



Gervais School District

ESTABLISHED 1834

290 First St Gervais, OR 97026

PO Box 100

P: 503-792-3803

F: 503-792-3809

www.gervais.k12.or.us

STAFF

HANDBOOK

2023-2024



INTRODUCTION

Materials contained within this staff handbook are provided as a means of assisting staff, and to provide important information to all employees. Staff is encouraged to read and become familiar with the contents. This staff handbook should answer many questions and expedite many processes.

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GERVAIS SCHOOL DISTRICT CORE VALUES

Through collaborating with our families and the communities we serve, the Gervais School District will meet individual student needs by upholding the following district core values:

- **Equity**...*through inclusive practices, we leverage our diversity to establish opportunities for all*
- **Integrity**...*is based on trust we must earn, accountability for our actions, and transparency that is undeniable*
- **Excellence**...*students achieve from high expectations and staff modeling grit, perseverance, and a love of learning*
- **Relationships**...*are centered on respect and nurtured through kindness and communication*
- **Community**...*we gain unity through our shared generational values*

Mission Statement:

Within our growing, diverse community, we sow the seeds of opportunities to raise prepared, resilient students.

Vision Statement:

Graduating resilient, responsible students whose learning extends to the global communities beyond Gervais.

Goals:

Goal 1: The district will promote social and emotional growth, support the mental well-being of all, and create an environment of empathy and respect.

Goal 2: Cultivate equity by honoring diversity, using inclusive practices, and supporting students to achieve their unique potential.

Goal 3: Link the district's preschool through grade 12 curriculum to state standards, select and apply the best instructional strategies, and use assessments to measure student progress and adjust instruction.

Goal 4: Use Long-Range Facility Planning Committee data to select district facilities most in need of improvement regarding ongoing safety issues, optimal learning space, and increased student, staff, and community use.



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PO Box 100
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www.gervais.k12.or.us

COMPLIANCE STATEMENTS

Nondiscrimination Notice

Gervais School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following individual has been designated to coordinate compliance with these legal requirements and may be contacted at the Gervais Elementary School for additional information and/or compliance issues:

Director of Special Services, Title II Coordinator, and Section 504 Coordinator:

Creighton Helms

290A First St.

PO Box 100

Gervais, OR 97026

503.792.3803 x4010

Title IX Coordinator

Dandy Stevens

290B First St.

PO Box 100

Gervais, OR 97026

503.792.3803 x5010

Complaint Procedure

Gervais School District promotes nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age, or disability.

Any person who feels he/she has been discriminated against should discuss the matter with the principal who shall in turn investigate the complaint. If the person making the complaint finds the response unacceptable, he/she may file a written complaint and may follow an appeals process that is outlined on our website at: www.gervais.k12.or.us in policy KL Public Complaints.



BOARD OF DIRECTORS 2023-2024

Henry Bustamante (Board Chair)

henry_bustamante@gervais.k12.or.us

Term Ends: June 2025

Ana Contreras (Board Vice Chair)

ana_contreras@gervais.k12.or.us

Term Ends: June 2025

Jenny Jones

jenny_jones@gervais.k12.or.us

Term Ends: June 2025

Maria Contreras

maria_contreras@gervais.k12.or.us

Term Ends: June 2027

Angie Toran

angie_toran@gervais.k12.or.us

Term Ends: June 2025

If you would like to leave a phone message for a board member, please contact Sandra Segura at (503) 792-3803 x5030.

2023-2024 Regular Board Meetings: ORS 332.045

Dates and Times:

- Thursday, July 20 at 6:00 p.m.
- Thursday, August 17 at 6:00 p.m.
- Thursday, September 21 at 6:00 p.m.
- Thursday, October 19 at 6:00 p.m.
- Thursday, November 16 at 6:00 p.m.
- Thursday, December 14 at 6:00 p.m.
- Thursday, January 18 at 6:00 p.m.
- Thursday, February 15 at 6:00 p.m.
- Thursday, March 21 at 6:00 p.m.
- Tuesday, April 18 at 6:00 p.m.
- Thursday, May 16 at 6:00 p.m.
- Thursday, June 20 at 6:00 p.m.

Work Sessions

Tuesday, August 29 Thursday, October 5 Thursday, January 11 Thursday, February 8 Tuesday, April 9

2024 Budget Committee Meetings

Thursday, May 2 Thursday, May 9 (If needed)

Location:

Gervais School District Conference Center
290 B First Street
Gervais, OR 97026



290 First St Gervais, OR 97026
PO Box 100
P: 503-792-3803
F: 503-792-3809
www.gervais.k12.or.us

SCHOOL DIRECTORY

Gervais School District Office

290 First Street

PO Box 100

Gervais, OR 97026

Phone: 503-792-3803 x5012

Fax: 503-792-3809

Superintendent: Dandy Stevens

Business Manager: Caryn Davis x5020

Gervais Middle School

300 East Douglas Ave.

PO Box 176

Gervais, OR 97026

Phone: 503-792-3626 x2030

Fax: 503-792-3770

Principal: Toni Johnson

Office Manager: Maria Guerrero x2020

Pioneer Building (MIDCO)

10653 71st Ave.

Brooks, OR 97305

Phone: 503-792-5776 x5500

Fax: 503-792-5777

Transportation Supervisors: Rita Armstrong

Diana Bartch

Gervais Elementary School

150 Douglas Ave.

PO Box 216

Gervais, OR 97026

Phone: 503-792-3803 x1030

Fax: 503-792-3626

Principal: Jonathan “Dusty” Price

Office Manager: Charlene Weideman x1020

Gervais High School

300 East Douglas Ave.

PO Box 195

Gervais, OR 97026

Phone: 503-792-3803 x3030

Fax: 503-792-5587

Principal: Andrew Aman

Assistant Principal: Justin Wilson-Gabor

Office Manager: Becky Miller x3020

Gervais Preschool

340A 1st Street/ 290 1st Street

Gervais, OR 97026

Phone: 503-792-3803 x4224

Fax: 503-792-3809

Federal Programs Director: Creighton Helms



Using the District Voicemail System

Accessing Your Voice Mail for the first time for Setup:

- Press Messages button (icon that looks like an envelope).
- Note: If Voice Mail is not assigned to your phone then you will hear *"Welcome to Cisco Unified Communications, from a touch tone telephone...."*
- Otherwise, if Voice Mail is assigned to your phone. The operator will ask for your temporary password, which is **1234**
- Follow the tutorial operator as directed to setup your voicemail:
 - Record your Name. (Press# when finished)
 - Record your Greeting. (Press# when finished)

Sample Greetings:

Hi, you've reached _____, and for (today's date) I will be (in the office, in meetings, out of the office all day, etc.) so please leave a detailed message and I will get back to you as soon as I can. Thanks and have a nice day.

-Or-

Hello, this is _____, I am not available to take your call. Please leave your name, telephone number and a detailed message and I will return your call as soon as possible. Thank you for calling.

- Set your new personal password. [You will be asked for it each time you access your voice mail. It must be at least 4 digits long].
- You know you have your voice mail set up because at the end of the tutorial the operator will say, "You have finished enrollment".

Voicemail-only users (people who don't have assigned phones), you'll need to borrow a phone to set up your voicemail. Hit the messages button, then *, followed by your extension number and #. The pin to start is **1234**, and you can follow the prompts to set up your voicemail from there.

Now you can Access Voice Mail from anywhere:

- To access your voice mail:
 - *From your desk phone:*
 - Press your Messages button.
 - Enter your password, and press#.
 - *From another phone within the district:*
 - Dial your extension #.
 - Press * when Cisco Unity answers.
 - If prompted, enter your Cisco Unity ID (your desk phone extension number) and then press #.
 - Enter your password, and press#.
 - *From outside of the district:*
 - Dial: {area code} (prefix)-your extension #
 - Press * when Cisco Unity answers.
 - If prompted, enter your Cisco Unity ID (your desk phone extension number) and then press#.
 - Enter your password, and press #.

Main Voicemail Menu:

The next time(s) you access voicemail, you will be prompted to press:

1. To Hear new messages
2. To Send a message
3. To Review old messages
 1. Review Saved Messages
 2. Deleted Messages
4. To Change setup options
 1. Change greetings
 1. Re-Record greetings
 2. Alternate greetings
 3. Edit other greetings
 4. Play all greetings
 2. Change Message Settings
 3. Change Personal Settings
 1. Change phone password
 2. Change recorded name

During Message Menu:

While listening to a message, you can press:

1. To Repeat message
2. To Save
3. To Delete
4. To Slow playback
5. To Fast playback
6. To Rewind
7. To Pause message playback
8. To Resume message playback
9. To Fast-forward
- # To Fast-forward to end
- ## To Skip message, save as is

After Message Menu:

After listening to a message, you can press:

1. To Replay message
2. To Save
3. To Delete
4. To Reply
5. To Forward message
6. To Save as new/Restore as new
7. To Rewind five seconds
8. To Play message properties
- # To Save as is



Staff Directory

Board of Directors

Board Member & Position	Address	Public Contact
Bustamante, Henry Board Chair		henry_bustamante@gervais.k12.or.us
Contreras, Ana Board Vice-Chair		ana_contreras@gervais.k12.or.us
Contreras, Maria Board Member		maria_contreras@gervais.k12.or.us
Jenny Jones Board Member		Jenny_jones@gervais.k12.or.us
Toran, Angie Board Member		angie_toran@gervais.k12.or.us

Administration Offices

290 First St, Gervais, OR 97026
Phone: 503.792.3803 x5012

PO Box 100, Gervais, OR 97026
Fax: 503.792.3809

Extension & Phone	Last Name	First Name	Building	Position
5024	Atwood	Bonny	DO	TOSA
1060	Buchheit	Steve	DO	Custodian & Maintenance
1022	Camacho	Maricruz	Welcome Center	Migrant Community Liason
4224	Cruz Cruz	Jessica	Welcome Center	Secretary WC/PK
5020	Davis	Caryn	DO	Business Manager
5050	Fitz-Henry	Melinda	DO	Food Services Manager
5040	Guerrero	Dora	DO	Payroll/Personnel (Confidential)
4010	Helms	Creighton	DO	Federal Programs Director/Director of Special Services
5012	Joy-Koer	Phillip	DO	Personnel Clerk (Confidential)
5070	Lewis	Tracy	DO	Director of Technology
5072	Marquez	Celia	DO	Student Accounting Specialist
5062	Muñoz	Gustavo	DO	Custodial & Maintenance Supervisor
3034	Powers	Julie	DO/GHS	Asst. Facilities Manager/Attendance Specialist/Athletics Office Manager
5022	Ramirez	Andrea	DO	Accounting Clerk
5030	Segura	Sandra	DO	Admin. Asst./Data Specialist (Confidential)
5010	Stevens	Dandy	DO	Superintendent

NOTE: Extension numbers could be changed over time by the technology department.

