – Alternative Education Programs\*\*** - No change, keep original draft  
**IGBHA-AR(1) – Evaluation of Alternative Education Programs** - Removed AR  
**IGBHA-AR(2) – Evaluation of Alternative Education Programs - District Summary** - Recode to AR(1)  
**IGBHB – Establishment of Alternative Education Programs** - No change, keep original draft  
**IGBHB-AR – Establishment of Alternative Education Programs** - No change, keep original draft  
**IGBHC – Alternative Education Notification\*\*** - No change, keep original draft  
**IGBHC-AR – Alternative Education Notification** - No change, keep original draft  
**IGBHD – Program Exemptions** - No change, keep original draft  
**IGBHE – Expanded Options Program** - No change, keep original draft  
**IGBI – Bilingual Education** - No change, keep original draft  
**IGCG – Service Learning** - Removed policy(ies)  
**IGD – Cocurricular/Extracurricular Activities** - In fourth paragraph, second line delete comma after ‘Board policy’, add *and* then delete ‘and activity handbooks’  
**IGDA – Student Organizations** - Removed policy(ies) (to handbook)

**IGDA-AR – Student Organizations** - Removed AR (to handbook)  
**IGDB – Student Publications** - Removed policy(ies)  
**IGDE – Student Activity Fees** - Removed policy(ies)  
**IGDF – Student Fund-Raising Activities** - No change, keep original draft  
**IGDG – Student Activity Funds** - No change, keep original draft  
**IGDJ – Interscholastic Athletics** - No change, keep original draft  
**IGDJ-AR – Academic Code - Extra Ccurricular Activities Requirements** - Removed AR (to handbook)  
**IGDK – Non-School-Sponsored Study and Athletic Tours/Trips/Competitions** - No change, keep original draft  
**IGE – Adult Education Programs** - Removed policy(ies)  
**IHGA – Alternative Instructional Programs** - Add new #9: *Work experience*;  
**IIA – Instructional Resources/Instructional Materials** - No change, keep original draft  
**IIA-AR – Instructional Materials/Program Adoption Procedure** - Recode to IIA-AR(1); No change, keep original draft  
**IIA-AR – Challenge of Instructional Materials** - Recode to IIA-AR(2); in 2.a. keep bracketed language; in 2.b. change to *15 contact days*, delete ‘activate’ keep all other bracketed language; in 2.c. keep all bracketed language but delete ‘activation’; in 2.d. keep bracketed language but delete ‘activated’; in 2.e. keep bracketed language; in 2.f. keep bracketed language; in 2.g.1. change to 4-district employees and 3-patrons; under employees replace ‘middle’ with *K-8* and delete ‘representing elementary school level’ then add *or administrator* after ‘representing the district at large’; under ‘Patrons’ replace ‘middle school’ with *K-8*; and delete ‘representing elementary school level’; in 2.g.2 replace ‘four’ with *three*; delete 2.g.3.; in 2.g.4. keep bracketed language except delete ‘district office’; in 3. Keep bracketed language; on page 5 add district phone number for contact: *503-843-2433*  
**IIAB – Supplementary Material Selection** - Removed policy(ies)  
**IIABB – Use of Feature Films/Videos\*\*** - Removed policy(ies) (to parent/student handbook)  
**IIABB-AR – Use of Feature Films/Videos in the School\*\*** - Removed AR (to staff handbook)  
**IIAD – Special Interest Materials** - No change, keep original draft  
**IIBA – Educational Assistants** - Removed policy(ies)  
**IIBD – SchoolDistrict Libraries** - Removed policy(ies)  
**IIBG – Computer Instructional Technology** - No change, keep original draft  
**IIBGA – Electronic Communications System** - No change, keep original draft  
**IIBGA-AR – Use of the Internet** - Removed AR  
**IIBGA-AR – Electronic Communications System** - Selected version 2, removed “Version 2” from title; No change, keep original draft  
**IIBGB – Web Pages** - No change, keep original draft  
**IIBGB-AR – Web-Page Guidelines** - On page 2 under ‘Disclaimer’ heading delete first paragraph that follows under ‘The following disclaimer...’ then delete the ‘or’ and optional second paragraph; delete page 3 (permission form)  
**IICA – Field Trips and Special Events\*\*** - In fourth paragraph and end of second sentence delete ‘for a period of [one year]’  
**IICB – Community Resource Persons** - Removed policy(ies); move first two paragraphs and item #5 to policy INC  
**IICC – Volunteers \*** - No change, keep original draft  
**IJ – Guidance Program** - No change, keep original draft  
**IJA – Confidentiality in Counseling\*\*** - Removed policy(ies)  
**IK – Academic Achievement\*\*** - No change, keep original draft  
**IKAC – High School Classes/Courses for Eighth Graders** - No change, keep original draft  
**IKAD – Grade Reduction/Credit Denial** - No change, keep original draft  
**IKC – Class Rankings** - No change, keep original draft  
**IKE – Student Classroom Grade level Placement \*\*** - No change, keep original draft  
**IKF – Graduation Requirements** - No change, keep original draft  
**IKF-AR – Graduation Requirements** - No change, keep original draft  
**IKFA – Early Graduation** - Keep district IKFA adopted 1/21/09 as policy; recode  
**IKFA-AR – Early Graduation** - Keep district IKFA adopted 1/21/09 as AR; recode

