



Oregon Trail School District

2016-2017

Substitute Handbook

# Oregon Trail School District

## Substitute Handbook

The information contained in the substitute handbook is presented as a matter of information only. These policies are not intended as, nor should they be construed to create, the terms of an express or implied contract with Oregon Trail School District, or as any type of promise or guarantee of specific treatment. No contract of employment may be created between Oregon Trail School District and any substitute, except as may otherwise be provided by express written agreement signed by the Superintendent of the Oregon Trail School District. The employment relationship with the Oregon Trail School District is at will. Any substitute may resign at any time and for any reason, or be terminated at any time and for any reason, with or without notice and with or without cause. The Oregon Trail School District reserves the right to make changes, updates, and/or deletions, or to add to these policies, rules, procedures, at any time, with or without notice.

## OTSD Aesop Log in & Numbers

- **ID Number** - Your phone number.
- **PIN** - 4 digit number auto-generated by Aesop, your PIN is emailed to you when your account is first created.
- **Confirmation #**- When you accept a job in Aesop, you will see a 'Confirmation #'. Write this number down and take it with you to your assignment. Refer to it on your timesheets.

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## INTRODUCTION

### **Welcome to Oregon Trail School District!**

As a substitute you have accepted a very important position. Whenever licensed or classified employees must be absent, our students look to you to provide them with quality instruction and support.

We are confident that you will do everything you can to meet the high standards required in our schools.

This Handbook has been developed as a tool to help substitutes maintain the excellent educational program that exists in the district. The guidelines offer suggestions that will allow you to make a smooth transition into our classrooms. Although the Handbook focuses on substitute teachers, we hope that this information will be useful to our classified substitutes as well.

We hope your substitute experience in the Oregon Trail School District is a very positive one.

Sincerely,

Chelsea Leymaster

Human Resources Specialist

## I. GUIDELINES FOR SUBSTITUTE TEACHERS

### District Responsibilities

Oregon Trail School District building administrators and staff members recognize their responsibilities toward the substitute teacher and agree that:

1. Each building administrator or program director shall have a Substitute Folder, which will contain all schedules, duty assignments, special services, schedules, and procedures that might be of use to the substitute.
2. Teachers who are absent have the responsibility of leaving directions for the substitute teacher (lesson plans, class roster, textbooks and materials needed to complete the lesson plans, etc.).
3. The building administrator or building secretary will greet the substitute teacher, give them the necessary information, direct or escort them to the classroom and provide whatever help is needed.

### Human Resources Department Numbers to Call for Assistance

[Kristin.schilperoort@ortrail.k12.or.us](mailto:Kristin.schilperoort@ortrail.k12.or.us)

Substitute coordinator

(503)668-5541ext 4603

[Chelsea.leymaster@ortrail.k12.or.us](mailto:Chelsea.leymaster@ortrail.k12.or.us)

Human Resources Specialist

(503)668-5541ext 4601

[Kelly.myers@ortrail.k12.or.us](mailto:Kelly.myers@ortrail.k12.or.us)