Food Service Staff
Phone: 503.792.3803

Fax: 503.792.3809

Extension & Phone	Last Name	First Name	Building	Position
5050	Fitz-Henry	Melinda	DO	Food Service Manager
3050	Guzman	Norma	GHS	Head Cook
1053	Hamberger	Bernadette	GES	Head Cook
	Lopez Solano	Benita	GES	Cook
1055	Ramon	Erica	GES	Lead Cook
1051	Rodriguez	Cristina	GHS	Cook
	Soto Cortes	Noradeli	GES	Cook
	Wells	Kristen	GES	Cook

Custodial & Maintenance Staff
Phone: 503.792.3803

Fax: 503.792.3809

Extension & Phone	Last Name	First Name	Building	Position
	Botello	Francisco	GMS	Custodian
	Buchheit	Steve	District	Maintenance
	Chesnokov	Epistimia	GES	Custodian
	Flores de Tarula	Luz	GES	Custodian
	Gonzalez Lopez	Felipe	GMS	Custodian
1060	James	Scott	District	Maintenance
	Laparra	Susan	GHS	Custodian
	Morfin	Vincent	GHS	Custodian
3060	Muñoz	Gustavo	DO	Custodial & Maintenance Supervisor
	Perez Salto	Anai	GMS	Custodian
	Reyes	Isidro Diego	GES	Custodian
5063	Tarula Segura	Gabriel	GHS	Custodian
	Tarula Segura	Gilberto	GES	Custodian
	Tlatenchi Miranda	Simon	GHS	Custodian

Pioneer School
10653 71st Ave, Brooks, OR 97305
Phone: 503.792.3803 x5500

Fax: 503.390.9567

Extension & Phone	Last Name	First Name	Building	Position.
5500	Armstrong	Rita	PIO	Transportation Director
5500	Bartch	Diana	PIO	Assistant Transportation Director
503.792.5776	MIDCO Bus Co.		PIO	

Gervais Elementary School (GES)
150 Douglas AVE
Gervais, OR
Phone: 503.792.3803 x1030

PO Box 216, Gervais, OR 97026
Fax: 503.792.3626

Extension & Phone	Last Name	First Name	Position
1100	Atwood	Bonny	TOSA
1110	Balinger	Brenda	Teacher
1032	Ballweber	Carrie	Instructional Assistant
	Barrera	Andrea	Instructional Assistant
1134	Belle	Eliana	Teacher
	Bizon	Makesha	Teacher
	Bottomly	Rachel	Instructional Assistant
1102	Broadhurst	Kerry	Teacher
1116	Carter	Jane	Teacher
1104	Chase	Michelle	Teacher
	Chacon Ventura	Veronica	Child Care Worker
1108	Cook	John	Teacher
1140	Cortes	Maddy	Teacher
	Crabtree	Madeline	Instructional Assistant
1120	Cruz	B. Mercedes	Teacher
	Deckert	Ciara	FLC Instructional Assistant
1028	Dees	Kalynn	Teacher
1112	Fast	Tiffany	Teacher
1118	Gatchet	Theresa	Teacher
1130	Geddes	Jesse	Teacher
1040	Gieselman	Kimberly	Librarian Assistant

1038	Gomez	Raul	ELL TOSA
	Guerrero	Lilia	Instructional Assistant
1030	Guzman	Sofia	Secretary
1100	Hand	Camille	Teacher
1053	Hamberger	Bernadette	Food Service
1124	Hazelton	Kristi	Teacher
1106	Helm	Stacey	Teacher
1036	Jimenez	Gerardo	K-2 nd Counselor
1042	Lal-Rider	Ruth	Teacher
1014	Ludwikoski	Lisa	Teacher
	Martinez Lopez	Alejandra	Instructional Assistant
1117	Martinez-Oropeza	Esther	Instructional Assistant
1136	Mattar	Madelyn	Teacher
1160	Miller	Cassie	Teacher
	Oral	Stephanie	Child Care Worker
1138	Poissant	Jayme	Teacher
1010	Price	Dusty	Principal
1055	Ramon	Erica	Food Service
	Reyes	Isidro Diego	Custodian
1122	Ritoch	Kaitlynn	Teacher
1119	Roberts	Deborah	FLC Instructional Assistant
1051	Rodriguez	Cristina	Food Service
1146	Smith	Cindy	Teacher
1148	Smith	Susan	Teacher
1114	So	Stephanie	Teacher
	Steele	Sarah	Instructional Assistant
5063	Tarula Segura	Gabriel	Custodian
1137	Vasquez	Myra	Instructional Assistant
1132	Vaughn	Nicole	Teacher
	Warren	Hailey	Instructional Assistant
1020	Weidemann	Charlene	Office Manager

	Well	Kristen	Food Service
	Wilson	Raquel	Teacher

Gervais Middle School

300 East Douglas Ave, Gervais, OR 97026

Phone: 503-792-3803 x2022

PO Box 176, Gervais, OR 97026

Fax: 503.792.3770

Extension & Phone	Last Name	First Name	Position
	Albee	Angelica	Instructional Assistant
2022	Aman	Fenya	Special Services Secretary
	Botello	Francisco	Custodian
2132	Braswell	Amanda	Teacher
2118	Camat	Kristin	Teacher
2030	Chesnokov	Sasha	Secretary
2126	Fenner	William	Teacher
	Gonzalez Lopez	Felipe	Custodian
2020	Guerrero	Maria	Office Manager
2122	Hill	Lucas	Teacher
2134	Jones	Brandon	Teacher
2136	Lopez	Elizabeth	ELD District Teacher
2120	Mulkerin	Michael	Teacher
	Perez Salto	Anai	Custodian
	Rodriguez	Jennifer	Instructional Assistant
	Silva	Rudy	Instructional Assistant
	Smith	Elizabeth	Teacher
2128	Torres-Tapia	Maria	Instructional Assistant
2124	Vela	Kim	Teacher
2130	Warberg	Helen	Teacher
2010	Williams-Johnson	Toni	Principal
	Yoshinaga	Aloha	Counselor
2060	Zabala	Jeshua	Teacher
	Zurita	Laura	Counselor

Gervais High School**300 East Douglas Ave, Gervais, OR 97026****Phone: 503.792.3803 x3030****PO Box 195, Gervais, OR 97026****Fax: 503.792.3770**

Extension & Phone	Last Name	First Name	Position
3010	Aman	Andrew	Principal
3030	Ayala	Melissa	Secretary
3111	Bowman	Tim	Teacher
3160	Brack	Tucker	Teacher
	Brown	Reginald Andre	Instructional Assistant
3140	Bustamante	Suzanne	FLC Teacher
	Enciso-Anaya	Jasmin	FLC Instructional Assistant
3120	Enfield	Amber	Teacher
3044	Ferreira	Sophia	Gear Up Coordinator
	Fike	Dawn	FLC Instructional Assistant
3112	Funderburg	Grant	Teacher
3130	Garcia Ramirez	Sofia	Teacher
3053	Guzman	Norma	Food Service
3150	Hamlin	Holly	Teacher
3128	Joy-Koer	April	Teacher
3040	Lader	Becki	Librarian Assistant
3148	LaFollette	Kate	Teacher
3118	Liege	Lecia	Teacher
3126	McCargar	Lindsay	Teacher
3122	Metzger	Katelyn	Teacher
3020	Miller	Becky	Office Manager
3014	Moreno	Estella	Instructional Assistant
3132	Obendorf	Elizabeth	Teacher
3024	Oropeza	Andrea	Counselor
3142	Orschel	Sarah	Teacher
3124	Palmer	Samantha	Teacher
	Pizer	Tamara	Instructional Assistant
3114	Poff	Benjamin	Teacher

3034	Powers	Julie	Custodial & Maintenance/GHS Athletic Secretary
3146	Ruiz	Adelita	Instructional Assistant
3136	Shirley	Kristen	Teacher
	Schroder	Graciela	FLC Instructional Assistant
3121	Schultz	Ben	Instructional Assistant
3134	Simmons	Brad	Teacher
	Tarula Flores	Luz	Night Custodian
	Valle Jimenez	Marisol	Instructional Assistant
	Weidemann	Pam	FLC Instructional Assistant
3090	Wilson-Gabor	Justin	Vice- Principal/ Athletics Director
3042	Wrinkle	Whitney	Teacher
3022	Zurita Morales	Laura	Counselor

Preschool Program/Welcome Center

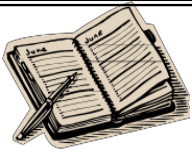
290 First Street

Phone: 503.792.3803 x1022

PO Box 100, Gervais, OR 97026

Fax: 503.792.3809

Extension & Phone	Last Name	First Name	Position
	Barocio	Sylvia	Preschool Worker
1022	Camacho	Maricruz	Home School Coordinator
5080	Cruz	Mercedes	Early Childhood Education Instructor
4224	Cruz Cruz	Jessica	Secretary
	Chavez Ramos	Rocio	Preschool Worker
	Cruz Figueroa	Brenda	Preschool Worker
	Everts	Cindy	Preschool Worker
4230	Flores	Elizabeth	Site Coordinator
4010	Helms	Creighton	Special Programs Director
	Kennedy	Diana	Preschool Worker
	Kryukova	Tatiana	Preschool Worker
4222	Rivera	Esperanza	Preschool Assistant
	Valle-Jimenez	Ruvisela	Preschool Assistant
4220	Ventura	Alyssa	Preschool Worker



2023-24 GERVAIS SCHOOL DISTRICT CALENDAR OF EVENTS

August 31	Staff Picture Day
September 4	Labor Day-No School
September 5	First Day of School for Grades 6 & 9/Half Day Teacher Workday
September 6	First Day of School for Grades K-5, 7-8 & 10-12
October 2	Picture Day Gervais Middle and High Schools
October 3	Picture Day Gervais Elementary School
October 11	Half Teacher Workday & Parent/Teacher Conferences-No School
October 12	In-Service Day-No School & Parent/Teacher Conferences-No School
October 13	In-Service Day-No School
November 7	End 1 st Quarter
November 10	Veteran's Day-No School
November 20-24	Thanksgiving Break-No School
December 16 – 31	Winter Break-No School
January 1	New Year's Holiday
January 2	Teacher Workday-No School
January 15	MLK Day No School
February 1	Early Dismissal/Half Day Teacher Workday & End of 1 st Semester
February 2	Teacher Workday
February 19	Presidents Day-No School
March 14	Parent/Teacher Conferences Gervais Elementary School ONLY
March 15	Half Teacher Workday & Parent/Teacher Conferences-No School
March 23-31	Spring Break-No School
April 11	Parent/Teacher Conferences Gervais Middle and High Schools ONLY
April 12	Teacher Workday-No School/End 3 rd Quarter
May 24	Possible Snow Day-No School
May 27	Memorial Day-No School
June 14	Last Day of School /Early Dismissal/Half Teacher Workday/ End of Grading Period (2 nd Semester)
June 17	Teacher Workday

Early Release for K-5

September 6, 13, 20, 27	February 7, 14, 21, 28
October 4, 18, 25	March 6, 13, 20
November 1, 8, 15, 29	April 3, 10, 17, 24
December 6, 13	May 1, 8, 15, 22, 29
January 3, 10, 17, 24, 31	June 5, 12

Early Release for GHS/GMS

September 13, 20, 27	February 7, 14, 21, 28
October 4, 18, 25	March 6, 13, 20
November 1, 8, 15	April 10, 17, 24
December 6	May 1, 8, 15, 22, 29
January 10, 17, 24	June 5, 12



Gervais School District

ESTABLISHED 1834

SCHOOL HOURS AND CONTACT INFORMATION

Gervais Elementary School (GES) K-5

150 Douglas Ave. PO Box 216 Gervais, OR 97026

	<u>School Start Time:</u>	<u>School End Time:</u>	<u>Buses Depart:</u>
	8:00 a.m.	2:30 p.m.	2:35 p.m.
Early Release Wed.	8:00 a.m.	1:10 p.m.	1:15 p.m.

Principal:	Dusty Price	503-792-3803 x1020
Office Manager:	Charlene Weidemann	503-792-3803-x1020
Secretary:	Sofia Guzman	503-792-3803 x1030



Gervais Middle School (GMS) 6-8

300 East Douglas Ave. PO Box 176 Gervais, OR 97026

	<u>School Start Time:</u>	<u>School End Time:</u>	<u>Buses Depart:</u>
	8:00 a.m.	3:00 p.m.	3:15 p.m.
Early Release Wed.	8:00 a.m.	1:00 p.m.	1:15 p.m.

Principal:	Toni Johnson	503-792-3803 x2010
Office Manager:	Maria Guerrero	503-792-3803 x2020
Secretary:	Sasha Chesnokov	503-792-3803 x2030



Gervais High School (GHS) 9-12

300 East Douglas Ave. PO Box 195 Gervais, OR 97026

	<u>School Start Time:</u>	<u>School End Time:</u>	<u>Buses Depart:</u>
	8:00 a.m.	3:00 p.m.	3:15 p.m.
Early Release Wed.	8:00 a.m.	1:00 p.m.	1:15 p.m.

Principal:	Andrew Aman	503-792-3803 x3010
Assistant Principal/ Athletics Director:	Justin Wilson-Gabor	503-792-3803 x3090
Registrar/Student Accounting Specialist:	Becky Miller	503-792-3803 x3020
Secretary:	Melissa Ayala	503-792-3803 x3030



Gervais Early Learning Preschool (GPS)

340 First St. PO Box 100 Gervais, OR 97026

	<u>School Start Time:</u>	<u>School End Time:</u>	<u>Buses Depart:</u>
Early Learning Preschool	8:00 a.m.	2:00 p.m.	2:15 p.m.

	<u>Start Time:</u>	<u>Close Time:</u>
Welcome Center	8:00 a.m.	4:00 p.m.
Migrant/Community Liason:	Maricruz Camacho	503-792-3803 x1022
WC/PK Secretary:	Jessica Cruz-Cruz	503-792-3803 x4224



Gervais School District
**Early Learning
Preschool**



UNIVERSAL PRECAUTIONS

In an effort to reduce the risk of staff contracting an infectious virus, Gervais School District provides the information below to all employees. New employees are required to view a training video. To reduce the risk of transmitting or receiving an infectious virus through blood-to-blood contact, please follow the universal precautions below:

"Universal Precautions" is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Hand Washing

Hand washing has been identified by medical professionals as one of the most cost-effective work practices available for preventing infection by HBV, HIV, and other blood borne pathogens.