**IKFB – Graduation Exercises** - In first paragraph delete ‘Because’ and capitalize ‘The’  
**IKGA – Certificate of Initial Mastery (CIM) Proficiency Standards** - Removed policy(ies)  
**IKGA-AR – District Standards** - Removed AR  
**IKH – Credit for Proficiency** - No change, keep original draft  
**IKI – Academic Integrity** - No change, keep original draft  
**IL – Assessment Program\*\*** - No change, keep original draft  
**ILBA – Assessment Exemption** - Removed policy(ies)  
**ILBA-AR – Assessment Exemption** - Removed AR  
**ILBB – Juried Assessments** - Removed policy(ies)  
**IM – Evaluation of Instructional Programs** - No change, keep original draft  
**IMB – Student Achievement Program** - No change, keep original draft  
**IMB-AR – Student Achievement Program** - On page 2 in #4 delete bracketed language;  
**INB – Studying Controversial Issues** - Removed policy(ies)  
**INB – Studying Controversial Issues** - Removed policy(ies)  
**INB – Studying Controversial Issues** - Selected version 3, removed “Version 3” from title  
**INB-AR – Studying Controversial Issues\*\*** - Removed AR  
**INB-AR – Studying Controversial Issues** - Selected version 3, removed “Version 3” from title  
**INC-AR – Controversial Speakers** - Recode as INC and merge some language identified from IICB; retitle to *Community Resources/Contraversial Speakers*  
**INCA – Political Figures in the School** - No change, keep original draft  
**INDB – Flag Displays and Salutes** - No change, keep original draft  
**INE – Assemblies** - Removed policy(ies)  
**ING – Animals in District Facilities** - No change, keep original draft  
**ING-AR – Animals in District Facilities** - No change, keep original draft  
**INI – Animal Dissection** - No change, keep original draft

## **Recognition of Religious Beliefs and Customs**

### **Observances of Religious Holidays**

The practice of the district shall be as follows:

1. The several holidays throughout the year which have a religious and secular basis should be observed in the public schools;
2. The historical and contemporary values and the origin of religious holidays should be explained in an unbiased and objective manner without sectarian indoctrination;
3. Music, art, literature and drama having religious themes or bases are permitted and encouraged as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;
4. The use of religious symbols such as a cross, Menorah, crescent, Star of David, creche, symbols of Native American religions or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays include Christmas, Easter, Passover, Hanukkah and Thanksgiving;
5. The district's calendar should be prepared to minimize conflicts with religious holidays of all faiths.

### **Religion in the Curriculum**

1. The district supports the inclusion of religious literature, music, drama and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
2. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
3. As curriculum and instruction includes theories, views and precepts, they will be represented as such, not as fact.

4. Student-initiated expressions to questions or assignments which reflect their beliefs or nonbeliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or nonbelief in compositions, art forms, music, speech and debate.

### **Traditional Observances**

Traditions are a cherished part of the community life and the district expresses an interest in maintaining those traditions which have had a significance to the community. Such ceremonies should recognize the religious pluralism of the community.

Therefore, the practice of the district shall be as follows:

1. Because the baccalaureate service is traditionally religious in nature, it should be sponsored by the graduating senior class and the clergy of the community, separate from the district. Said service may be held on or in school property, conforming to the current community use policy;
2. A memorial service of like observance should recognize the religious pluralism of the community.

### **Moral and Spiritual Training**

The district is vitally concerned that teaching of moral and ethical values be part of the fabric of public education.

Religious institutions and orientations are central to human experience, past and present. They are the basis for much of the accepted moral and ethical behavior of today. The district recognizes the importance of the religious heritage of America and respects the religious belief of those in the district. An education excluding such a significant aspect would be incomplete. It is essential that the teaching **about** - and not **of** - religion be conducted in a factual, objective and respectful manner.

