

Mapleton School District 32

Code: **DA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): DA

Fiscal Management Goals

The Board will review the needs of the district annually, considering such areas as instruction, capital outlay, building improvements and adjustments to accommodate any growth or decline of student enrollment or district area. The Board encourages the input of staff, parents and members of the community as a part of the review and recommendation process. Following this evaluation, the Board will develop the fiscal direction for the school year.

The annual budget will represent the Board's formal statement and adoption of fiscal goals.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Mapleton School District 32

Code: **DBA/DBC**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): DBA/DBC

Budgeting System/Calendar

The Board will adopt annually a budget calendar which will identify dates and deadlines required for the legal presentation and adoption of the budget.

The superintendent will prepare and recommend the proposed calendar by September, for Board approval. Such calendar will identify dates and activities to include those needed to comply with state law.

The fiscal year will extend from July 1 to June 30 inclusive.

The budgeting system of the district will be in accordance with federal and state laws, regulations and locally adopted procedures.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.542 - 328.565](#)

Mapleton School District 32

Code: **DC**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): DC

Borrowing Funds

The Board may authorize the borrowing of funds for the purpose of meeting current expenses and other legal expenditures when provision has been made for such expenditures in the adopted budget.

END OF POLICY

Legal Reference(s):

[ORS 294.443](#)
[ORS 328.565](#)

Mapleton School District 32

Code: **DFC**
Adopted: 2/19/15

Grants from Private Sources

Employees are encouraged to apply for additional resources to enhance district programs. **All** grant proposals requesting external funds from private sources **require prior approval** before submission to the grantor. Submission procedure for approval is as follows:

1. Business Manager;
2. Superintendent.

The superintendent is authorized to approve or deny any grant application unless he/she determines the request requires prior Board approval. The superintendent will submit all grant applications to the Board for prior approval when one or more of the following conditions exist:

1. The amount of funds requested exceeds \$5,000;
2. Acceptance of grant funds would obligate the district to provide additional financial support, either as matching funds, or to maintain the grant expenditures in subsequent budget periods;
3. Expenditure of grant funds may alter district facilities;
4. The grant proposal will create new programs not previously approved by the Board;
5. Anticipated expenditures include equipment that exceeds \$2,500 per item.

In the event an opportunity arises to submit a grant proposal that requires prior Board approval as specified by this policy and there is insufficient time to place it before the Board, the superintendent is authorized to use his/her judgment in approving it for submission. The superintendent will review the grant proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

END OF POLICY

Legal Reference(s):

[ORS 294.100](#)
[ORS 294.305 - 294.565](#)

Cross Reference(s):

CG - Special Programs Administration/Grants
DD - Funding Proposals and Applications

Mapleton School District 32

Code: **DFC-AR**
Revised/Reviewed: 2/19/15

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

The Mapleton 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? _____

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

Applicant Signature: _____ Date: _____

Approval

Building Principal: _____ Superintendent: _____

School Board Approval Meeting Date: _____

Mapleton School District 32

Code: **DIDA**
Adopted: 2/09/05
Readopted: 12/18/13
Orig. Code(s): DIDA

Fixed Assets

Fixed assets shall be defined as grounds and improvements, buildings, equipment and vehicles as are reported in the government-wide financial statements. The district defines fixed assets as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets that are purchased or constructed are recorded at historical cost where historical records are available or estimated cost where no historical records exist. Donated fixed assets are recorded at estimated fair market value at the date of donation. Equipment will be considered a fixed asset if it meets the following conditions:

1. It has an anticipated useful life of more than one year;
2. It has a value of \$5,000 or more;
3. It retains its original shape and appearance with use;
4. It is non-expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than replace it with an entirely new unit;
5. It does not lose its identity through incorporation into a different or more complex unit or substance.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Interest incurred during construction is not capitalized.

Property, plant and equipment of the district are depreciated using the straight line method, full-year convention over the following estimated useful lives:

Assets	Years
Building.	50
Portable buildings, building improvements.	20
Site improvements.	15
Trucks, trailers, miscellaneous vehicles.	15
School buses, passenger cars, van and pickups.	8
Custodial/grounds/shop/maintenance equipment.	15
Miscellaneous equipment.	10
Computer equipment.	5
Copiers.	5
Furniture.	20
Kitchen equipment.	15

Annual inventories will be made of all fixed assets and shall be the responsibility of the staff member or supervisor to which the fixed asset is assigned. A fixed asset inventory will be maintained in the business office.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Mapleton School District 32

Code: **DI/DK**
Adopted: 7/12/01
Revised/Readopted: 12/18/13
Orig. Code(s): DI/DK

Financial Reports and Statements

The Board will receive and accept monthly financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the district's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

All aspects of the district's accounting and reporting system will be in accordance with generally accepted accounting procedures and will conform with state laws and regulations.