Human Resources Administrative Assistant

(503)668-5541ext 4602

Aesop System phone numbers

(1-800) 942-3767

# School Start and End Time

## **Sandy High School**

Substitute Report Time 7:10am to 3:10pm

Student Arrival Time 7:40am to 2:45pm

## **Boring Middle School**

Substitute Report Time 7:20am to 3:20pm

Student Arrival Time 7:40am to 2:25pm

## **Cedar Ridge Middle School**

Substitute Report Time 7:15am to 3:15pm

Student Arrival Time 7:40am to 2:25pm

## **Welches Middle School**

Substitute Report Time 8:00am to 4:00pm

Student Arrival Time 8:40am to 3:30pm

## **Welches Elementary**

Substitute Report Time 8:00am to 4:00pm

Student Arrival Time 8:45am to 3:30pm

## **Firwood Elementary**

Substitute Report Time 8:00am to 4:00pm

Student Arrival Time 8:55am to 3:45pm

## **Kelso Elementary**

Substitute Report Time 8:00am to 4:00pm

Student Arrival Time 8:45am to 3:35pm

## **Naas Elementary**

Substitute Report Time 8:30am to 4:30pm

Student Arrival Time 9:00am to 3:50pm

## **Oregon Trail Academy (K-10)**

Substitute Report Time 7:15am to 3:15pm

Student Arrival Time 7:45am to 2:45pm

## **Sandy Grade School**

Substitute Report Time 7:15am to 3:15pm

Student Arrival Time 7:40am to 2:25pm

- **Wednesdays are early release, which would be an hour early**

## **II. GENERAL INFORMATION**

### **What is expected of the Substitute Teacher**

As a substitute teacher for the Oregon Trail School District, you are a professional who is employed to carry out our instructional program during the temporary absence of a teacher. As each student differs, so will each substituting situation. Be ready and willing to adapt yourself to various teaching assignments. Teaching is an all-encompassing task. When you are substituting for another staff member, your mission is to continue to increase the learning of all students.

Please perform all of the regular duties of the teacher for whom you are substituting. It is expected that you will follow, as nearly as possible, lesson plans and classroom procedures prepared by the teacher. If for some reason complete plans have not been left for you, please see the department chair, team leader or a building administrator for direction. Under exceptional circumstances you may need to deviate from the plans left for you. If so, leave a complete explanation or call the teacher upon his/her return to explain the circumstances.

### **Teaching in Oregon: License Issues**

An Oregon teacher license is required. It may be a regular teaching license or a special license for substituting. If you have questions about your license, contact the Teacher Standards and Practices Commission in Salem (1-503-378-3586).

### **Registration**

Before substitute teachers can be employed in the district they must have completed the districts substitute packet, met with the substitute coordinator and complete all of the mandatory trainings. Substitutes will automatically be registered for the Safe Schools mandatory trainings once they have met with the Substitute Coordinator.

Classified substitutes must have completed the districts classified substitute packet, mandatory Safe Schools training and have a fingerprint verification completed through the Oregon Department of Education. Fingerprint verification records may be transferred from another Oregon school, and are valid if approved no more than 2 years in the past.

Substitute Registration Packet Includes:

- a) Profile Sheet
- b) Volunteer Criminal History Verification Application
- c) I-9 form (identification required)
- d) W-4
- e) Pre-employment record check authorization form(HB2062)
- f) Exclusion request waiver
- g) Internet agreement
- h) Authorization for Direct Deposit

## **Substitute Status Information**

New substitute rosters are developed prior to the beginning of each school year. Active substitutes are given the opportunity to re-new their status at the end of each school year for the following year.

### **Active Substitute Status**

In order to maintain active status, all substitutes are encouraged to proactively seek substitute assignment opportunities throughout the school year. Substitutes who work less than 10 assignments (less than once per month) during the 2016-17 school year will be inactivated in the Aesop and payroll systems.

### **Change of Address**

Please notify Kristin Schilperoort of any change in your name, phone number, address, email address, or availability.

### **Helpful Suggestions for Substitute Teachers**

- Arrive at your assignment early to get organized before the students arrive.
- At the beginning of the assignment, report to the building administrator or the designated representative to obtain general instructions.
- Follow guidelines and procedures for substitutes as established by the district and the building.
- Be familiar with school policies, rules, and procedures. Conduct class in an orderly fashion, following lesson plans and observing established classroom rules.
- Learn the names of the students as quickly as possible.
- Avoid making comparisons of various schools or school personnel.
- Respect the confidential information contained in school records.
- Respect the confidence of fellow teachers and each student.
- Begin lessons promptly. Be professional and confident. The substitute's first words and actions usually set the day's tone.

## Mandatory Annual Training

Oregon law requires school district and ESD employees, including substitutes, to complete the following trainings annually:

- Blood borne Pathogen Exposure Prevention
- Bullying: Recognition & Response
- Child Abuse: Mandatory Reporting
- Dating Violence: Identification and Prevention
- Hazing
- Sexual Harassment: Staff to Staff
- Sexual Misconduct: Staff to Student

The Oregon Trail School District will enroll each substitute in these trainings through Safe Schools. An email will be sent to each sub with login credentials and instructions.