Personal Protective Equipment

All employees please use personal protective equipment when cleaning or working with body fluids as provided by your building administrator or safety officer. Personal Protective Equipment includes: disposable gloves, utility gloves, face protection, and protective clothing.

Housekeeping

All employees are responsible for following the housekeeping and custodial guidelines below:

- Inspect all high-risk areas on a regular basis for blood or other potentially infectious materials.
- You must wear protective gloves if you have contact with contaminated materials.
- Never pick up any broken glassware that may be contaminated. Please use brush, dustpan, and/or tongs to pick up broken glassware. The janitorial service used by the district may also be contacted to clean up contaminated area (s).
- Use specially labeled laundry bags or trashcans to transport contaminated blood or hazardous fluids.
- Post Exposure and Follow-up: Report any possible exposure immediately to your supervisor. Schedule a medical evaluation. A written report of any exposure incident and the circumstances involved is reported to the Exposure Control Plan Administrator, who will complete an Exposure Incident Report. The Exposure Control Plan Administrator is responsible for making sure that an initial analysis of the incident is conducted and that all exposed employees are immediately referred to the Exposure Incident Evaluator for a medical evaluation.

Hepatitis B Vaccine

As a service to its employees the Gervais School District will pay for a three-shot series and follow up titer to determine immunity levels, if the employee requests this benefit.

Etiology and Symptoms of HBV and HIV

One-third of those infected with the Hepatitis B virus have no symptoms at all, and the individuals may never know that they were exposed. One-third experience flu-like symptoms, such as: aches and tiredness, which are common symptoms of many illnesses. One-third experience a full-blown case of Hepatitis B with stomach pains, jaundice, fatigue, and appetite loss. For some individuals who experience the full effects of the disease, the consequences are fatal. As many as two percent of those individuals who have been infected will go on to develop either cirrhosis of the liver or cancer of the liver and will subsequently die.

HIV (human Immunodeficiency virus) develops into AIDs (acquired immunodeficiency syndrome). Early acute symptoms of HIV infection are similar to a case of flu. Most people feel a combination of fatigue, fever, sore throat, stomach pains, nausea, diarrhea, and headaches. In the short term, these symptoms will subside, and it may take years before the person begins to suffer from the fatal consequences of AIDS.

Once AIDS has set in, the body's immune system, and therefore its ability to fight off infections, is depleted. A person becomes weaker and weaker as the body succumbs to more and more infections and other diseases.

For more detailed information, you may check-out a video presentation on this topic by contacting the District Office.

Hazardous Materials

You may not bring into your building/district any chemical solutions without prior approval from facility managers to ensure that the solution you are using adheres to regulations related to school districts and there is a current MSDS on file.


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Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information: www.osha.gov

SHA

(800) 321-OSHA (6742)

SAMPLE LABEL

PRODUCT IDENTIFIER

 CODE _____
 Product Name _____

SUPPLIER IDENTIFICATION

 Company Name _____
 Street Address _____
 City _____ State _____
 Postal Code _____ Country _____
 Emergency Phone Number _____

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
 Keep away from heat/sparks/open flame. No smoking.
 Only use non-sparking tools.
 Use explosion-proof electrical equipment.
 Take precautionary measure against static discharge.
 Ground and bond container and receiving equipment.
 Do not breathe vapors.
 Wear Protective gloves.
 Do not eat, drink or smoke when using this product.
 Wash hands thoroughly after handling.
 Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.
 If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

**Highly flammable liquid and vapor.
 May cause liver and kidney damage.**

SUPPLEMENTAL INFORMATION

Directions for use

Fill weight: _____ Lot Number _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____

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U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
 Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov



BUSINESS/PERSONNEL OFFICE

All initial questions regarding the standard operating procedures of the Business/Personnel Office should be handled through your **office manager** or **building administrator**. If you need further assistance, please contact the District Office staff below, as indicated.

Staff	Position	Contact Regarding:
Caryn Davis caryn_davis@gervais.k12.or.us Ext. 5020	Business Manager	<ul style="list-style-type: none"> Budgeting Grant Account Codes & Claims P-Card Limits/New Issues Workers Compensation District Safety Officer Loan Forgiveness Forms Certificates of Insurance Property Status Forms Purchased Services Contracts Final Req/PO Approvals
Andrea Ramirez andrea_ramirez@gervais.k12.or.us Ext. 5022	Accounting Clerk Safety Mtg Coordinator	<ul style="list-style-type: none"> Account Code Information Accounts Payable/Receivable Deposit Submissions Frontline (Formerly AESOP) Support ASB Spending Reports for OM's
Dora Guerrero dora_guerrero@gervais.k12.or.us Ext. 5040	Payroll & Benefits Specialist	<ul style="list-style-type: none"> Payroll Health Insurance Other Benefits FLMA / OFLA Tuition Reimbursement
Sandra Segura sandra_segura@gervais.k12.or.us Ext. 5030	Administrative Asst/Data Specialist	<ul style="list-style-type: none"> Frontline (Formerly AESOP) Support Human Resources/Staffing TSPC Licensure School Board/Supt Secretary Mortgage Loan Verifications
Phillip Joy-Koer phillip_joy-koer@gervais.k12.or.us Ext. 5012	Personnel Clerk	<ul style="list-style-type: none"> Hiring Procedures/Postings District Building Keys Vector (SafeSchools) Trainings Facility Use – Internal Events Building Deposit Submissions Volunteer Application Submissions Interdistrict Transfers
Julie Powers julie_powers@gervais.k12.or.us Ext. 3034	Assistant Facilities Manager Attendance Specialist Athletic Office Manager	<ul style="list-style-type: none"> Facility Use Requests for Events, Calendar, and Ordering Athletic needs Assist with Custodial Supervision State Discipline Reports & Attendance Policies Alignment Districtwide

DISTRICT PURCHASING PROCESSES

Preapproval is required for all District Purchases

Purchasing

Remember the 5 “W’s”: Who, What, When, Where, and Why:

The forms are public records and anyone should be able to pick up the purchasing request and be able to know **WHO** purchased **WHAT** from **WHERE**, **WHEN** they purchased it, and **WHY**. This does not mean that you cannot put “see attached” when you have a list of items but be sure all the other info is on the form and we will include the attachment as back-up.

Food/M meal Purchases

Any time you will be purchasing food or meals for staff, it must have a direct relationship to education. Food and meal purchases, when submitted for payment, should include verification of the connection between the purchase and education. For instance, if you are purchasing a meal for staff during conferences, you should state this reason in your requisition or back-up documentation. If you provide food during a staff in-service or training, the agenda for that training needs to be attached to the payment as documentation.

Purchasing Directly from a Vendor

Contact your building’s Office Manager or designated staff for specific purchasing processes at your location.

Remember these key items when messaging your designated staff about purchases:

- A. Include all vendor information (including a W9 for the vendor, if the vendor hasn’t been used before), desired purchase explanation, shipping costs, and funding source/account.
- B. If the value of a project or purchase is **\$10,000** or greater, and it is not purchased from a State or government purchasing agreement, you must have three (3) quotes attached with all the required information. Whenever you will be making a purchase that has the possibility of exceeding the \$10,000 threshold, have your Office Manager or designated staff call or email the Business Manager to verify what will be needed.
- C. The building’s Office Manager or designated staff will enter a requisition for the purchase. When the requisition is fully approved, a purchase order will be emailed back to the Office Manager. Once you have confirmation of approval, you may make your purchase.
- D. All items purchased should be delivered to the School District **NOT** to your personal residence.

Proof of Receipt

Once you receive your merchandise, sign the packing slip, and/or invoice, indicating that you received the items ordered. Turn in your signed packing slip and invoice to your Office Manager or designated staff.

Vendor Payments

Submission to the business office for payment to the vendor should include the following items:

- A. Purchase Order (requisitions and requisition numbers are not needed).
- B. Signed Invoice (Do not sign on the stub portion of the invoice, the portion is normally sent to the vendor with the check).

- C. Optional: You may also include your signed packing slips and receipts (with the exception of credit card purchases, where original receipts are required – see Process for Credit Card Purchasing/Payments)
- a. Note: Any small packing slips or receipts should be secured with tape to a letter-sized piece of paper.
- Without proof that the order has been received, the invoice will not be processed for payment.
- D. You may scan and email these items to: AP@gervais.k12.or.us, or interoffice them to Accounting Clerk at the business office.

Quote versus Invoice

A quote is not an invoice, and we cannot use a quote to pay a vendor. When you receive a quote, you can create your purchase order from that quote, then send the signed quote and purchase order back to the vendor, requesting that an invoice be sent. Quotes may only be signed by designated staff with signing authority.

Credit Card Purchases

Personal credit cards should never be used to purchase district items. If you choose to make a purchase with your personal card, you will not be reimbursed unless an unforeseen emergency created the need for a purchase prior to following proper steps. District credit cards are available at all buildings for staff to check-out, with building approval. All staff using a district credit card must have a signed Use Agreement on file.

Process for Credit Card Purchasing/Payment

Credit Cards are available for checkout with your building Office Manager or designated staff.

There must be a purchase order on file, prior to using the district credit card. Office Managers or designated staff may authorize use of a credit card prior to full approval if the requisition has been sent for approval and there was a prior verbal or written approval from the building administrator.

Keep these points in mind when making your credit card purchases:

- **Original** receipts must be signed and turned in to your Office Manager or designated staff for processing. Tape small receipts to a letter-sized piece of paper so they don't get lost in transit.
- Return the credit card with the signed original receipts as soon as possible, but not later than the next business day after your purchase was made.
- Stay within the limit of your purchase order.
- Do not connect a district credit card to your personal Amazon account, other types of personal accounts, or your Paypal or other electronic payment service.

Office Managers and designated staff processing credit card payments:

- Your credit card statements will be sent to your buildings, either electronically, or by interoffice envelope.
- Please process for payment as soon as possible in the following manner:
 - Have your statement signed by someone other than the person who normally uses the card, for example:
 - Principal signs the statement for the credit card belonging to the Office Manager.
 - Office Manager signs the statement of the principal or other staff.
 - Make sure all original receipts have been signed and the items purchased were those items indicated on the purchase order.

- Submit to the business office for payment in this order:
- Signed Statement
- Purchase Order
- Signed Original Receipts

Purchase Orders (AP Cut Off Date) and Major Credit Card Purchases: All purchase requisitions for items to be ordered on account (via purchase order) or via district credit cards must be made or submitted through Visions by May 1st. This date should allow your school or program to ensure the following:

- All items are delivered to and received by the school and or program site by the last day designated staff are on site to receive and process shipment and the invoices for payment.
- All invoices are sent to the business office before office staff are off for the summer.
- Purchases can be charged to grants in conformance with contractual deadlines.

Should your school, school's grants or programs have any items which will need a purchase order or access to credit card after May 1st, the school or program administrator or their designee must request an exception via email to the business manager. (See the exceptions section.)

School Credit Cards: Any credit card purchases made after the May billing cycle end date of May 25th through July 25th need to be pre-entered into Visions as a requisition. NOTE: This includes any anticipated conference related travel. The driving force necessitating this is the need for us to have a mutually agreeable plan in place to keep your cards reconciled and paid with the appropriate documentation over the summer months. Waiting until September to reconcile the May, June or July statements is not an option. Before you leave for the summer, send Andrea any receipts, signed, in advance of receiving your statements, so we can clear as many statements as possible and get a fresh start on the new school year. We want you to enjoy your summer and want to front load as much of the reconciliation process as possible.

Credit Cards and Conference Related Travel Notes: When creating a requisition for conference payments using a credit card, please estimate the amount that will be needed for travel, if the specific amount is unknown.

Purchases of Supplies and Equipment: If you are making supply and equipment purchases for the next fiscal year, be sure to instruct the company you are purchasing from to not deliver or invoice until July 1 or later. Since most of you will not be around in July, please ask for deliveries after you will be back in the building to receive. Please see the note below on Future Orders through Office Depot. General rule of thumb:

- If you receive your purchase in the current fiscal year it must be entered into the current fiscal year.
- If you receive your purchase on July 1st or after, it will need to be entered into the next fiscal year.

Supplies and Equipment purchases on Credit Cards: Cutoff dates help avoid the extra work caused by two different fiscal years' worth of purchases being on one VISA bank statement. This is especially true of supply and equipment purchases. In following the guidelines, you should be able to avoid the extra work created by this situation.