Appropriate staff will be available at any Board meeting, upon request of the Board, to respond to questions and to present current financial information. The superintendent will notify the Board at any time that substantial deviations from anticipated revenues or expenditures are anticipated.

The Board will receive a pre-audit report recapping the year-end closure of financial statements prior to the annual audit by the district's authorized accountant.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)

[OAR 581-023-0035](#)

Program Budgeting and Accounting Manual, Oregon Department of Education

Mapleton School District 32

Code: **DJCA**
Adopted: 12/18/13

Personal Services Contracts

The district may enter into personal services contracts with qualified professionals as provided by ORS 279A.055. Personal services contracts, as used in this policy, means contracts for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The district may enter into a personal services contract with a current district employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

Contracts for personal services in excess of \$5,000 shall require prior Board approval.

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

END OF POLICY

Legal Reference(s):

[ORS Chapters 279](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)

[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE.

Cross Reference(s):

DJC - Bidding Requirements

Personal Services Contracts

1. Personal Services Contracts Defined

- a. Personal services contracts include, but are not limited to: a contract or member of a class of contracts, that the local contracting agency's Local Contract Review Board (LCRB) has designated as a personal services contract pursuant to ORS 279A.055. Personal services include but are not limited to the following:
 - (1) Contracts for services performed as an independent contractor in a professional capacity (e.g., services of an accountant, attorney, data processing consultant, etc.);
 - (2) Contracts for services as an artist in the performing or fine arts (e.g., photographer, painter, etc.);
 - (3) Contracts for services that are specialized, creative and research oriented;
 - (4) Contracts for services as a consultant;
 - (5) Contracts for educational consulting services.
- b. Personal services contracts may include: (1) public contracts for architectural, engineering and land surveying and related services, or (2) other public contracts for nonconstruction services.

2. Eligibility

The district will follow ORS 670.600, Public Employees Retirement System (PERS) rules OAR 459-010-0030 and Internal Revenue Service (IRS) Ruling 87-41 in determining whether the individual or business entity qualifies as an independent contractor or is an employee of the district. A valid independent contractor must meet all eight of the following points:

State requirements¹:

- a. The contractor must be free from the direction and the control of the employer;
- b. The contractor must obtain required business licenses;
- c. The contractor must furnish necessary tools and equipment;
- d. The contractor has authority to hire and fire employees;
- e. The contractor is paid on completion of portions of projects or on a retainer basis;
- f. The construction contractor must be registered under ORS Chapter 701 (For more information call the Construction Contractors Board at 503-378-4621 in Salem.);
- g. The contractor must file appropriate business tax returns;

¹See ORS 670.600 for complete listing.

- h. The contractor must represent to the public that the labor or services are provided by an independent business.

PERS requirements:

In determining whether an individual is an employee or independent contractor for PERS contribution purposes, the district will consider the following factors:

- a. Instructions. An employee must comply with instructions about when, where and how to work. Even if no instructions are given, the control factor is present if the employer has the right to control how the work results are achieved;
- b. Training. An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods and receive no training from the purchasers of their services;
- c. Integration. An employee's services are usually integrated into the business operations because the services are important to the success or continuation of the business. This shows that the employee is subject to direction and control;
- d. Services rendered personally. An employee renders services personally. This shows that the employer is interested in the methods as well as the results;
- e. Hiring, supervising and paying assistants. An employee works for an employer who hires, supervises and pays workers. An independent contractor can hire, supervise and pay assistants under a contract that requires him/her to provide materials and labor and to be responsible only for the result;
- f. Continuing relationship. An employee generally has a continuing relationship with an employer. A continuing relationship may exist even if work is performed at recurring although irregular intervals;
- g. Set hours of work. An employee usually has set hours of work established by an employer. An independent contractor generally can set his/her own work hours;
- h. Full-time required. An employee may be required to work or be available full-time. This indicates control by the employer. An independent contractor can work when and for whom he/she chooses;
- i. Doing work on employer's premises. An employee usually works on the premises of an employer, or works on a route or at a location designated by an employer;
- j. Order or sequence set. An employee may be required to perform services in the order or sequence set by an employer. This shows that the employee is subject to direction and control;
- k. Oral or written reports. An employee may be required to submit reports to an employer. This shows that the employer maintains a degree of control;
- l. Payment by hour, week, month. An employee is generally paid by the hour, week or month. An independent contractor is usually paid by the job or on a straight commission;
- m. Payment of business and/or traveling expenses. An employee's business and travel expenses are generally paid by an employer. This shows that the employee is subject to regulation and control;
- n. Furnishing of tools and materials. An employee is normally furnished significant tools, materials and other equipment by an employer;
- o. Significant investment. An independent contractor has a significant investment in the facilities he/she uses in performing services for someone else;
- p. Realization of profit or loss. An independent contractor can make a profit or suffer a loss;