The trainings are also available on-line through Clackamas ESD for a \$10 enrollment fee to cover the cost of the service. You can access the form and information on the Clackamas ESD website at <http://www.clackesd.k12.or.us/hr/sub.html>. If you substitute actively in multiple districts, this training may be more widely acceptable.

Transcripts or certificates obtained through other districts or agencies will be considered. You will need to forward a copy of the transcript to [Kristin.Schilperoort@ortrail.k12.or.us](mailto:Kristin.Schilperoort@ortrail.k12.or.us). **The deadline for training is Wednesday, September 30, 2016.**

### **III. RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

#### **General Procedures**

- Demonstrate effective communication with the students you teach and with the building personnel.
- Maintain effective classroom management.
- Maintain a professional attitude. Substitutes are expected to observe the same code of ethics that teachers observe.

#### **Specific Procedures**

- Get general procedures, room key, room location, and lesson plans from the designated representative.
- Read lesson plans and daily routine information.
- Take attendance according to school procedures.
- Conduct the class in an orderly manner. Manage student behavior in accordance with established policies and/or guidelines.
- Carry out the lessons according to the teacher's plans and follow the teacher's usual routines for the class.
- Follow the directions of the teacher regarding collecting and grading of papers.
- Contact the school office if you have questions during the day that students or another teacher cannot answer for you.
- Leave a brief summary of the work that has been done during the teacher's absence. Include your phone number in case the teacher needs to contact you.
- Leave a record of assignments given for the next day and papers collected from students.
- Leave the room in good order.
- Close the windows, turn off the lights, and lock the doors when leaving the room during or at the end of the day.
- Return the room key to the office.
- Complete the payroll time sheet in the school office before departing ,be sure to reference the Aesop Confirmation # and your EEN.

- Check to see if you are needed for the next day.
- Whenever possible, you should accept the job you are offered through Aesop. Once you have done so, you should write down the confirmation number, date, time, location and teacher. If you need to cancel a job after accepting it, you should do so at the earliest possible opportunity. A late cancellation increases the odds that a job may be unfilled, placing undue stress on students and faculty. If you are asked to substitute always check the Aesop system to make sure the system has put you into the job. If more than one substitute should arrive to work the same job the job will go to the substitute that has accepted the job and has the confirmation number.
- If there are any changes in your status as a substitute, such as, change of name, address or telephone, or have any questions about Aesop call and leave a message for The Substitute Coordinator (Kristin Schilperoort) at **503-668-5541ext4603**.

#### **IV. INCLEMENT WEATHER CONDITIONS**

##### **School Closures and Late Openings**

When weather conditions make travel hazardous, the Superintendent or designated representative will announce by local television, twitter and radio broadcasts the status of school closures and late openings. You may also access current closure status by using the “Weather and Emergency Closures” link located on the district website ([www.ortrail.k12.or.us](http://www.ortrail.k12.or.us)).

If school is canceled, substitutes are not to report to work. It is the substitute’s responsibility to be aware of school closures and late openings. Aesop will not notify the substitute of late openings and school closures. If there is a two-hour delay scheduled, report to work two hours after the normal scheduled time of your substitute job. For example, if you are to substitute from 8 a.m. until 2 p.m., then with the two-hour delay, you will need to report to work at 10 a.m.

#### **V. EVALUATION**

Substitutes may be evaluated based on their performance. A school administrator or classroom teacher will report performance issues to the substitute coordinator; A negative report may constitute removal from our district substitute pool.

Substitutes are encouraged to leave a brief evaluation of the day describing what was accomplished as well as documenting problems that may have occurred.

#### **VI. COMPENSATION**

##### **Salary for Licensed Substitute Teachers**

Substitute teaching on a day-to-day basis will be paid at a rate determined annually by the School Board in accordance with ORS 342.610. The daily salary for the 2016-2017 school

year is **\$175.45**. You will be paid for a full day when employed for more than one-half day (more than 4 hours); if you are employed for 4 hours or less, you will be paid for half a day (\$87.73).

### **Break and Lunch Requirements for Classified Substitutes**

Classified substitutes are given breaks in accordance with state wage and hour laws as follows:

- Employees working 2 to 3.75 hours per day, get no breaks or lunch.
- Employees working 4 to 5 hours per day, get one 15 minute duty free, paid break.
- Employees working over 5 hours per day, get two 15 minute duty free, paid breaks and one duty free, unpaid 30 minute lunch.