**Sheridan School District 48J Corrections**  
**Section K/L: District-community Relations**  
**May 24, 2012**

**KN/JHFE-AR(2) – Child Abuse Investigations Conducted on District Premises - Updated with May 2012 Policy Update**  
**LBE – Public Charter Schools - Updated with May 2012 Policy Update**  
**LBE-AR – Public Charter Schools - Updated with May 2012 Policy Update**

**Sheridan School District 48J Corrections**  
**Section K/L: District-community Relations**  
**February 7, 2012; April 3, 2012**

**KAB – Parental Rights - No change, keep original draft**  
**KAB-AR – Parental Rights - No change, keep original draft**  
**KB – Public Engagement and Communications Program\*\* - Removed policy(ies)**  
**KBA – Public Records\*\* - Keep sentence that begins ‘Writing means handwriting...’ previously deleted then No change, keep original draft**  
**KBA-AR – Public Records - In item #3 change per page charge to \$0.25**  
**KBCA – News Releases - Removed policy(ies)**  
**KBCAA/GBEBE/JHCCE – Press/Media – HIV, AIDS or HBV \*\* - Removed policy(ies)**  
**KC – Community Involvement in Decision Making - Removed policy(ies)**  
**KG – Community Use of District Facilities - No change, keep original draft**  
**KG-AR – Community Use of District Facilities - No change, keep original draft**  
**KGB – Public Conduct on School District Property - No change, keep original draft**  
**KGC/GBK/JFCG – Tobacco-Free Environment - No change, keep original draft**  
**KGF/EDC – Authorized Use of District Equipment and Materials \* - No change, keep original draft**  
**KGF/EDC-AR – District Equipment List/Equipment Use Request - Removed AR**  
**KH – Public Gifts to the District - In item #5 delete from ‘or scholarship fund...’ through end then replace with *shall be referred to the Oregon Scholarship Commission*; no other changes**  
**KI – Public Solicitation in District Facilities - No change, keep original draft**  
**KI/KJ – Commercial Advertising/Merchandise Sales - Remove ‘KI’ from policy code; now just KJ; keep bracketed language in second paragraph; on page 2 delete from paragraph that starts ‘The solicitation and sale...’ through #7; on page 2 in paragraph that begins “Contracts shall include...” and in second sentence delete first bracketed language option and keep second; removed all brackets**  
**KI/KJ-AR – Commercial Advertising/Merchandise Sales - Removed sample**  
**KJ – Advertising in District Facilities - Removed sample**  
**KJA – Materials Distribution\*\* - No change, keep original draft**  
**KK – Visitors to the Schools \*\* - No change, keep original draft**  
**KL – Public Complaints \* - No change, keep original draft**  
**KL-AR – Public Complaint Procedure - On page 2 add district name in brackets to title**  
**KLB – Public Complaints About Curriculum/Instructional/Library Materials - Removed policy(ies)**  
**KLB-AR – Request for Reconsideration of Instructional Materials - Removed AR**  
**KLC – Public Complaints About Use of Facilities - Remove AR; using KL and KL-AR**  
**KLD – Public Complaints about School District Personnel \* - Removed policy(ies); language in collective bargaining agreement**  
**KLE – Public Complaints about Contracted Transportation Services - Removed policy(ies); using KL and KL-AR**  
**KMAC – Community-Funded Activities - No change, keep original draft**  
**KMAC-AR – Community-Funding Activities - No change, keep original draft**  
**KN – Relations with Government Agencies - No change, keep original draft**  
**KN-AR(1) – Relations with Law Enforcement Agencies - Delete heading ‘School-Policy Liaison Program’ and related language; in #5 under heading “Law Enforcement Initiated Requests’ keep bracketed language; on**

page 3, last paragraph under 'Administrator-Initiated Requests' keep first bracketed language option that begins 'may report to...' then delete the second option in brackets and following disclaimer

**KN/JHFE-AR(2) – Child Abuse Investigations Conducted on District Premises** - No change, keep original draft

**LBD – Relations with Home-Schooling Students\*\*** - Removed policy(ies); see IBDJA

**LBE – Public Charter Schools** - No change, keep original draft

**LBE-AR – Public Charter Schools** - No change, keep original draft

**LGA – Compliance with Standards** - No change, keep original draft

**LGA-AR – Public Appeals and Complaints about Alleged Violations of Standards** - No change, keep original draft