Pre-approved Exceptions to the May 1st Deadline:

All Programs	Admission/entry fees for fieldtrips – food/refreshment/meals; Future Orders through Office Depot
Summer School	All Summer School purchases should be run through Federal Programs. These purchases will be allowed, please try to use a separate credit card from your normal purchases, if possible, to avoid reconciliation errors
Travel	Approved travel may incur expenses, as normal
GMS & GHS	Graduation and promotion purchases
Student Services	Items necessitated by new or modified 504 or IEPs taking effect on or after May 1 st
Grants	Foster Care, McKinney Vento and Family Support necessary items. If a grant has a spending deadline of June 30th, you may order, but items must also be received by June 30th – know your grant deadlines and ask if you don't

Conference Travel Per Diem

Staff traveling for district business will receive per diem meal reimbursements, as shown on the following website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. You will only receive reimbursement for the meals necessary during your travel. Meals provided at hotels as part of the hotel rate, or provided with the conference registration, will not be allowed as a per diem reimbursed meal, regardless of whether the employee partakes of the provided meal, or not. Contact the office manager to receive the per diem form.

Mileage Reimbursement (other staff reimbursements)

Mileage reimbursements will also include complete information of Who, What, Where, When, and Why. **Please turn in your claim voucher to your buildings with all the necessary information, receipts and signatures** (if not complete, it will be returned). Claim forms (available at your school's main office) should be submitted monthly unless the claim is for less than \$10.00. Claims for less than \$10.00 should be held until a running total above \$10.00 is reached or before the last day of school. Mileage rates normally change on January 1st each year. The current rate is \$0.655 per mile.

Field Trip Mileage Reimbursement

If you use a private vehicle for a **FIELD TRIP** (Field Trips that represent an extension of classroom activities for instructional purposes), please designate this on your claim voucher, so we can charge it to reimbursable mileage. Your vehicle should only be used to transport yourself, not students.

Equipment Inventory

Property Status Form:

Any time new equipment or furniture of **any kind** is purchased with district funds or a donation is received, a Property Status Form must be completed and forwarded to the District Office (see the appendix at the back of this handbook for form and photocopy as necessary). If purchased with grant funds, item must be marked with title or grant name to be identifiable.

Equipment Moved to Another Location:

Any time **any** piece of equipment or furniture purchased with public funds is moved from one room or building to another, a Property Status Form must be completed and forwarded to the District Office.

Broken, Outdated, or Otherwise Unusable Equipment:

If a piece of equipment or furniture purchased with public funds is being disposed of for any reason, a notation must be made on the Property Status Form indicating the final location of the item and the reason for the disposal. Public **employees are NOT allowed to take discarded district equipment.**

Personal Property: Personal equipment (computers, printers, etc.) are **not** covered by the School District's insurance unless there is a massive catastrophe. In such a case, the coverage is minimal.

Vehicle Insurance**Private Vehicle Use:**

Vehicles: Employees driving school vehicles are covered by the district's insurance. If a staff member is driving their **own** vehicle and is involved in an accident, the School District will **not** assume liability until the staff member's own insurance has paid its maximum.

Volunteer Drivers: If you plan to have volunteer drivers (parents, friends, etc.) transport students for a school activity in their own vehicle, they must complete a Private Vehicle Use form (see the appendix at the back of this staff handbook for the form - photocopy as necessary) and forward it to your building Secretary at least 3 days prior to the activity. Any person driving as a volunteer **must have \$50,000 single limit property/bodily injury liability coverage on their vehicle.**

This addendum is to clarify DCL-AR - (E.) Travel by Personal Car - Local Use

Transportation in the employee's own vehicle will be reimbursed at the IRS rate. Mileage will be computed in the following manner:

1. If the employee is traveling from home to a different location outside the district, the district will reimburse for actual mileage from the employee's home to the work site or from the employee's assigned building to the work site; whichever is the lesser in distance. (i.e. an employee living in Salem and traveling to a workshop in Eugene would be reimbursed the mileage from his/her home in Salem to the Eugene site and back. An employee traveling from her/his home in Portland to the same workshop in Eugene would be reimbursed for mileage from their assigned building to the Eugene site and back.)
2. Employees will not be reimbursed for mileage to attend an a meeting/event at a different building within the District.
3. If, however, an employee is required to travel between buildings in the district during his/her work day, the employee will be reimbursed for travel between the buildings from her/his regular work site. This requires pre-approval from a supervisor.

Tuition Process

Classified and Licensed staff should check their collective bargaining agreements for additional clarification.

Teachers are encouraged to apply for up to four (4) semester* or six (6) quarter* credit hours. The max amount paid per credit will be based on George Fox University as set by the University for fall term or masters in education program coursework. The District will prepay tuition costs up to the four semester or six quarter credit hours per teacher for approved credit courses provided there is successful completion of the course. The District will make all prepayments directly to the staff member, not to the college.

Teachers who seek pre-payment for courses to be taken during the summer will be required to sign a document acknowledging that if they fail to return to the District the following school year, they will be required to repay the District the amount of the tuition pre-payment. Teachers should notify the district of their intent to take summer credit courses by May 1.

In addition, the district shall also pay for registration or tuition fees and costs for text and/or supplies for coursework **required** by the District. Teachers must receive a passing grade (defined as a B or above.)

Classified staff may also apply for tuition up to \$900 per person. See contract for restrictions and process.

To apply for Tuition Reimbursement, please follow the steps below –

PRIOR TO ENROLLING INTO CLASS:

1. Complete the district form, "Request for Tuition Funds".
 - All parts of the Employee Section of this form must be completed. If paying a college, we will prepay the employee only, not the college. We have had issues with mishandled checks at the colleges. It is much easier for you to directly pay the college through your student portal.
 - You will be able to pay conference fee vendors directly.
2. **Obtain supervisor's signature before sending to Dora at the Business Office** for verification of availability of tuition reimbursement funds. The form will then be moved on to the Superintendent for final approval. *The approval process should be completed prior to enrolling in classes or workshops if you are relying on these funds for payment.*
3. **After completion** of the course or workshop, send a copy of the tuition reimbursed course grades, or evidence of participation, to Dora at the Business Office.
4. In the event a staff member does not verify completion of coursework within six weeks of completion (60 days for classified staff) of the course or does not pass the course, the District will withdraw the prepaid tuition amount from the teacher's next three (3) paychecks. This provision is waived if extenuating circumstances prohibit the completion of the course.

Cash

District policy DM - "Cash in School Buildings" states money collected within school buildings shall be taken to the district's designated depository when the sum accumulated in any one day by a class, a teacher or others at any school exceeds \$25. No substantial amount of money (over \$500) will be kept overnight in the school office and at no time will money be held during holidays, vacations, or any long periods of time.

If petty cash is stored at the building office, those funds should be deposited back into the petty cash account before leaving for the summer break.

Any staff member that wishes to do a fundraiser must receive permission from the building principal and sign-off on the district fundraiser procedures sheet. **Persons conducting fundraisers will be held personally responsible for lost monies if they do not follow district procedures.** It is important to keep all monies locked up at all times and transported to the District Office as soon as possible.

Deposits will be prepared at the individual sites and sent to the District Office. Anyone transporting money from one location to another must sign for the funds. (See the appendix at the back of this staff handbook for sample Cash Transporting Form.) You are responsible for any funds while in your possession, therefore it is important that this form is filled out completely and sent into the District Office at the end of each month. When sending deposits to the District Office, be sure not to attach Revenue Posting Forms (see the appendix at the back of this staff handbook for a sample form) to the money bags. These forms should be sent separately to the District Office.

Cash Box Procedures

Activities and events will follow the cash box procedures as shown in the forms at the back of your staff handbook (see appendix). Funds will be counted by two people prior to the event and again at the completion of the event. Totals will be recorded on the form, and signed by those counting the funds. The signed form is to be attached to the revenue form and delivered to the District Office.

Bank Deposits (must be completed in dual custody)

Deposits:

- Fill out deposit slips in triplicate.
- Verify cash, list checks, check addition and date slip.
- Put the number of the deposit bag on the bottom of the deposit slip.

Deposit Bag:

- Fill out information on top & bottom of bag.
- Be sure money is in order 1s / 5s /10s etc.
- Be sure money is facing the same direction and is straightened.
- Money is bundled in the following order and **paper clipped** on the top left corner:
 - \$ 1's = \$ 25.00
 - \$ 5's = \$100.00
 - \$10's = \$250.00
 - \$20's = \$500.00
- Be sure checks are stamped with our check endorsement stamp.
- Put deposit in bag along with (2) deposit slips (1st & 3rd copy). The second copy remains in the book
- Double check everything before sealing the bag. Once these bags are sealed, they stay sealed
- Tear off top stub of bag and seal.
- Fill out Revenue Posting Form - Deposit Bag # and School name
- Date - Received from - Description - Account # - Deposit amount. **Be sure reverse side is completed with cash information with two (2) initials.** This is a must for auditors.
- Make a copy of the receipt form and attach the top stub from the deposit bag - KEEP this for your records.

- Send the original Revenue Posting Form (see the appendix at the back of this staff handbook for a sample form) to the attention of Andrea Ramirez at the District Office. **(Don't attach to bag - send separately)**

Banking Charges:

Banking charges listed below will be forwarded on to the employee. As bank fees change the increases or decreases will be passed on to the employee. Current charges are: \$15.00 for placing a stop payment on a lost check. **Please cash your checks as soon as possible to reduce the potential of losing it.**

Check Acceptance Policy:

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically, along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment). The District will not accept checks as a form of payment from employees/community members that have had more than 3 checks returned for insufficient funds within one school year.

Grants

If you apply for a grant through any agency, please read the Grant From Private Sources policy and complete the form, if applicable.

CASH HANDLING PROCEDURES

How to request money for a cash box:

- ☐ Start Process 2 weeks before cash is needed.
- ☐ Complete DFS Sphere electronic form, “Cash Box Procedures” or the printed “Cash Reconciliation Form”
- ☐ Complete a requisition and obtain supervisor’s approval.
- ☐ If funds are from a student body account be sure to have the treasurer approve the requisition as well.
- ☐ Route signed requisition to District Office at least seven days before the cash is needed.
- ☐ The day the cash box will be needed, email to the business manager to arrange for pick up.
- ☐ Follow checklist below to return the money.

Making a deposit:

- ☐ Complete the second part of the “Cash Box Procedures” or the “Cash Reconciliation” forms. Make sure that two people count the money together (for accountability and protection) and sign the form.
- ☐ Complete the deposit slip
 - Gather the following items to prepare:
 - Deposit Bag
 - Endorsement Stamp
 - Deposit Book
 - Stamp/Endorse all checks
 - List cash and currency
 - Put money in order face up and in bundles by denomination.
 - Write the Bank Bag number **above** “Gervais School District” address on the deposit slip.
- ☐ Complete the revenue posting form.
- ☐ Put cash, checks, coin and deposit slip (2 copies) into the bank bag and seal.
- ☐ Remove the US Bank customer receipt from bag and keep as your receipt of the deposit.
- ☐ The revenue posting form should be placed in your school’s courier basket and sent to the DO separate from the deposit.
- ☐ Take the deposit bag to the district office OR your school office.
 - Make sure to sign the cash transporting form or the money check in sheet.

Items to note:

- Make sure to “press hard” and write legibly when completing all forms.
- Protect yourself and keep someone else with you when in charge of cash for accountability.
- Don’t tempt students with unsupervised cash that is too accessible.
- Once the money is counted in dual custody, SEAL the bag, don’t allow someone to walk off with counted currency.
- When counting money, drop count the bills. It is more accurate and you are less likely to miss seeing a counterfeit bill.
- Turn in the money in a timely manner. Do not keep checks and bills in your desk.



FACILITY USE / EVENT PLANNING

Gervais School District #1 will provide building use and field space for school & non-school events, when requested. Follow the steps shown below to request use of a building or field. If you are requesting use for a school related activity within your building, please contact the individuals listed below.

SOFIA GUZMAN

SECRETARY (x1030)

(GERVAIS ELEMENTARY EVENTS)

SASHA CHESNOKOV

SECRETARY (x2030)

(GERVAIS MIDDLE EVENTS)

MELISSA AYALA

SECRETARY (x3030)

(GERVAIS HIGH EVENTS)

If you are requesting use for an outside activity or use of a building other than the one you work, please contact:

JULIE POWERS

ATHLETIC OFFICE SECRETARY (x3034)

(ATHLETICS/EXTERNAL EVENTS)

Please email the personnel listed above with dates, time, and title of the events to request facility. Indicate on request if custodial support is needed. The building secretary will gain the permissions needed by the principal and custodial/maintenance department for this request.

☐ If special set up is required, please submit a set-up diagram to the maintenance department (Gus and Julie).

☐ For school related activities, complete applicable sections of the Event & Fundraiser Check List. (Sample form in the appendix.)