*Note:* Substitutes must take these breaks and lunch and cannot choose to not take them in order to leave early.

### **Payroll Deductions**

Regular deductions are made for state and federal income taxes, social security and worker's compensation. If applicable, contributions to the Public Employees Retirement System will also be deducted.

### **Accident Reporting and Worker's Compensation Coverage**

All accidents which occur while you are employed with the district must be reported to your building administrator immediately. This includes both student injuries and injuries to you.

If you are injured on the job, a Worker's Compensation Report and an Accident Incident Report must be completed and forwarded to the Central Office within twenty-four hours of the accident. The forms are available in the school office. For more information about Worker's Compensation, you may contact Terri Foeckler (503) 668-5541ext4701, [terri.foeckler@ortrail.k12.or.us](mailto:terri.foeckler@ortrail.k12.or.us)

### **Notification of Scheduled Term Recess Periods**

The Oregon Trail School District's 2016-2017 school calendar includes several customary vacations or recess periods. The district expects that you will continue to perform the same or similar services before and after each vacation or recess period.

### **Long Term Assignments**

Licensed substitutes on long term assignments will be paid at the long-term substitute rate of \$198.38 per day (\$99.19 for half day) beginning on their eleventh consecutive workday and continuing until the end of this assignment. If there is a break in service, substitutes will be paid the original substitute rate (\$174.45 per day) from the date of return until another eleven consecutive days have been fulfilled on the same assignment.

## 2016-2017 Payroll Dates

<b>Worked In:</b>	<b>Cut-Off Date:</b>	<b>Pay Date:</b>
Aug 29-Sept 9	Sept 9th, 2016	September 23, 2016
Sept 12-Oct 14	Oct 14 <sup>th</sup> 2016	October 28, 2016
Oct 17-Nov 4	Nov 4 <sup>th</sup> 2016	Nov 18,2016
Nov 7-Dec 2	Dec 2 <sup>nd</sup> 2016	December 16, 2016
Dec 5- Jan 13	January 13 <sup>th</sup> 2017	Janurary 27,2017
Jan 17-Feb 10	February 10 <sup>th</sup> 2017	February 24 <sup>th</sup> , 2017
Feb 13-Mar 10	March 10 <sup>th</sup> ,2017	March 24 <sup>th</sup> , 2017
March 13-Apr14	April 14 <sup>th</sup> 2017	April 28 <sup>th</sup> ,2017
April 17-May 12	May 12 <sup>th</sup> 2017	May 26 <sup>th</sup> , 2017
May 15-June 9	June 9 <sup>th</sup> 2017	June 23 <sup>rd</sup> ,2017

You are welcome to pick up your paycheck at the District Office on paydays between 7:30a.m and 3:30p.m. Checks not picked up by 3:45 p.m. will be mailed that day.

You may sign up for direct deposit of your check to your bank by obtaining a form from the Payroll Office or Human Resources Department. It takes two months to establish the electronic transfer. Funds will be deposited in your bank account on the scheduled payday and a copy of all pay information will be sent to you.

If you have any questions regarding your check, please call Cathee Brown (503)668-5541ext4704 or email [Catherin.Brown@ortrail.k12.or.us](mailto:Catherin.Brown@ortrail.k12.or.us)

## **VII. ASSIGNMENTS**

### **Aesop**

Aesop is a web-based leave management system which connects substitutes with unfilled district absences online and via automated phone calls. The system will call substitutes during the following times for jobs occurring the day of the call or the following morning:

Weekdays: 5:00 a.m. - 10:00 p.m. Sunday evenings: 3:00 p.m. - 10:00 p.m.

You may configure your own preferred calling times in your Aesop account by logging in, going to Preferences>Call Times.

To access Aesop via phone:

Toll free: 1-800-942-3767

You can call Aesop twenty-four hours a day to hear descriptions of open jobs and to accept them. You can also access Aesop online through links from the district website or by following the link below.

[www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop)

Your Aesop login ID Number is your phone number and your PIN is auto-generated and delivered to you via email. When you initially access Aesop, please take a few minutes to go through the tutorial and to review your personal information.