- q. Working for more than one employer at a time. An independent contractor is generally free to provide his/her services to two or more unrelated persons or firms at the same time;
- r. Making service available to general public. An independent contractor makes his/her services available to the general public;
- s. Right to discharge. An employee can be fired by an employer. An independent contractor cannot be fired so long as he/she produces a result that meets the specifications of the contract;
- t. Right to terminate. An employee can quit his/her job at any time without incurring liability. An independent contractor usually agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it.

IRS requirements:

Additionally, in determining employee or independent contract status for purposes of the Federal Insurance Contributions Act (FICA), the Federal Unemployment Tax Act (FUTA) or for federal income tax withholding from wages, the district will consider:

- a. Behavioral control. A worker is an employee when the district has the right to direct and control the worker;
- b. Financial control. A worker is an independent contractor if he/she can realize a profit or incur a loss. The individual may also be an independent contractor if he/she is not reimbursed for some or all business expenses, especially if those expenses are high or if he/she has a significant investment in his/her work;
- c. Relationship of the parties. Facts weighed by the district will include any written contracts describing the relationship the parties intended to create; the extent to which the worker is available to perform services for other similar businesses; whether the district provides the worker with employee-type benefits, such as insurance, vacation pay or sick pay; and the permanency of the relationship.

3. Personal Services Contracts - Procurement Requirements

- a. Contracts for personal services less than \$25,000 within a 12-month period, shall, where practical, be based on written or verbal quotes or may be procured through direct negotiations with the contractor.
- b. Contracts for personal services greater than \$25,000 that do not exceed \$75,000 may be based on three written or verbal quotes, or response to a request for proposal (RFP) as deemed appropriate by the superintendent or designee.
- c. Contracts for personal services greater than \$75,000 shall be based on written solicitations, request for qualifications, or the request for proposal (RFP) process.
- d. The district may enter into a personal services contract when the amount of the services does not exceed \$150,000 without obtaining quotes or utilizing the RFP process when only one contractor or sole source provides the services as follows:
 - (1) The superintendent or designee shall make the following written findings for inclusion in the contract file:
 - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;

- (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) Other findings that support the conclusion that the goods or services are available from only one source.
- e. If the cost of the services is more than \$150,000, the district may award a contract on a sole source basis, only with Board approval and if prior to the award:
 - (1) Notice of the district's intent to contract for the services, including the general specifications of the intended contract, is advertised in at least one newspaper or trade journal of general circulation in the area where the services are to be performed;
 - (2) The advertised notice is published at least 14 days before award of contract to allow prospective contractors a reasonable opportunity to submit a protest of the district's intent to contract through the sole source process unless the superintendent gives prior written approval to reduce the number of days based on extraordinary circumstance that do not meet the criteria for an Emergency Procurement pursuant to OAR 137-047-0280; and
 - (3) The protest shall be submitted in writing to the district by the closing date and time of the advertisement notice. It shall state the reason the contract should be competitively solicited.

Protests shall be heard by the Board, whose decision shall be final.

4. ITB/RFP Requirements

- a. An invitation to bid (ITB) or (RFP) will be used as a formal competitive solicitation that describes the specific services to be performed within a defined period of time. The solicitation will set forth criteria and methods for screening, selecting and ranking the most qualified proposal(s). The solicitation document may result in contracts with more than one provider.
- b. The solicitation document must provide that the district is not responsible for any cost incurred while submitting proposals and that all proposers who respond do so at their own expense.
- c. The solicitation document must, at a minimum, address the following:
 - (1) Requirements for solicitation documents under ORS 279B.055 (2) and 279B.060 (2):
 - (a) A time and date by which the bids or proposals must be received and a place at which bids must be submitted, and may, in the sole discretion of the contracting agency, direct or permit the submission and receipt of bids or proposals by electronic means;
 - (b) The name and title of the person designated for receipt of bids or proposals and the person designated by the contracting agency as the contact person for the procurement, if different;
 - (c) A procurement description;

