

POLICY READINGS
April 10, 2017
2017 POLICY UPDATE

Code **Policy - Administrative Regulation**

FIRST READING (attached)

EB	Safety Program
EBAC	Safety Committee
ECAAA	Employee Identification Badge System
EDB	Maintenance and Control of Materials
EEBB	Use of Private Vehicles for District Business

SECOND READING (attached)

DFG	Income from Student Program-Related Sales and Services
DLBA	Advance Salary Payments

ADOPTION (see Agenda Packet)

DA	Fiscal Management Goals
DBEA	Budget Committee
DBH	Budget Adoption Procedures
DBK	Appropriation Transfer Authority
DED	District Foundation
DID	Property Inventories
DK	Payment Procedures

Oregon City School District

Code: **EB**
Adopted: 1/92
Readopted: 5/12/08
Orig. Code(s): 6920

Safety Program

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The superintendent or designee will develop implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

The Board authorizes the superintendent to take appropriate means to provide for the health and safety of all students, employees, and other citizens while using district facilities.

END OF POLICY

Legal Reference(s):

ORS 329.095	OAR 437-002-0260 to -0268
ORS 654.003 - 654.022	OAR 437-002-0360
	OAR 437-002-0368
OAR 437-001-0760	OAR 437-002-0377
OAR 437-002-0020 to -0081	OAR 437-002-0390
OAR 437-002-0100	OAR 437-002-0391
OAR 437-002-0140	OAR 581-022-0606
OAR 437-002-0144	OAR 581-022-1420
OAR 437-002-0145	
OAR 437-002-0180 to -0182	

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

Cross Reference(s):

EBAC - Safety Committee
FJ - Temporary District Facilities

Oregon City School District

Code: **EBAC**
Adopted: 5/12/08

Safety Committee

A districtwide safety committee shall be established to implement the district's safety program as part of an ongoing effort to help ensure the safety of students, staff and others while on district property.

The superintendent or designee will coordinate the district's safety committee efforts and maintain all necessary records.

The superintendent will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

END OF POLICY

Legal Reference(s):

[ORS 654.176](#)
[ORS 654.182](#)

[OAR 437-001-0765](#)

Cross Reference(s):

EB - Safety Program

Oregon City School District

Code: **ECAAA**
Adopted: 12/04
Readopted: 5/12/08
Orig. Code(s): 3309

Employee Identification Badge System

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property, all district employees shall be issued and wear identification badges when on district property.

The district's photo identification badge system will serve as an instant identification system for security purposes and will assist students, parents and other visitors in identifying school employees. Employees will display the identification card at all times in the performance of their duties on district property.

A badge system, with appropriate designation but without photograph, shall be used for visitors to schools during regular school hours and for substitutes and/or temporary employees.

The superintendent or designee will develop administrative regulations as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 192.447](#)

Oregon City School District

Code: **EDB**
Adopted: 5/12/08

Maintenance and Control of Materials

Employees will exercise continuous and vigilant care of all district-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary action.

The district will identify those items considered high risk for theft and damage. Such items may include vehicles, computer and video equipment and musical instruments. These items may require specific loan procedures. Such equipment, other than vehicles, will have a nonremovable inventory number and all such numbers will be properly recorded.

The superintendent or designee is authorized to develop appropriate regulations regarding the care and use of all district-owned material and equipment, including portions of a facility such as art room, labs, shops and athletic facilities.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

DID - Property Inventories

Oregon City School District

Code: **EEBB**
Adopted: 5/12/08

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent or designee will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures including insurance requirements. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board (see Board policy DLC- AR - Staff Expense Reimbursement).

It is recommended that at least two staff members accompany a student being transported in a private vehicle.

A student will not be allowed to perform district business with his/her own vehicle or a staff member's vehicle.

END OF POLICY

Legal Reference(s):

[ORS 30.260 - 30.265](#)

[ORS 332.107](#)

[ORS 801.455](#)

[ORS 811.210](#)

[ORS 815.055](#)

[ORS 815.080](#)

[OAR 735-102-0010](#)

Cross Reference(s):

DLC - Expense Reimbursements

Oregon City School District

Code: **DFG**
Adopted: 11/05/07

Income from **Student** Program-Related Sales and Services

Certain professional technical activities allow students **programs** to charge the public for goods and services. These activities are designed for educational purposes and not to compete with community businesses.

Charges for work performed and goods sold through these activities will be kept current with costs for the service or item.

Money collected will be deposited in the student body fund accounts.

END OF POLICY

Legal Reference(s):

ORS 294.305 - 294.565

Oregon City School District

Code: **DLBA**
Adopted: 10/83
Readopted: 11/05/07
Readopted:
Orig. Code(s): 6250R

Advance Salary Payments

Advance payments upon employee advance earnings will be made only in cases of emergency approved by the superintendent or **chief financial officer or business manager** *Business Manager*. Advance payments will not be made in excess of the amount of actual earned wages minus taxes and other payroll deductions required. Substitute employees are not eligible for advance payments. There shall be a maximum of two advance payments, **per employee**, in a fiscal year for all employees. Approved requests must be received before the designated payroll cut-off date established by the business office.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 652.440 **120**