☐ The school office secretary at the facility will review the request and determine if there will be any deposits or fees involved. (See policy KG & KG-AR.)

☐ If there are no scheduling conflicts, a copy of the approved facility use request is returned to the person who submitted it.

☐ The school office secretary at the facility will make arrangements for the building to be opened. Custodial personnel will be notified by the building secretary.

The Gervais School District supports the community education concept, which encourages the use of district facilities by community members for recreation, education & service activities. Community is defined as residents of the Gervais School District #1. Priority is given to school-related events. The School Board expects the users to treat the facilities with respect. The users must agree to all terms of the **Facility Use**.

Family and Medical Leave

All Family and Medical leave requests must be made, if practical, at least 30 days prior to the date the requested leave is to begin. The District will follow all procedures as presented in Policy GCBDA/GDBDA - Family Medical Leave. Please see a copy of this policy in the staff handbook. If you have any questions regarding Family and Medical Leave, please contact the Payroll Clerk at the District Office.

Paid Leave Oregon

Gervais School District uses an equivalent plan with American Fidelity Assurance. See appendix.

Family member

Paid Leave Oregon was created with families of every kind in mind, making sure people can access the time they need with an inclusive definition of “family member.” A family member under Paid Leave Oregon can be any of the following:

- Your spouse or domestic partner
- Your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner’s child, or the child’s spouse or domestic partner
- Your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent’s spouse or domestic partner
- Your sibling or stepsibling or their spouse or domestic partner
- Your grandparent or your grandparent’s spouse or domestic partner
- Your grandchild or your grandchild’s spouse or domestic partner
- Any person you are connected to like a family member

Leave Request Forms

All leave requests except sick leave **must by pre-approved** by the building Principal or program manager. Employees must complete and submit a Leave Request **online through Employee Access (EA)**.

Professional Leave requests to attend conferences must have administrative pre-approval prior to any request for funding. All professional development activities will be done on a reimbursement basis according to appropriate negotiated agreements.

All leave except sick leave, to be taken after June 1 must be pre-approved by June 1. If extra duty pay sheets are not in on the due date, the employee will be paid the next pay date. Any overtime hours for classified staff must be in by the due date or the pay will be processed on the next pay day.

Jury Duty

If an employee is called for jury duty, or is subpoenaed as a witness in a court case in which he/she personally is not involved, he/she will be entitled to reimbursement by the District at the straight time hourly rate of his/her regular job, for the hours of work necessarily lost as a result of court appearance or duty, Do not accept reimbursement from the court, only accept mileage reimbursement.

When completing the leave request form for the date of the court appearance, please submit a copy of the summons to the payroll office. If the employee serves longer than the initial summons period, please provide additional documentation from the court showing the dates served.

If the employee receives a reimbursement check from the court, please contact the Payroll Office to complete a Payroll Deduction form for the amount of the reimbursement check. If the employee has the opportunity to decline reimbursement from the court, then no action is needed.

STAFF COURT APPEARANCES – (If requested to appear in court)

Certified employee response to a lawyer's request for the employee to testify at a trial or other legal proceeding should include the following.

Staff Court Appearances and requests for interview by legal counsel—If a staff member is contacted by an attorney or other legal counsel who does not represent the district but some other party and the information being sought is connected to the employee's position within the district, the employee is not to answer any questions and refer the request to the building principal. The building principal will then work with the superintendent to arrange interviews and court appearances.

There may be times when an attorney will contact a teacher or other employee of the district seeking information about a student including the academic performance and attendance of that student to be used in relation to custody or parenting issues. **The employee is not to discuss any information in these situations and immediately let the supervising administrator know of the request.**

Personal Leave

Both licensed staff and classified staff have personal leave provided through their respective collective bargaining contracts. Personal leave is provided as a benefit to employees so they may take paid leave to do personal business during the school year.

Personal leave is not intended to be used to extend holidays or vacations. Both contracts specifically state that personal leave should not be taken in the first few weeks after school starts, before or after a holiday/break, and the weeks before school ends. These time periods are always very busy and require all staff present to meet our students' needs. Personal leave must be taken before a staff member can request unpaid leave. Unpaid leave will be approved sparingly for emergencies and exceptional events and should be requested ahead of time and approved by the superintendent.

Breaks

Supervisors will ensure that all staff schedules are planned around a duty-free lunch and/or required breaks. It is the responsibility of each employee to follow the directed schedule as planned. It is the responsibility of the employee to alert the administration of any scheduling issues which may prevent the employee from taking required breaks, if such problems arise.

Fragrance Free Zone

The Gervais School District Administration recognizes that a safe and healthy school environment is important in contributing to the health of students and adults. Clean indoor air is important in creating a healthy learning environment for students to participate in the educational process. Staff and students are encouraged to not bring cleaning products, deodorizers or to wear personal care products, including perfumes and colognes, into the classroom if they are not identified as fragrance-free. In addition, cleaning products with strong scents will only be used during off-peak school hours.

How to Access the Employee Access WebPortal

- ❓ Sign in by going to: EA-Employee access on the district's website, staff resources.
- ❓ Enter your Full email address as username.
Password is the same as your district password.

What will this do for me?

- You will be able to submit leave requests.
- You will be able to view and print direct deposit paystubs.
- You will be able to use the Paycheck simulator for future planning.
- You will be able to view your W4 information. Print form to make changes as needed.
- View prior years W2 forms.
- You will be able to view your leave balances and history.
- You will be able to change/modify your contact and emergency contact information.
- You will be able to view your personal information.

How to Access Paycheck Information?

- Access EA
- Click on "My Pay then Information"
- Click on "Paycheck History"
- Access your paycheck information

Want to see the effect of changing your pay or withholdings?

- Click Paycheck simulator at the bottom of your pay & tax information screen.

Want to change your tax withholdings?

- Request a form from payroll at dora_guerrero@gervais.k12.or.us

403 B Investments

The District uses Carruth Compliance Consulting (CCC) to keep up with the compliance monitoring and plan administration.

To help you enroll in a 403B:

- ❓ Go to the District's website: www.gervais.k12.or.us.
- ❓ Click on Staff Portal (bottom left).
- ❓ Click on 403b Investment Information near the bottom. (this will link you to CCC's Website) (or you can go straight to their website at: www.ncompliance.com then click on "For Employees", then on "Gervais School District - OR".)

Employee Entrance

- ❓ You will find:
 - o List of eligible vendors
 - o Enrollment procedures
 - o Salary reduction agreements forms (enrollment forms)
 - o District's Plan Document
 - o Contract information for transfer questions or the like to Carruth Compliance
 - o General information about deferred savings
 - o Lots of additional information



Carruth Compliance Consulting

Specializing in 403(b) TSA & 457(b) DCP Compliance Monitoring and Plan Administration

HOME

Employee Entrance

For Employers

For Vendors

About Us

Contact Us

NCompliance WebSite: Click for details on what's new and what's yet to come...

Login

HOME

NEWS

Employers For A Vendor
Employers For All Vendors
Vendors For An Employer
Vendors For All Employers
CCC ID Numbers

PLAN TRANSACTIONS

Exchanges/Transfers
403(b) Transaction Info
457(b) Transaction Info

FOR EMPLOYEES

Getting Started Tutorials
Employee Entrance
Exchanges/Transfers
FAQ by Employees
FAQ 457(b) by Employees
General Information
Why Participate?
Choosing an Investment
Financial Advisors
Roth Information
Net Pay Impact
MAC Amounts

MY ACCOUNT

User Log-In
Change Password

FOR EMPLOYERS

Employer Entrance
Exchanges/Transfers
FAQ by Employers
Authorization Letters

FOR VENDORS

Getting Started Tutorials
Vendor Entrance
Exchanges/Transfers
FAQ by Vendors
Vendor Report Generator
List of All Vendors
How To Partner

ABOUT US

About CCC
Prospective Clients
References
Terms Of Use
Our Privacy Policy
Contact Us
Site Map

Gervais Employee Information

Gervais Employee Menu:

DISTRICT HOME

Gervais Employee 403(b) Sub-Menu:

403(b) Information

403(b) List of Vendors

403(b) Plan Document

Employees START HERE

403(b) Enrollment Procedures

403(b) Salary Reduction Agreement

403(b) Frequently Asked Questions

Gervais Employer Menu:

DISTRICT HOME

Information for Employers

Policies & Procedures

Gervais Vendor Menu:

DISTRICT HOME

Information for Vendors

Solicitation Rules

403(b) Information

403(b) Tax Sheltered Annuity Plan (TSA)

As a benefit to its employees, Gervais School District sponsors a supplemental, tax-advantaged, retirement savings program authorized by Section 403(b) of the Internal Revenue Code. Such plans are often called *403(b) Plans* or *Tax Sheltered Annuity Plans* or simply *TSA Plans*. **CLICK HERE** to learn more about this excellent opportunity to better prepare for the financial aspects of retirement.

Roth Contributions Available

Gervais has decided to allow its employees to make Roth 403(b) contributions to any Gervais vendor that will accept such contributions. General information about Roth 403(b) contributions, which became available for the first time January 1, 2006, is available. Check the link periodically, since new information will be provided as it becomes available. For the most recent information about which vendors accept Roth 403(b) contributions, please see Vendors below. Again, check these lists periodically, since additional vendors are likely to begin accepting Roth 403(b) contributions.

General Employee Information

Information for Employees

CCC provides educational information below about advantages of tax deferred savings in general, along with links to websites that provide useful commentary and tools. Employer policies, practices, and procedures are available online, along with enrollment steps, Salary Reduction Agreement forms, and instructions for changing investment companies or contribution amounts. CCC monitors contributions for IRS compliance.

Additional Employee Information

Additional Tax-Deferred Savings Information

CCC provides educational information about advantages of tax deferred savings in general, along with links to websites that provide useful commentary and tools. District policies, practices, and procedures are available online for this Plan, along with enrollment steps, Salary Reduction Agreement forms, and instructions for changing investment companies or contribution amounts. CCC monitors contributions for IRS compliance.

What If I Need Financial Advice?

Click on this link for information about the financial advisor industry and helpful suggestions about how to locate one or more qualified, professional, and licensed financial advisors that meet your needs. **LEARN MORE**

Frequently Asked Questions by Employees

Chances are, it's been asked before. If after reviewing subject-specific pages on this site you still have questions about your employer's CCC-administered 403(b) Plan, review these answers to Frequently Asked Questions (FAQ) by Employees. **LEARN MORE**

Ask Your Own Questions

Click on this link to pose your own questions to Carruth Compliance Consulting, by electronic mail (email), telephone, fax, or any standard mail carrier. **LEARN MORE**

Other Useful Links

Click on this link to review additional websites that CCC has found to be useful for various purposes. We welcome recommendations for additional websites to include on this Useful Links page. **LEARN MORE**

http://www.ncompliance.com/guest_employees.aspx?EmployerID=15

7/28/2009

2023-2024 PAY DATES

Start of Period	End of Period	Extra Duty Cutoff	Due to Business Office	Pay Date
7/1/2023	7/31/2023	7/8/2023	7/10/2023	7/25/2023
8/1/2023	8/31/2023	8/12/2023	8/14/2023	8/25/2023
9/1/2023	9/30/2023	9/9/2023	9/11/2023	9/25/2023
10/1/2023	10/31/2023	10/7/2023	10/9/2023	10/25/2023
11/1/2023	11/30/2023	11/4/2023	11/6/2023	11/17/2023
12/1/2023	12/31/2023	12/2/2023	12/4/2023	12/15/2023
1/1/2024	1/31/2024	1/6/2024	1/8/2024	1/19/2024
2/1/2024	2/29/2024	2/10/2024	2/12/2024	2/23/2024
3/1/2024	3/31/2024	3/9/2024	3/11/2024	3/22/2024
4/1/2024	4/30/2024	4/6/2024	4/8/2024	4/25/2024
5/1/2024	5/31/2024	5/4/2024	5/6/2024	5/23/2024
6/1/2024	6/30/2024	6/8/2024	6/10/2024	6/25/2024
July BOC Payroll for permanent 10 and 11 month employees with 12 checks will be paid on the Teacher's last Workday, tentative:				6/17/2024
August BOC Payroll for permanent 10 month employees with 12 checks will be paid on the Teacher's last Workday, tentative:				6/17/2024

Employees receiving physical checks will have their check mailed at least one day prior to the paydates shown above. We encourage all employees to sign up for direct deposit to avoid any mail delays that we do not have control over.

It is your responsibility to ensure that your current address is on file with the Business Office.



290 First St Gervais, OR 97026
PO Box 100
P: 503-792-3803
F: 503-792-3809
www.gervais.k12.or.us

TECHNOLOGY DEPARTMENT

The Gervais School District Technology Department is responsible for making technology available to all staff and students to make their work and learning easier.