- (d) A time, date and place that prequalified applications, if any, must be filled and the classes of work, if any, for which bidders must be prequalified in accordance with ORS 279B.120;
 - (e) A statement that the contracting agency may cancel the bid or procurement, or reject any of all bids in accordance with ORS 279B.100;
 - (f) A statement that “Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.” if the invitation to bid is issued by a state contracting agency;
 - (g) A statement that requires the contractor or subcontractor to possess an asbestos abatement license, if required under ORS 468A.710; and
 - (h) All contractual terms and conditions applicable to the procurement.
- (2) Requirements for solicitation documents under OAR 137-047-0255 (2) and 137-047-0260 (2):

(a) General Information.

i) Notice of any pre-offer conferences as follows:

- a) The time, date and location of any pre-offer conferences; and
- b) Whether attendance at the conference will be mandatory or voluntary; and
- c) A provision that provides that statements made by the contracting agency’s representatives at the conference are not binding upon the contracting agency unless confirmed by written addendum;

- ii) The form and instructions for submission of proposals and any other special information, (e.g., whether proposals may be submitted by electronic means);
- iii) The time, date and place of opening;
- iv) The office where the solicitation document may be reviewed;
- v) For bidders, a statement whether the bidder is a “resident bidder,” as defined in ORS 279A.120 (1);
- vi) Contractor’s certification of nondiscrimination in obtaining required subcontractors in accordance with ORS 279A.110 (4); and
- vii) How the contracting agency will notify proposers of addenda and how the contracting agency will make addenda available.

(b) Contracting Agency Need.

The character of the goods and services the contracting agency is purchasing including, if applicable, a description of the acquisition, specifications, delivery or performance schedule, inspection and acceptance requirements.

- (c) Bid/Proposal and Evaluation Process.
 - i) The anticipated solicitation schedule, deadlines, protest process, and evaluation process;
 - ii) The contracting agency shall set forth selection criteria in the solicitation document in accordance with the requirements or ORS 279B.060 (2)(h)(E).
 - iii) If the contracting agency intends to award contracts to more than one proposer pursuant to OAR 137-047-0600 (4)(d), the contracting agency must identify in the solicitation document the manner in which it will determine the number of contracts it will award.
 - (d) Applicable preferences described in ORS 279A.125 (2) and 282.210.
 - (e) For contracting agencies subject to ORS 305.385, contractor's certification of compliance with the Oregon tax laws in accordance with ORS 305.385.
 - (f) All contract terms and conditions, including a provision indicating whether the contractor can assign the contract, delegate its duties, or subcontract the goods or services without prior written approval from the contracting agency.
- d. Bids or proposals must be advertised at least once in a newspaper of general circulation in the area where the contract is to be performed and in as many additional issues and publications as may be necessary or desirable to achieve adequate competition unless the contracting agency uses electronic advertising.
 - e. Unless otherwise specified in rules adopted pursuant to ORS 279A.065, the LCRB will give notice at least seven days before the solicitation closing date.
 - f. All advertisements shall describe at minimum the requirements under OAR 137-047-0300 (3):
 - (1) Where, when, how, and for how long the solicitation document may be obtained;
 - (2) A general description of the goods or services to be acquired;
 - (3) The interval between the first date of notice and closing, which will be at least seven days, unless a shorter period is in the public interest and it will not substantially affect competition;
 - (4) The date that persons must file applications for prequalification if prequalification is a requirement and the class of goods or services is one for which persons must be prequalified.
 - (5) The office where contract terms, conditions and specifications may be reviewed;
 - (6) The name, title and address of the individual authorized by the contracting agency to receive offers;
 - (7) The scheduled opening; and
 - (8) Any other information the contracting agency deems appropriate.

5. Screening and Selection Procedures

- a. The superintendent or designee shall review, score and rank all responsive proposals according to the evaluation criteria in the ITB or RFP and applicable law. The contracting agency will award the contract to the lowest responsible bidder or proposer or multiple responsible bidders or proposers in accordance with ORS 279B.055 (10) and 279B.060 (10), and OAR 137-047-0600.

- b. To determine whether the bidder or proposer has met the standards of responsibility under ORS 279B.110 (2) and OAR 137-047-0640 (1)(c)(F), the LCRB will consider whether the bidder or proposer has:
- (1) Available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to indicate the capability of the bidder or proposer to meet all contractual responsibilities;
 - (2) A satisfactory record of performance.¹ The contracting agency will document in the solicitation file its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;
 - (3) A satisfactory record of integrity.² The contracting agency will document its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;
 - (4) Qualified legally to contract with the contracting agency;
 - (5) Supplied all necessary information in connection with the inquiry concerning responsibility. If an offeror fails to promptly supply information requested by the contracting agency concerning responsibility, the contracting agency shall base the determination of responsibility upon any available information, or may find the bidder or proposer not to be responsible; and
 - (6) Not been debarred by the contracting agency under ORS 279B.130.
- c. Final ranking will be based on all information obtained during the evaluation process. Price will be considered, but will not necessarily govern selection of the contractor(s).
- d. Contracts entered into may be amended, provided the original contract allows for the particular amendment and the services to be provided under the amendment are included within or directly related to, the scope of the project or the scope of the services described in the solicitation document.