## **VIII. SCHOOL DISTRICT POLICIES**

### **Discipline**

Discipline in the schools aims to teach responsibility, self-discipline, and self-respect; respect for the rights, dignity, and safety of all individuals; respect for law and observance of School District policies, procedures, rules, and regulations; and respect for public and private property.

In taking disciplinary action, school officials will consider students' individual and collective rights. All disciplinary actions shall be based on the misconduct or violation of communicated rules and expectations.

### **Equal Opportunity Employment**

The Oregon Trail School District is an equal opportunity employer and complies with all applicable state and federal statutes and regulations in employment and school district programs. Equal employment opportunity and treatment shall be provided in recruiting, hiring, retaining, transferring, promoting and training of all employees regardless of the individual's race, religion, color, sex, sexual orientation, national origin, marital status, age or disability.

### **Tobacco Policy**

Oregon Trail schools are tobacco free; the use of smoke able or smokeless products (chewing tobacco) is not allowed. No employee, substitute, visitor, or student may use any tobacco product while on district property.

### **Drug-Free Workplace**

The district prohibits the manufacturing, distributing, dispensing, possessing or using of drugs or alcoholic beverages in the workplace.

### **Safety Program**

Each building has general safety and accident prevention procedures including fire drills and building evacuation practices, building evacuation plans, and safety and emergency procedures particular to specialized equipment and areas.

During any emergency situation or drill, staff members are expected to remain with their students, or in a capacity as assigned by the building administrator, until such time they are released from duty by the building administrator. Students should not be unsupervised at any time.

### **Pre-Employment Record Checks and Fingerprinting Requirements**

District policy and State law require pre-employment record checks of all new substitutes and fingerprinting of new classified substitutes. Licensed substitutes are fingerprinted at time of licensing; classified substitutes are fingerprinted through Clackamas County Sheriff's Office at their own cost (\$20 for a fingerprint card). Classified substitutes will also be responsible for the cost of the actual background check. This fee is paid to Oregon Trail SD (\$59).

### **Working Conditions**

It is the district's policy that there shall be no harassment of any employee for any reason. Any employee who feels that he or she has been harassed should immediately report the matter to the building administrator.

## **IX. OREGON ADMINISTRATIVE RULE: ETHICS**

### **The Ethical Educator**

OAR 584-20-035: The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the district, and the profession.

#### **The ethical educator, in fulfilling obligations to the student, will:**

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family.
2. Refrain from exploiting professional relationships with any student for personal gain, or in support of persons or issues.

#### **The ethical educator, in fulfilling obligations to the district, will:**

1. Apply for, accept, offer, or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment.
2. Conduct professional business, including grievances, through established lawful and reasonable procedures.
3. Strive for continued improvement and professional growth.
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties.
5. Not use the districts or school's name, property, or resources for non-educational benefit without approval of the educator's supervisor or the appointing authority.

#### **The ethical educator, in fulfilling obligations to the profession, will:**

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty.
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Respond to requests for evaluation of colleagues and keep such information confidential as appropriate.

## **X. ADDITIONAL INFORMATION**

## 2016-2017 Classified Salary Schedule

<u>Classification</u>	<u>Range</u>	<u>Step 1</u>
• Food Service 2	6	11.45
• School Assistant	9	12.50
• Secretary	10	12.88
• Instructional Assist 2	13	14.08
• Custodian	14	14.50
• Library Assistant	15	14.94



## 2016-2017 School Calendar Teacher Calendar

### July 2016

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### August 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 PD/Workday	30 In-Service AM / Workday PM	31 PD/Workday		

Holiday = 0

Contract = 3

### September 2016

Monday	Tuesday	Wednesday	Thursday	Friday
			1 PD/Workday	2 Non-contract
5 Holiday	6 School Begins 12	7	8	9
12	13	14 ER Start	15	16
19	20	21 ER	22	23
26	27	28 ER	29	30

Holiday = 1

Contract = 20

### October 2016

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 ER	6	7
10	11	12 ER	13	14 Statewide In- service
17	18	19 ER	20	21
24	25	26 ER	27	28
31 Non-contract				