We maintain the district's email and phone systems, computers, printers, scanners, servers, and network hardware in all district sites. We load software, provide help desk support, and train staff to use our licensed software programs. We seek to improve the district's use of technology by researching the best use of Technology funding and we adhere to our 3-year Technology Plan, approved by the Gervais School Board, to dictate technology support, standards, and learning in the district.

If you use social media accounts or other platforms to communicate school or classroom related issues with students or families, please work with the technology department. The district is required by state law to archive all information to meet public records requests.

The Tech. Department also maintains the district's web page and electronic communications systems. The Technology Department adheres to and enforces the following district policies:

- Policy #EGAAA - Copyright Materials
- Policy #EGAAA-AR - Copyright Materials
- Policy #IIBGA - Electronic Communications
- Policy #IIBGA-AR - Electronic Communications
- Policy #IIBGB - Web Pages
- Policy #IIBGB-AR - Web Site Guidelines



These policies as well as the District 3-Year Technology Plan can be viewed on the Gervais School District Web Site, www.gervais.k12.or.us.

TECHNOLOGY DIRECTOR:

Tracy Lewis (x5070)

tracy_lewis@gervais.k12.or.us

STUDENT ACCOUNTING SPECIALIST

Celia Marquez (x5072)

celia_marquez@gervais.k12.or.us

How to Get Help with Your Computer or Printer:

1. **Identify the Problem:** Does it affect only a particular software program? Does it happen only when you try to print? Has it happened before? Do any error messages come on the screen? What do they say? Have you tried rebooting (restarting) your computer? Have you installed/downloaded any new software lately? Have you added a new hardware device (printer, scanner, etc.) lately? Have you moved your computer lately? Did the problem happen suddenly, or has it been getting worse over time? Be prepared to give this information to tech support personnel when you call or email them with your problem.
2. **Get Tech Support in Your Building:** If you have a Tech Rep in your building, ask or email them about the problem. They can diagnose and repair many problems quickly or instruct you in repairing the problem yourself. If they are unable to help you, they will pass on what they know about the problem to Tracy or Celia.
3. **Contact Tech Support Directly:** If you don't have a Tech Rep in your building or they are otherwise unavailable, please contact tech support directly. If the problem is with PowerSchool or PowerTeacher please contact Celia Marquez at celia_marquez@gervais.k12.or.us or call 503-792-3803 ext 5072. Please email or call Tracy Lewis with all other software or hardware problems and needs: tracy_lewis@gervais.k12.or.us or call 503-792-3803 ext.5070. **Email is the best contact method for both Tracy and Celia.**

Helpful Information:

1. **District Website:** Please familiarize yourself with the district website and the information available on the site for your school at www.gervais.k12.or.us. The District Staff Portal has a bunch of important links and instructions for staff.
2. **Email:** Your district email address is in the format first_last@gervais.k12.or.us. The district uses Outlook, but all email is also duplicated to your district gmail account. Email to and from student gmail accounts works from within Google (gmail) only. If you are unfamiliar with Outlook, please arrange a tour with Tracy.
3. **Webmail Access:** The following instructions are on the staff portal pages on the website (bottom of page):

Use these instructions if...

- *You don't have a computer set up for your use in the district*
- *You are at home*
- *You are at someone else's computer in the district*
- *You are outside the district*

1. Open your web browser, and either...
 - a. Type in the address <https://outlook.office.com>
 - b. Or open the main Gervais web page at www.gervais.k12.or.us, and click on the "Staff Portal" Quick Link at the bottom of the page.
2. Use your network credentials to sign in.
3. When you are finished looking at your email, click *Sign out* (under your initials or avatar in the upper right corner).
4. Call Tracy if you have trouble accessing your email.

1. **Student Confidentiality in Emails:** All email into and out of the district is archived and is part of the public record. Please do not put students' names in the subject line of emails. Students could easily see their name on a message in a teacher's inbox and have anxiety/embarrassment/curiosity about it. Names within the body of an email are fine as long as that email does not also include any information that identifies the student as receiving special services (IEP, 504, TAG) or include any information that we would not be comfortable sharing in front of parents or in a court room. If you need to discuss an IEP or otherwise sensitive student information with another staff member, it may be best to use the phone or speak in person to ensure student confidentiality.
2. **Appropriate Use of Email:**
 - Please don't assume that your colleagues want or have time for forwarded jokes, inspirational messages, chain letters or other non-work-related email.
 - Please assume that any email sent from or received on our district email system (including email sent to or from a personal email account - yahoo, gmail, comcast, msn, hotmail, etc.), whether you have deleted it or not, is a matter of public record and is being archived for retrieval as required by law.
 - Please make friends and family who send you email aware that your mail is archived and subject to discovery.
 - Please be mindful of the content, time(s) sent, recipients, and volume of emails you send, as this information may come back to haunt you.
3. **Students on Staff Computers:** Students are not to use staff computers. Students also should not be enlisted to "repair" staff machines or show staff how to use their computers.
 - Classroom attendance is the responsibility of the classroom teacher. The job of taking attendance should not be delegated to students.
 - If students are allowed to sit at a staff member's desk, the computer should be locked (press CTRL-ALT-DEL, then select Lock Computer) while they are in front of it. Staff computers should be locked whenever the staff member leaves a room where students may have opportunity to access their computer.
 - Network and PowerSchool/PowerTeacher passwords are to be safeguarded at all times. If you believe even the most trusted student knows your password, please contact Tracy immediately to have it changed.



STUDENT SERVICES & FEDERAL PROGRAMS

All initial questions regarding the standard operating procedures for Special Services should be handled through your building contact. Building contacts are listed below. If you need further assistance, please contact staff below as indicated. Thank you.

CREIGHTON HELMS

DIRECTOR OF STUDENT SERVICES AND FEDERAL PROGRAMS (x4010)

creighton_helms@gervais.k12.or.us

BUILDING CONTACTS:

K-5 Staff:	Staff Name:	Building:	Supervisor:	Ext. Number:
Special Education	Susan Smith	Gervais Elementary	Helms	1100
Special Education	Stacey Helm	Gervais Elementary	Helms	1130
Speech & Language Spc.	TBD	Student Services	Helms	1020
TAG	Bonny Atwood	Student Services	Stevens	1020
Migrant	Maricruz Camacho	Welcome Center	Helms	1022
Counselor	Gerardo Jimenez	Gervais Elementary	Helms	1027
Counselor	TBD	Gervais Elementary	Helms	1148
504 Facilitator	TBD	Gervais Elementary	Helms	1100
ELD	Raul Gomez	Gervais Elementary	Helms	1020
ELD	Mercedes Cruz	Gervais Elementary	Helms	1020
6-8 Staff:	Staff Name:	Building:	Supervisor:	Ext. Number:
Special Education	Kristin Camat	Gervais Middle School	Helms	2118
Counseling	Aloha Yoshinaga	Gervais Middle School	Helms	3022
TAG	Bonny Atwood	Student Services	Stevens	1020
Migrant	Maricruz Camacho	Welcome Center	Helms	1022
504 Facilitator	Aloha Yoshinaga	Gervais Middle School	Helms	2118
ELD	Elizabeth Lopez	Gervais Middle School	Helms	3146
District Psychologist	Jill Woodard	Gervais Middle School	Helms	1026
9-12 Staff:	Staff Name:	Building:	Supervisor:	Ext. Number:
Special Education	Grant Funderburg	Gervais High School	Helms	3112
Special Education	Suzanne Bustamante	Gervais High School	Helms	3140
Counselor	Andrea Oropeza	Gervais High School	Helms	3024
Counselor	Laura Zurita	Gervais High School	Helms	3022
ELD	TBD	Gervais High School	Helms	3146
TAG	Bonny Atwood	Student Services	Stevens	1020
Migrant	Maricruz Camacho	Welcome Center	Helms	1022
504 Facilitator	Laura Zurita	Gervais High School	Helms	3022

NOTE: extension numbers might be changed over time by the technology department.

The following are the procedures and forms to be used for referring students for Special Services:

Special Education:

1. When a teacher has ongoing concerns about a student, the classroom teacher is asked to complete a CARE Team Packet.
2. When the CARE Team packet is complete, it will be assessed by the pre-referral team for further action. At the scheduled time, the teacher presents the concerns and interventions tried regarding the student.
3. The teacher is asked to try a number of new interventions to see if the student makes progress. The teacher is also asked to come back to the team and report on the outcomes of the interventions.
4. If the student makes progress, the process is concluded.
5. If the student does not make progress, the teacher may be asked to try more intense interventions and classroom observations may be scheduled by a member of the team.
6. If the student continues to have difficulty, the team may determine the student should be evaluated to see if he/she has a disability. The school counselor or special education case manager may be asked to contact the parent/guardian to talk about concerns and interventions tried and to secure permission to conduct an evaluation on their child. Parent and special education teacher must talk about the evaluations to be used and the parent must sign consent for evaluation prior to conducting any evaluation.
7. After the evaluation is completed, the team reviews the results with the parent to determine if the student qualifies for special education or not.

English Language Learners:

1. Home Language Surveys are completed.
2. ELL testing team completes testing for qualifications.
3. Individual ELL and schedule plans are generated for modifications and adaptations.
4. Plans and modification and or adaptations are shared with teacher and parent.
5. English Language Proficiency Assessment is given each spring to measure progress.

Migrant:

1. Contact Maricruz Camacho at ext. 1022 with any questions regarding the needs that you have for our migrant children.

Those needs include access to services, translating, medical needs, physical needs and/or questions concerning their needs. If you need to know who our migrant students are, contact Maricruz Camacho at ext. 1022.

Required forms are located at the Welcome Center.

Child Abuse Reporting Forms are to be first routed by the building principals and the original sent to the Superintendent at the District Office to be filed.

CONFIDENTIAL
GERVAIS SCHOOL DISTRICT #1
CHILD ABUSE REPORT FORM

ORS 419B.010 requires that "Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report to be made..." Public officials include all school employees.

RECORD OF REPORT

AGENCY TO WHICH THE REPORT IS MADE _____

EMPLOYEE MAKING THE REPORT _____

PERSON AT AGENCY TAKING THE REPORT _____

DATE OF REPORT _____ TIME _____

DATE FOLLOW UP REPORT WAS RECEIVED FROM AGENCY _____

INFORMATION ON ABUSE VICTIM

NAME OF CHILD _____

PARENT OR GUARDIAN _____

ADDRESS _____

PHONE _____

CHILD'S BIRTHDATE _____ AGE _____

DATE AND TIME OF ALLEGED ABUSE OCCURRENCE _____

NATURE AND EXTENT OF THE ALLEGED ABUSE _____

IDENTITY OF ALLEGED ABUSER (IF KNOWN) _____

OTHER PERTINENT INFORMATION REGARDING THE ALLEGED ABUSE _____

Signature of Person Completing This Report

Date

Original Copy to Superintendent

Second Copy to Building Principal

Oregon Child Abuse Hotline: 1-855-503-SAFE (7233)

EMERGENCY AND INFORMATION NUMBERS

Oregon Drug & Alcohol Information Center.....	503-413-2673
Oregon Health Authority Addictions & Mental Health	503-945-5763
Oregon Health Authority Addiction Services: Alcohol & Drug.....	1-800-923-4257
Oregon Health Authority Addiction Services: Problem Gambling	1-877-695-4648
Lines For Life.....	1-800-923-4357
Mental Health Crisis/Suicide	1-800-273-8255
YouthLine Alcohol/Drug Help Line.....	1-877-968-8491
(Line is answered by peers from 4:00-10:00 p.m. or text teen2teen to 839863)	
Oregon Problem Gambling Helpline	1-877-695-4648
Military Helpline	1-888-457-4838
Victim Assistance (Marion County)	503-588-5253 or 1 -866-780-0960
Center for Hope and Safety (Marion County)	503-399-7722
National Domestic Violence Hotline	1-800-799-7233
El Programa Hispano-Project UNICA.....	503-232-4448
RAINN-Rape, Abuse, & Incest National Network	1-800-656-4673
(24/7, in English and Español)	
Safe Horizon	1-800-621-4673
Victim Rights Law Center	503-274-5477
Crisis Text Line:.....	Text HOME to 741741
Suicide and Crisis Lifeline 24 hours	988

SELF HELP GROUPS

Narcotics Anonymous (NA) 24-hour Hotline, Salem area.....	503-990-0861
Alcoholics Anonymous (AA) 24-hour Hotline, Salem area.....	503-399-0599
Ala Anon & Alateen 24-hour services	503-370-7363
Salem area (for family & friends of someone with a drinking problem)	

DRUG EMERGENCIES

Emergency Services.....	911
Salem Hospital Emergency Room	503-561-5200
Poison Control Center	1-800-222-1222
Northwest Human Services 24-hour	
Crisis Hotline-Salem.....	503-581-5535 or 1-800-560-5535



Emergency



DISTRICT POLICIES

All initial questions regarding the standard operating procedures for District Policy should be handled through your building's Principal. If you need further assistance, please contact the District Office staff below as indicated. Thank you.