6. Documentation

Documentation providing evidence of competition shall be maintained by the district for all contracts entered into by the district.

7. Fingerprinting

If the scope of the work performed by a contractor(s) or his/her employee(s) may result in direct, unsupervised contact with students, he/she will be required to submit to fingerprinting and criminal records checks as required by law.

¹A contracting agency should review carefully the offeror's record of contract performance if the offeror is or recently has been materially deficient in contract performance. In reviewing the offeror's performance, the contracting agency should determine whether the offeror's deficient performance was expressly excused under the terms of the contract, or whether the offeror took appropriate corrective action. The contracting agency may review the offeror's performance on both private and public contracts.

²A contracting agency may determine that an offeror lacks integrity because of a lack of business ethics such as a violation of environmental laws or false certification made to the contracting agency. A contracting agency may find that an offeror is not responsible based on a lack of integrity of a person having influence or control over the offeror.

8. Payment

Payment will be made only upon completion of the performance of specific portions of the project or on the basis of an annual or periodic retainer as specified by the district in the personal services contract.

Mapleton School District 32

Code: **DK**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): DK

Payment Procedures

All claims for payment from district funds will be processed by the deputy clerk in conformance with district procedures. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

The superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)
[ORS 328.460](#)

Cross Reference(s):

DIC - Financial Reports and Statements

Payment Procedures

Bills are paid by the deputy clerk:

1. The building secretary under the supervision of the principal is responsible for receiving purchases and verifying for accuracy before initialing and sending to the administrative secretary. Any discrepancies will be handled by the building secretaries until purchases are complete and correct.
2. The administrative secretary will organize and coordinate packing slips, invoices, and purchase orders for payment. The secretary will also prepare non-purchase payments such as electricity and water bills for payment. Once ready for payment invoices are sent to the deputy clerk where checks are written. Bills are paid twice a month.

Each month the deputy clerk prepares a list of all bills paid. The Board, by motion, approves the action that has been taken. Actual invoices, statements and vouchers are available for inspection by the Board if requested.

1. The Board must have granted approval for all bid items prior to any payment being made.
2. Capital equipment purchases must be named in the budget or have Board action prior to any payment being made.

The superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amounts allocated in the budget.

Mapleton School District 32

Code: **EA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EA

Support Services Goals

Through support services operations, the Board intends to:

1. Ensure proper operation and maintenance of district buildings, vehicles, equipment and services; set high standards of safety; promote and protect the health of students and staff; support the efforts of staff to provide good instruction;
2. Encourage, through the superintendent and staff, the establishment of efficient and businesslike procedures for management of buildings and grounds, office equipment, vehicles, supplies and the food program;
3. Encourage the establishment of a maintenance program, including preventive maintenance, that will ensure a maximum useful life of district property, vehicles, buildings and equipment;
4. Encourage adherence to generally accepted management principles and to applicable laws and regulations.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0760](#)
[OAR 437-002-0020 to -0081](#)
[OAR 437-002-0260 to -0268](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-0705](#)

[OAR 581-022-1420](#)
[OAR 581-022-1530](#)
[OAR 581-022-1610](#)

Mapleton School District 32

Code: **EBA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EBA

Buildings and Grounds Inspection

The maintenance supervisor has the overall responsibility for building safety and is the district safety officer.

Safety is everyone's business. A formal safety inspection of buildings and grounds is to be done once each month and at other times as needed throughout the year by the district safety officer. One copy of the inspection report is to be filed at the site and one copy is to be sent to the superintendent.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0760](#)
[OAR 437-002-0020](#) to -0081
[OAR 437-002-0140](#)
[OAR 437-002-0144](#)
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)
[OAR 437-002-0368](#)
[OAR 437-002-0377](#)
[OAR 437-002-0390](#)

[OAR 437-002-0391](#)
[OAR 581-022-0705](#)
[OAR 581-022-1420](#)
[OAR 581-022-1530](#)

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

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

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

EBAC - Safety Committee
ECB - Buildings and Grounds Maintenance
GBE - Staff Health and Safety
JHF - Student Safety