Holiday = 0

Contract = 19

### November 2016

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Non-contract	2 ER	3	4
7	8	9 ER	10	11 Holiday
14	15	16 ER	17	18
21 No school Parent/teach conf K-12	22 No school Parent/teach conf K-12	23 Non-contract	24 Holiday	25 Non-contract
28	29	30 ER		

Holiday = 2

Contract = 17

### December 2016

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 ER	8	9
12	13	14 ER	15	16
19 Winter Break	20 Winter Break	21 Winter Break	22 Winter Break	23 Winter Break
26 Holiday (for 12/25/2016)	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break

Holiday = 1

Contract = 12

### January 2017

Monday	Tuesday	Wednesday	Thursday	Friday
2 Holiday (for 1/1/17)	3	4 ER	5	6
9	10	11 ER	12	13
16 Holiday	17	18 ER	19	20
23	24	25 ER	26	27
30 No School Grading Day	31			

Holiday = 2

Contract = 20

### February 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1 ER	2	3
6	7	8 ER	9	10
13	14	15 ER	16	17
20 Holiday	21	22 ER	23	24
27	28			

Holiday = 1

Contract = 19

### March 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1 ER	2	3
6	7	8 ER	9	10
13	14	15 ER	16	17
20	21	22 ER	23	24
27 S P	28 R I N	29 G B	30 R E	31 A K

Holiday = 0

Contract = 18

### April 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 ER	6	7
10	11	12 ER	13	14
17	18	19 ER	20	21
24	25	26 ER	27	28

Holiday = 0

Contract = 20

### May 2017

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 ER	4	5
8	9	10 ER	11	12
15	16	17 ER	18	19
22	23	24 ER	25	26
29 Holiday	30	31 ER		

Holiday = 1

Contract = 22

### June 2017

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 Seniors Last Day	8	9
12	13	14 Students Last Day	15 Teacher Grading Day	16 Teacher Workday
19	20	21	22	23
26	27	28	29	30

Holiday = 0

Contract = 12

Required time: 2 workdays, 1 and 1/2 professional development days:

*building level decision to determine schedule*

\*Monday: K-5 and secondary math teachers: all day professional development (math adoption)  
Remainder of secondary: building level decisions for PD/Workday

\*\*Tuesday: AM-district welcome, Vendor fair, Association meetings, staff mtg with principal  
PM-workday for teachers

\*\*Wednesday: building level decision for PD/Workday

\*\*Thursday: building level decision for PD/Workday

<b>School</b>	<b>Phone</b>	<b>Staff</b>
Boring Middle 27801 SE Dee ST Boring OR 97009	503-668-9393	Tim Werner, Principal AnnMarie McClosky, Building Secretary
Cedar Ridge 17225 Smith Ave Sandy OR 97055	503-668-8067	Nicole Johnston, Principal Kris Scharfenberg, Building Secretary
Firwood Elementary 42900 SE Trubel Rd Sandy OR 97055	503-668-8005	Tara Black, Principal Deb Manley, Building Secretary
Kelso Elementary 34651 SE Kelso Rd Boring OR 97009	503-668-8020	Katie Schwietzer, Principal Velita Shull, Building Secretary
Naas Elementary 12240 SE School Ave Boring OR 97009	503-668-4454	Kimberly Brooks, Principal Rachael Langley, Building Secretary
Oregon Trail Academy 36520 SE Proctor Rd Boring OR 97009	503-668-4133	Ginger Redlinger, Principal Robin Fry, Building Secretary
Sandy Grade 38955 Pleasant St Sandy OR 97055	503-668-8065	Rachael George, Principal Brenda Encinas, Building Secretary
Sandy High School 37400 Bell St Sandy OR 97055	503-668-8011	Kim Ball, Principal Erin Barton, Building Secretary
Welches Elementary 24901 E Salmon River Rd Welches OR 97067	503-622-3165	Kendra Payne, Principal Elaine Jensen-Ashcraft, Building Secretary
Welches Middle 24903 E Salmon River Rd Welches OR 97067	503-622-3166	Kendra Payne, Principal Elaine Jensen-Ashcraft, Building Secretary