DANDY STEVENS

SUPERINTENDENT (x5010)

dandy_stevens@gervais.k12.or.us

SANDRA SEGURA

ADMINISTRATIVE ASSISTANT/DATA SPECIALIST (x5030)

sandra_segura@gervais.k12.or.us

Policies and Procedures

The following District policies are but a few of the many District policies governing the District. Those included in this manual are specifically required notification to staff due to State and Federal regulations.

All employees are welcome to review any and all of the district policies. Policies can be found in the District Office and on the district's website: www.gervais.k12.or.us.

If you have difficulty locating the policies on the Gervais School District website or locating a specific policy, please contact your school Principal or the Superintendent at the District Office.

The Table of Contents for policies directly affecting staff members is also included, to give you an idea of the kind of information that can be found in the policy book.

2023-24 Elementary School Calendar for Parents

The following calendar lists key dates for Gervais School District Schools.



Key Dates for 2023-24

ER(Early Release)
ED(Early Dismissal)
C(Parent Conferences)
+(End of Grading Period/Progress Report)
H(Holiday)
6 & 9(Grade Level Orientation)

Sept. 04	No School - Labor Day
Sept. 05	First day for grades 6 & 9
Sept. 06	First day for grades K-5,7,8,10-12
Sept. 06	First Early Release Wednesday
Oct. 3	Picture Day GES*
Oct. 11-12	No School - Parent Conferences
Oct. 13	No School - Statewide Inservice
Nov. 10	No School - Veterans Day
Nov. 20-24	No School - Thanksgiving Break
Dec. 18-31	No School - Winter Break
Jan. 1-2	No School - Winter Break
Jan. 15	No School - Martin Luther King Jr. Day
Feb. 01	Early Dismissal
Feb. 02	No School - Non-student contact day
Feb. 19	No School - Presidents Day
Mar. 14	Parent Conferences (Evening)
Mar. 15	No School - Parent Conferences
Mar 25-29	No School - Spring Break
Apr. 12	No School - Non-student contact day
May. 24	Possible snow make-up day #
May. 27	Memorial Day
Jun. 14	Early Dismissal/Last Day of School

July 2023				
M	T	W	Th	F
3	H	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2023				
M	T	W	Th	F
				1
H	6 & 9	ER	7	8
11	12	ER	14	15
18	19	ER	21	22
25	26	ER	28	29

November 2023				
M	T	W	Th	F
		ER	2	3
6	7 +	ER	9	H
13	14	ER	16	17
20	21	22	H	24
27	28	ER	30	

January 2024				
M	T	W	Th	F
1	2	ER	4	5
8	9	ER	11	12
H	16	ER	18	19
22	23	ER	25	26
29	30	ER		

March 2024				
M	T	W	Th	F
				1
4	5	ER	7	8
11	12	ER	C	C
18	19	ER	21	22
25	26	27	28	29

May 2024				
M	T	W	Th	F
		ER	2	3
6	7	ER	9	10
13	14	ER	16	17
20	21	ER	23	24
H	28	ER	30	31

August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

October 2023				
M	T	W	Th	F
2	PICS	ER	5	6
9	10	C	C	13
16	17	ER	19	20
23	24	ER	26	27
30	31			

December 2023				
M	T	W	Th	F
				1
4	5	ER	7	8
11	12	ER	14	15
18	19	20	21	22
H	26	27	28	29

February 2024				
M	T	W	Th	F
			ED/+	2
5	6	ER	8	9
12	13	ER	15	16
H	20	ER	22	23
26	27	ER	29	

April 2024				
M	T	W	Th	F
1	2	ER	4	5
8	9	ER	11	12 +
15	16	ER	18	19
22	23	ER	25	26
29	30			

June 2024				
M	T	W	Th	F
3	4	ER	6	7
10	11	ER	13	ED/+
17	18	19	20	21
24	25	26	27	28

Days may be added in June to make up for emergency closures. As much as possible, lost instructional time will be made up with instructional time.

* GHS & GMS Picture Day Oct. 2, GES/Preschool Picture Day Oct. 3, GES has early release every Wednesday starting September 6.

Note:

For additional calendars, please visit the district website at <https://www.gervais.k12.or.us/district/calendar/>

Rev. July 2023

2023-24 High and Middle School Calendar for Parents

The following calendar lists key dates for Gervais School District Schools.



Key Dates for 2023-24

ER(Early Release)
ED(Early Dismissal)
C(Parent Conferences)
+(End of Grading Period/Progress Report)
H(Holiday)
6 & 9(Grade Level Orientation)

Sept. 4	No School - Labor Day
Sept. 5	First day for grades 6 & 9
Sept. 6	First day for grades K-5,7,8,10-12
Sept. 13	GES First Early Release Wednesday
Oct. 2	Picture Day GMS & GHS*
Oct. 11-12	No School - Parent Conferences
Oct. 13	No School - Statewide Inservice
Nov. 10	No School - Veterans Day
Nov. 20-24	No School - Thanksgiving Break
Nov. 29	No Early Release GHS/GMS
Dec. 13	No Early Release GHS/GMS
Dec. 18-31	No School - Winter Break
Jan. 1-2	No School - Winter Break
Jan. 03	No Early Release GHS/GMS
Jan. 15	No School - Martin Luther King Jr. Day
Jan. 31	No Early Release GHS/GMS
Feb. 02	No School - Non-student contact day
Feb. 19	No School - Presidents Day
Mar. 15	No School - Parent Conferences
Mar 25-29	No School - Spring Break
Apr. 03	No Early Release GHS/GMS
Apr. 11	Parent Conferences (Evening)
Apr. 12	No School - Non-student contact day
May. 24	Possible snow make-up day #
May. 27	Memorial Day
Jun. 14	Early Dismissal/Last Day of School

July 2023				
M	T	W	Th	F
3	H	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2023				
M	T	W	Th	F
				1
H	6 & 9	6	7	8
11	12	ER	14	15
18	19	ER	21	22
25	26	ER	28	29

November 2023				
M	T	W	Th	F
		ER	2	3
6	7 +	ER	9	H
13	14	ER	16	17
20	21	22	H	24
27	28	29	30	

January 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	ER	11	12
H	16	ER	18	19
22	23	ER	25	26
29	30	31		

March 2024				
M	T	W	Th	F
				1
4	5	ER	7	8
11	12	ER	14	C
18	19	ER	21	22
25	26	27	28	29

May 2024				
M	T	W	Th	F
		ER	2	3
6	7	ER	9	10
13	14	ER	16	17
20	21	ER	23	24
H	28	ER	30	31

August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

October 2023				
M	T	W	Th	F
PICS	3	ER	5	6
9	10	C	C	13
16	17	ER	19	20
23	24	ER	26	27
30	31			

December 2023				
M	T	W	Th	F
				1
4	5	ER	7	8
11	12	13	14	15
18	19	20	21	22
H	26	27	28	29

February 2024				
M	T	W	Th	F
			ED/+	2
5	6	ER	8	9
12	13	ER	15	16
H	20	ER	22	23
26	27	ER	29	

April 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	ER	C	12 +
15	16	ER	18	19
22	23	ER	25	26
29	30			

June 2024				
M	T	W	Th	F
3	4	ER	6	7
10	11	ER	13	ED/+
17	18	19	20	21
24	25	26	27	28

Days may be added in June to make up for emergency closures. As much as possible, lost instructional time will be made up with instructional time.

* GHS & GMS Picture Day Oct. 2, GES/Preschool Picture Day Oct. 3, GES has early release every Wednesday starting September 6.

Note:

For additional calendars, please visit the district website at <https://www.gervais.k12.or.us/district/calendar/>

Rev. July 2023

2023-24 Staff Calendar

August				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
ORIE 28	W/I 29	I/W 30	I/W 31	

September				
				W 1
H 4	6 & 9 W 5	ER 6	7	8
11	12	ER (All) 13	14	15
18	19	ER (All) 20	21	22
25	26	ER (All) 27	28	29

October				
*M/HS 2	*GES 3	ER (All) 4	5	6
9	10	W C 11	I C 12	I 13
16	17	ER (All) 18	19	20
23	24	ER (All) 25	26	27
30	31			

November				
		ER (All) 1	2	3
6	+	ER (All) 8	9	H 10
13	14	ER (All) 15	16	17
20	21	22	H 23	24
27	28	ER 29	30	

December				
				1
4	5	ER (All) 6	7	8
11	12	ER 13	14	15
18	19	20	21	22
H 25	26	27	28	29

January				
1	W 2	ER 3	4	5
8	9	ER (All) 10	11	12
15	16	ER (All) 17	18	19
22	23	ER (All) 24	25	26
29	30	ER 31		

February				
		ED + W 1	W 2	
5	6	ER (All) 7	8	9
12	13	ER (All) 14	15	16
19	20	ER (All) 21	22	23
26	27	ER (All) 28	29	

March				
				1
4	5	ER (All) 6	7	8
11	12	ER (All) 13	C GES 14	W C 15
18	19	ER (All) 20	21	22
25	26	27	28	29

April				
1	2	ER (All) 3	4	5
8	9	ER (All) 10	C M/H 11	W + 12
15	16	ER (All) 17	18	19
22	23	ER (All) 24	25	26
29	30			

May				
		ER (All) 1	2	3
6	7	ER (All) 8	9	10
13	14	ER (All) 15	16	17
20	21	ER (All) 22	23	24
H 27	28	ER (All) 29	30	31

June				
3	4	ER (All) 5	6	7
10	11	ER (All) 12	13	ED + W 14
W 17	18	19	20	21
24	25	26	27	28

Legend	
ER (All)	Early Release (ALL)
ER	Early Release (GES Only)
ED	Early Dismissal
C	Parent Conferences
C GES	Parent Conferences GES only
C M/H	Parent Conf. GMS/GHS only
H	Holiday
I	Inservice
W	Teacher Workday
ORIE	New Staff Orientation
6 & 9	Grade Level Orientation
+	End of Grading Period
*M/HS	Picture Day GMS/GHS
*GES	Picture Day



ALL SHADED DAYS ARE NON-SCHOOL DAYS
FOR ALL STUDENTS

Property Status Form

Date form completed: _____ Completed by: _____

(Complete on all equipment over \$300 in value or equipment with 3 years or more use)

Item _____

Description _____

Building _____ Room No. _____

Manufacturer _____ Name _____

Serial Number _____ Model Number _____

Tag# _____ Asset# _____

< New Purchases >

Type of Purchase- Federal Grant ☐ _____ Fund Name _____ State Grant ☐ _____ Fund Name _____ General Fund ☐

Date Purchased _____ Amount of Purchase _____

Check # _____ Vendor _____

Condition of Item

New ☐ Excellent ☐ Good ☐ Fair ☐

Change of Location

Check one:

☐ **Moved/Stored** From Room/Location _____ To room/Location _____

☐ **Stolen** From Room/Location _____ Police File Number _____

☐ **Sold** to _____ Sale Price \$ _____

☐ **Discarded** Reason for discarding _____

Staff _____ Signature _____

Recipient _____ Signature _____

Principal's Signature _____

**PLEASE RETURN TO THE
DISTRICT OFFICE FOR
INVENTORY PURPOSES**

PRIVATE VEHICLE USE

This form must be completed and sent to the School Office 3 days before the activity takes place.

School Completes:

1. Name of Employee Coordinating Activity: _____
2. Date of Activity: _____
3. Activity: _____
4. Number of students estimated to transport: _____
5. Estimated time of departure _____
6. Estimated time of return: _____

Driver Completes:

[MUST HAVE \$50,000 SINGLE LIMIT PROPERTY/BODILY INJURY LIABILITY COVERAGE]

1. Name of Driver:_____
2. Driver's License Number:_____
3. Date of Birth:_____
4. Vehicle you will drive: YEAR_____ MODEL_____ MAKE_____
5. Name of Insurance Company:_____
6. Insurance Policy Number:_____
7. Agent's Name:_____
8. Agent's Telephone Number:_____
9. Do you have a seat belt for each passenger?_____
The driver shall ensure that children four or five years of age or who weigh between 40 and 60 pounds, regardless of age, are properly secured in a child safety system that meets the minimum standards and specification of law. The vehicle shall not be driven until the driver and all passengers are buckled up and properly secured. See policy EEBA
10. Have you had a traffic violation in the past year?_____
11. Have you had a DUII in the past 5 years?_____
If you attach a copy of your insurance policy, you do not have to complete numbers 5 through 8.