Mapleton School District 32

Code: **EBA-AR**
 Revised/Reviewed: 7/12/01; 12/18/13
 Orig. Code(s): EBA-AR

Buildings and Grounds Safety Inspection Sheet

Facility _____ Date _____

(Check One) Safety Committee Inspection (quarterly) Safety Officer Inspection (monthly)

	Satisfactory	Needs Attention	
Corridors & Exits			
Halls	()	()	Remarks:
Doors (hardware)	()	()	
Exit Signs	()	()	
Stairways	()	()	
Other	()	()	
Water Related			
Drinking Fountains	()	()	Remarks:
Anti-back Flow Valves	()	()	
Other	()	()	
Electrical Panel & Equipment			
Improper exposed wiring	()	()	Remarks:
Faulty breakers/switches	()	()	
Light fixtures	()	()	
Light switches	()	()	
Bells	()	()	
Other	()	()	
Grounds			
Walkways	()	()	Remarks:
Outside lights	()	()	
Loading areas	()	()	
Parking lots	()	()	
Fences	()	()	
Hillsides	()	()	
Other	()	()	
Safety Devices			
Fire extinguishers	()	()	Remarks:
Fire alarms	()	()	
Fire alarm stations	()	()	
Storage of flammables	()	()	
Other	()	()	
General Buidings			
Windows	()	()	Remarks:
Floors	()	()	
Furniture	()	()	
Disposal of waste	()	()	
Aisles, stairs	()	()	
Light and ventilation	()	()	
Ladders, scaffolds	()	()	
Other	()	()	

Heating System	Satisfactory	Needs Attention	
Safety valves	()	()	Remarks:
Boiler	()	()	
Thermostats	()	()	
Heat pumps	()	()	
Portable heaters	()	()	
(for emergencies)	()	()	
Other	()	()	
Plumbing	Satisfactory	Needs Attention	
Hot water pressure valves	()	()	Remarks:
Faucets	()	()	
Pipes	()	()	
Other	()	()	
Safe Practices	Satisfactory	Needs Attention	
Guards on machinery	()	()	Remarks:
Improper lifting	()	()	
Improper use of equipment	()	()	
Goggles/Face shields	()	()	
Gloves, aprons	()	()	
First aid kits	()	()	
Emergency Action Guides	()	()	
Training	()	()	
Other	()	()	
Fire Protection & First Aid	Satisfactory	Needs Attention	
Fire equipment	()	()	Remarks:
Fire blankets	()	()	
Dust, vapors, fumes	()	()	
Other	()	()	
General Maintenance	Satisfactory	Needs Attention	
Belts, pulleys, gears	()	()	
Cables, ropes, chains	()	()	
Point of operation guards	()	()	
Paint	()	()	
Chimneys	()	()	
Roofs	()	()	
Other	()	()	

Other Remarks:

Signatures

Mapleton School District 32

Code: **EBAA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EBAA

Reporting of Hazards

Through routine inspection of all facilities, materials and equipment as well as through training of staff, all hazardous or potentially hazardous conditions will be identified, reported and acted upon appropriately.

The superintendent will develop and maintain a written hazard communication program for the district. All personnel, who during the performance of their duties or in an emergency may be exposed to hazardous chemicals, will be informed and trained to deal appropriately with these chemicals. All employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals.

END OF POLICY

Legal Reference(s):

OAR 437-001-0760	OAR 437-002-0144	OAR 437-002-0377
OAR 437-002-0080 to -0081	OAR 437-002-0145	OAR 437-002-0390
OAR 437-002-0100	OAR 437-002-0180 to -0182	OAR 437-002-0391
OAR 437-002-0120 to -0139	OAR 437-002-0360	OAR 581-022-1420
OAR 437-002-0140	OAR 437-002-0368	OAR 581-022-1530

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

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

Occupational Safety and Health Standards, Hazard Communication, 29 C.F.R. § 1910.1200 (2006).

Cross Reference(s):

GBE - Staff Health and Safety

First Aid - Infection Control

Health Division information about the transmission of diseases including AIDS and HBV focuses on “body fluids” as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions should focus primarily on steps that students and staff members can take to ensure their own well-being.

Those who administer first aid, provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the district will be specifically protected through the district’s Exposure Control Plan.