Driver's signature_____

CASH TRANSPORTING FORM

[illegible]

*** TURN IN TO DISTRICT OFFICE LAST WORK DAY OF THE MONTH**

Gervais School District is an equal opportunity educator and employer.

Cash Box Procedures

Event & Location: _____

Date _____

Beginning Cash Box: Funds will be counted by both the supervisor and person responsible for taking in funds for the event. This will be recorded below and signed by those responsible for funds. Record beginning Ticket(s) # for event and the price of admission at each level.

Beginning Ticket Numbers and price: Adult _____ Student: _____ Child _____

Beginning Cash Box:

1's _____
5's _____
10's _____
20's _____
50's _____
100's _____
Coin _____

Verified by : Supervisor: _____

Verified by Box attendee: _____

(signature required by both of above)

Total Beginning Cash \$ _____

Ending Cash Box: Funds will be counted by the supervisor and person responsible for taking in cash for event. Dollar amounts will be recorded below. These funds will be verified prior to locking up funds in vault. Record ending ticket(s) number.

Ending Ticket Numbers: Adult _____ Student: _____ Child _____

Ending Cash Box:

1's _____
5's _____
10's _____
20's _____
50's _____
100's _____
Coin _____
Checks _____

Verified by : Supervisor: _____

Verified by Box attendee: _____

(signature required by both of above)

Total Ending Cash \$ _____

Attach this completed form to your Revenue Deposit form and deliver to District Office

Deposits are to be received at the District Office no later than the following workday of event

Gervais School District is an equal opportunity educator and employer.

REVENUE POSTING FORM

Gervais School District is an equal opportunity educator and employer.

	X	100		
	X	50		
	X	20		
	X	10		
	X	5		
	X	2		
	X	1		
		COIN		
	TOTAL			
	CASH			
	CHECKS			
			INITIALS	
			INITIALS	

Gervais School District 1

Code: DFC-AR
Adopted: 7/21/16
Revised/Readopted: 9/17/20

Request to Apply for Grant, Gift, Donation or Endowment from Outside Source

The Gervais School District encourages employees to apply for additional resources to enhance district programs. In order to comply with Board Policy DFC - Grants from Private Sources, grant proposals for external funds from private sources need to be submitted to the business manager and superintendent for approval prior to applying for the funds. Copies of all information and completed forms pertaining to this grant must be filed in the district office prior to application.

The process to gain approval from the business manager and the superintendent may take up to two weeks. Please submit your request to apply for a grant in a timely manner according to your grant submission deadline.

Name(s) of applicant: _____

Name of grant: _____

Name of grantor, donor, etc: _____

Who is responsible for implementation and supervision of the provisions of this grant? _____

Amount of Grant: \$_____

Description of grant provisions: _____

Are there restrictions on the use of the funds provided through this grant? ☐ Yes ☐ No

If yes, what are the restrictions? _____

Does this grant obligate the district in any way? ☐ Yes ☐ No

If yes, how is the district obligated and what are the terms of the agreement? _____

I understand that the superintendent reserves the right to reject funds for any grant which has been approved.

Applicant Signature: _____

Date: _____

Request to Apply for Grant, Gift, Donation or Endowment
from Outside Source – DFC-AR

1-1

Gervais School District 1

Code: DFC
Adopted: 7/21/16
Revised/Readopted: 9/17/20
Orig. Code(s): DFC

Grants from Private Sources

Grant proposals for external funds from private sources will be submitted to the superintendent for evaluation and approval.

END OF POLICY

Legal Reference(s):

[ORS 294.100](#)

[ORS 294.305 - 294.565](#)

Cross Reference(s):

DD - Grant Funding Proposals and Applications



290 First St Gervais, OR 97026
PO Box 100
P: 503-792-3803
F: 503-792-3809
www.gervais.k12.or.us

GERVAIS FUNDRAISING POLICIES FOR SELLING FOOD

Federal, State and local regulations or policies have strict guidelines on selling and advertising the sale of food to students during the school day. This includes extended school hours for after-school activities, such as music and athletic practices and clubs.

To help you navigate the policies in place there are resources for you.

1. The Food Service Director must be notified when planning to sell any food for a fundraiser.

- The food service director is responsible for the district compliance of the Smart Snack requirements
- Will assist with your fundraising events to make it in compliance with Smart Snack Standards

2. Gervais School District Local Wellness Policy

Starting on page four of the wellness policy you will find guidance under the following sub-headings:

- Competitive Foods and Beverages
- Fundraising
- Food and Beverage Marketing in School

3. Oregon Smart Snacks Standards

The standards list what can be sold to students at different age groups

Contact:

Melinda Fitz-Henry

Melinda_fitz-henry@gervais.k12.or.us

503-792-3803 ext. 5050

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.



290 First Street
P.O. Box 100
Gervais, Oregon 97026-0100
Phone: (503) 792-3803
FAX: (503) 792-3809
www.gervais.k12.or.us

Within our growing, diverse community, we sow the seeds of opportunities to raise prepared, resilient students.

Appendix

This institution is an equal opportunity provider. Esta institución ofrece igualdad de oportunidades

Gervais Elementary School * Gervais Middle School * Gervais High School * Gervais Preschool * Frontier Charter Academy

Gervais School District 1

Code: GCBDA/GDBDA
Adopted: 7/27/17
Revised/Readopted: 6/17/20
Orig. Code: GCBDA/GDBDA

Family Medical Leave

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009, and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

FMLA applies to districts with 50 or more employees within 75 miles of the employee's work site, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

In order for an employee to be eligible for the benefits under FMLA, they must have been employed by the district for at least 12 months and have worked at least 1,250 hours during the past 12-month period.

In order for an employee to be eligible for the benefits under OFLA, he/she must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

Federal and state leave entitlements generally run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)

[ORS 659A.099](#)

[ORS 659A.150 to -659A.186](#)

[OAR 839-009-0200 to -0320](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2012); 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).

Americans with Disabilities Act Amendments Act of 2008.

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

Cross Reference(s):

GCBDD/GDBDD - Sick Time

Your Employer's Paid Leave Equivalent Plan

What You Need to Know

American Fidelity Assurance Company
9000 Cameron Pky
Oklahoma City, OK 73112
800-662-1113
americanfidelity.com

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, your or a loved one's serious illness or if you experience sexual assault, domestic violence, harassment, or stalking. Your employer has been approved to offer paid leave benefits through an equivalent plan. This means that your paid leave benefits will come from American Fidelity, your plan administrator.

What benefits are provided through my employer's Equivalent Plan and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, the equivalent plan will pay eligible employees a percentage of their wages. Benefit amounts depend on what the employee earned in the prior year.

Who pays for the Equivalent Plan?

Employees contribute to their employer's Equivalent Plan through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your contribution from your paycheck. For employers using Paid Leave Oregon, payroll deductions begin in January 2023. Because your employer chose American Fidelity's Equivalent Plan, premiums begin in September 2023 instead. You will begin seeing deductions from your paychecks during the payroll period that corresponds with the due date for September 2023 premiums.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, your first weekly benefit may be reduced by 25%.

How do I apply for paid leave under the Equivalent Plan?

In September 2023, you can apply for paid leave benefits under American Fidelity's Equivalent Plan at americanfidelity.com. Each eligible employee will be able to sign up for an online account to submit leave requests and track the status. You may also request a paper application online.

How can I appeal my employer's decision?

If your application is denied, you will receive a written denial of benefits from American Fidelity explaining the reason for the denial of benefits and a description of your appeal rights. You can appeal the decision with American Fidelity by following the instructions on the written denial you receive.

How do I dispute my employer's decision?

If the appeal does not resolve your disagreement with your employer, you can request support from Paid Leave Oregon for dispute resolution. Visit paidleave.oregon.gov or call 888-854-0166 for more information.

What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family leave, medical leave, or safe leave you choose to share with your employer is confidential and may not be released without your permission unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

- www.oregon.gov/boli
- 971-245-3844
- help@boli.oregon.gov

Learn more about your employer's Equivalent Plan.

Contact your Human Resources Department or your local American Fidelity account manager.

El Plan equivalente para licencia paga de su empleador

Información que debe conocer

A partir de septiembre de 2023, Paid Leave Oregon brindará servicio a la mayoría de los empleados en Oregon al proveer una licencia paga debido al nacimiento o adopción de un hijo, a una enfermedad grave que sufra usted o un ser querido o si es víctima de un ataque sexual, violencia doméstica, hostigamiento o acoso. Su empleador ha recibido aprobación para ofrecer beneficios de licencia paga a través de un plan equivalente. Esto significa que sus beneficios de licencia paga provendrán de American Fidelity, el administrador de su plan.

¿Qué beneficios se brindan a través del Plan equivalente de mi empleador y quién es elegible?

Los empleados en Oregon que hayan ganado al menos \$1,000 el año anterior podrían calificar para hasta 12 semanas de licencia paga por asuntos familiares, médicos o de seguridad en un año de beneficio. Mientras dure la licencia, el plan equivalente pagará a los empleados elegibles un porcentaje de sus sueldos. Los montos de beneficio dependen de lo que el empleado haya ganado el año anterior.

¿Quién paga el Plan equivalente?

Los empleados aportan al Plan equivalente de su empleador a través de impuestos en la nómina. Los aportes se calculan como un porcentaje de los sueldos y su empleador deducirá su aporte de su cheque de pago. Para los empleados que usen Paid Leave Oregon, las deducciones de la nómina comenzarán en enero de 2023. Debido a que su empleador escogió el Plan equivalente de American Fidelity, las primas, en cambio, empezarán en septiembre de 2023. Comenzará a ver deducciones en sus cheques de pago durante el periodo de pago que coincida con la fecha de vencimiento para las primas de septiembre de 2023.

¿Cuándo necesito informar a mi empleador que tomaré una licencia?

Si su licencia puede preverse, debe notificar a su empleador al menos 30 días antes de comenzar una licencia paga por asuntos familiares, médicos o de seguridad. Si no la notifica debidamente, es posible que se reduzca un 25% de su primer beneficio semanal.

¿Cómo solicito una licencia paga bajo el Plan equivalente?

En septiembre de 2023, puede solicitar beneficios de licencia paga bajo el Plan equivalente de American Fidelity en americanfidelity.com. Cada empleado elegible podrá registrarse y obtener una cuenta en línea para presentar solicitudes de licencia y hacer un seguimiento de su estado. También puede pedir en línea una solicitud en papel.

¿Cómo puedo apelar la decisión de mi empleador?

Si rechazan su solicitud, recibirá un rechazo de los beneficios por escrito de American Fidelity que explicará los motivos para el rechazo de beneficios y describirá sus derechos de apelación. Puede apelar la decisión ante American Fidelity siguiendo las instrucciones que aparecerán en el rechazo por escrito.

¿Cómo puedo impugnar la decisión de mi empleador?

Si la apelación no resuelve su desacuerdo con su empleador, puede solicitar la asistencia de Paid Leave Oregon para solucionar la disputa. Ingrese a paidleave.oregon.gov o llame al 888-854-0166 para obtener más información.

¿Cuáles son mis derechos?

Si es elegible para la licencia paga, su empleador no puede impedirle tomarla. Su trabajo está protegido mientras usted se toma una licencia paga si ha trabajado para su empleador durante al menos 90 días calendario consecutivos. No perderá sus derechos jubilatorios mientras esté de licencia y su empleador debe seguir brindándole los mismos beneficios de salud que tiene mientras está trabajando.

¿Cómo se protege mi información?

Toda información de salud relacionada con una licencia por asuntos familiares, médicos o de seguridad que usted elija compartir con su empleador es confidencial y no puede divulgarse sin su permiso a menos que las leyes exijan su divulgación.

¿Qué debo hacer si tengo preguntas sobre mis derechos?

Es ilegal que su empleador lo discrimine o tome represalias en su contra por haber preguntado o reclamado por sus beneficios de licencia paga. Si su empleador no está cumpliendo la ley, usted tiene el derecho a presentar una acción civil ante un tribunal o presentar una queja ante el Oregon Bureau of Labor & Industries (BOLI). Puede presentar una queja ante BOLI en línea, por teléfono o correo electrónico:

- www.oregon.gov/boli
- 971-245-3844
- help@boli.oregon.gov

Obtenga más información sobre el Plan equivalente de su empleador.

Contacte a su Departamento de Recursos Humanos o a su gerente de cuenta de American Fidelity local.