These procedures are a review for all staff and students of appropriate hygienic and sanitation practices:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens;
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own bandaids. If assistance is required, bandaids may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;

5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;
7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables. Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers;
8. An EPA approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture-resistant, leakproof containers that are appropriately labeled or color-coded;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood;

14. If a first aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

Additional Precautions

The following additional precautions should be applied in all school settings. These procedures will help prevent transmission of many infections in addition to HIV and HBV:

1. A sink with soap, hot and cold running water and disposable towels should be available close to the classroom;
2. Sharing of personal toilet articles, such as toothbrushes and razors, should not be permitted;
3. Skin lesions that may ooze blood or serum should be kept covered with a dressing;
4. Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed and by putting fingers in others' mouths should be discouraged.

Mapleton School District 32

Code: **ECA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): ECA

Buildings and Grounds Security

The superintendent will control access to district buildings as is appropriate and necessary to protect property, students and staff.

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal with approval of the superintendent, will develop regulations designed to control the use of building keys and to ensure that buildings are adequately closed and locked when no authorized staff are present. Staff or students who fail to obey such regulations may be disciplined, suspended or dismissed.

The Board encourages close cooperation with local police, fire and insurance company personnel in planning and carrying out proper security measures to preserve and protect the district's investment in its physical plant.

The superintendent will develop and maintain plans and procedures necessary to assure the security of district properties and to provide for a continuing program of preventive maintenance designed to ensure that buildings are clean, safe and operated in an efficient manner. The maintenance supervisor, subject to the direction of the superintendent, will have overall responsibility for the maintenance and security of the district's buildings and grounds.

The maintenance supervisor will be responsible for the care, upkeep and security of the buildings and for supervision of district custodial services.

The superintendent will keep the Board informed about district properties and will make such other reports as the Board requests.

END OF POLICY

Legal Reference(s):

[ORS 332.172](#)

[OAR 437-002-0020 to -0075](#)

Mapleton School District 32

Code: **ECA-AR**

Revised/Reviewed: 7/12/01; 12/18/13

Orig. Code(s): ECA-AR

Access to Buildings/Security

Staff are responsible for their keys.

Staff may open the building for their own district business use, but shall be responsible for securing the doors and windows when finished.

Staff are responsible for any group or individual for whom they open the building, and this shall not be done without the knowledge of the principal.

Departmental and/or district equipment shall not be taken to other buildings or departments without administrative approval.

Individual staff may not use buildings, facilities or equipment except as authorized in advance by the principal.

Staff may open buildings and facilities for student use only when approved in advance by the principal. The staff must be present to supervise.

Mapleton School District 32

Code: **ECB**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): ECB

Buildings and Grounds Maintenance

The superintendent will develop and execute a continuing program of maintenance for all district-owned buildings and grounds. This program will be administered in such a manner as to preserve the capital investment of the district and to prevent deterioration due to lack of proper care. The program will include:

1. Planning for buildings and grounds improvements and additions as approved by the Board;
2. An adequate custodial program for all schools;
3. Improvement and maintenance of school grounds and fields;
4. Repairs and painting;
5. Determination and disposal of obsolete equipment.

END OF POLICY

Legal Reference(s):

[ORS 332.172](#)

[OAR 437-002-0140](#)

[OAR 437-002-0360](#)

[OAR 437-001-0760](#)

[OAR 437-002-0144](#)

[OAR 437-002-0368](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0145](#)

[OAR 437-002-0377](#)

[OAR 437-002-0180 to -0182](#)

[OAR 581-022-1530](#)

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

Cross Reference(s):

EBA - Buildings and Grounds Inspection

Mapleton School District 32

Code: **ED/EDB**
Adopted: 7/12/01
Revised/Readopted: 12/18/13
Orig. Code(s): ED/EDB

Material Resources Management/Control of Materials

The district will provide facilities, equipment and materials adequate to the district needs.

Administrators, subject to the direction and supervision of the superintendent, will establish such procedures as are necessary for receiving, storing, maintaining and controlling the district's supplies and equipment. Such procedures will include provision for an annual inventory of supplies and equipment. A report will be made to the Board after the inventory is completed.

Administrators will be responsible for district materials housed within their individual buildings and/or areas.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)

Mapleton School District 32

Code: **EEACB**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EEACB

School Bus Maintenance

All vehicles are inspected by the transportation supervisor prior to operation, as appropriate.

Maintenance records are kept on each vehicle by the transportation supervisor.

END OF POLICY

Legal Reference(s):

[ORS 820.105](#)

[ORS 820.120](#)

[OAR 581-053-0002](#)

[OAR 581-053-0008](#)

[OAR 581-053-0512 to -0550](#)

Education of the Handicapped Act of 1975, as amended, 20 U.S.C., Sections 1400-1427, as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990), as amended [P.L. 105-17 (1997)]. [P.L. 94-142 is a well-known "short" reference to this federal legislation.]

Rehabilitation Act of 1973, 29 U.S.C., Sections 791, 793 and 794.

Mapleton School District 32

Code: **EEBA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EEBA

District Vehicles

The Board may approve the purchase of vehicles to be used by staff for district business including transportation services.

The use of seat belts in district-owned vehicles is mandatory for all staff.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for passengers. The driver will not begin to move the vehicle until the driver and all passengers are belted.

The superintendent will develop and maintain regulations that define the appropriate use and care of district vehicles and the responsibilities of district staff using those vehicles.

Buses and district vehicles are regulated by the state. The exempt license restricts usage for other than district purposes. All state regulations will be followed.

Personal use of district vehicles is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 341.290 \(2\)](#)
[ORS 801.455](#)
[ORS 811.210](#)
[ORS 820.105](#)
[ORS 820.110](#)
[ORS 820.120](#)

[OAR 437-002-0220 to -0227](#)

Cross Reference(s):

EIA - Insurance Programs

Mapleton School District 32

Code: **EF**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EF

Management of Food Services

The district may provide food services for students and staff. Food services will comply with state and federal laws and regulations relating to such services.

The food service manager, under the direction of the superintendent, will be responsible for the management of the food service program.

The Board shall be kept informed of changes in regulations and all other matters affecting the lunch program.

The Board will receive a full report on food services at least annually, on the condition of the food service program and will make such other reports related to food services as the Board requests.

In keeping with health department guidelines, only food prepared in an inspected kitchen should be available in the schools.

END OF POLICY

Legal Reference(s):

[OAR 581-022-1530](#)
[OAR 581-051-0100](#)
[OAR 581-051-0305](#)
[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

Cross Reference(s):

EH - Data Management

Mapleton School District 32

Code: EFA
Adopted: 7/12/01;
Revised/Readopted: 12/18/13; 12/09/15; 9/14/16;
6/14/17; 10/17/17; 11/08/17;
12/14/22
Orig. Code: EFA

Local Wellness

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

The Board designates the Superintendent to be responsible for ensuring each school meets the goals outlined and complies with this policy.

Record Keeping

The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Notification of Policy

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

Triennial Progress Assessments

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model local school wellness policy¹; and
3. A description of the progress made in attaining the goals of the district's policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

¹ Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)²

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities in community news, on the district's website, on school websites, and/or in district or school communications. The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. Students and staff will receive consistent nutrition messages throughout the school environment;
2. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program (which includes the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, and handling and storage related to food and eating), and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
3. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers will receive curriculum-specific training;
5. Parents and families are encouraged through school communications to send healthy snacks/meals and reusable water bottles with their student to school;
6. Families and community organizations are involved, to the extent practicable, in nutrition education;
7. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes);
8. Materials on how to assess one's personal eating habits, set goals for improvement and achieve those goals.

² USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

To ensure adequate nutrition promotion, the following goals will be implemented:

1. Information about available meal programs is distributed prior to or at the beginning of the school year and at other times throughout the school year;
2. Information about availability and location of a Summer Food Service Program (SFSP) is distributed;
3. Nutrition promotion materials are sent home with students, published on the district website, and distributed at parent-teacher conferences;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Physical activity is a planned part of all school-community events.

School Meals

Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE). The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab ‘n’ Go Breakfast.

The district’s available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

Principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

Competitive Foods and Beverages

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or exceed Smart Snacks Standards³. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, snack or food carts and fund raising.

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents. This information will be conveyed to staff and parents.

³ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards for competitive foods set by the USDA.

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
2. Staff encourages and provides support for parental involvement in their children's physical education;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
5. Every public school student in pre-kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 6 shall participate for a least 150 minutes during each school week, and students in grades 7 through 8 for at least 225 minutes per school week;
6. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
7. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment or a reward;
8. At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity;
9. Physical activity is a planned part of all school-community events;
10. Materials promoting physical activity are sent home with students and published on the district website.

A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district.

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide). The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district will provide the following activities and encourage the following practices which promote local wellness:

1. Safe Routes to Schools Program;
2. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night);
3. Nonfood-related fund raisers;
4. Physical activity energizers during transitions from one subject to another;
5. Intramural sports;
6. Monthly/Weekly school walks;
7. Assemblies which focus on wellness issues such as the importance of breakfast, healthy beverages, and how students and staff can incorporate 60 minutes of physical activity into their day;
8. Use of alternates to food as rewards in the classroom;
9. Creation of connections between out-of-school time (OST) programs that involve staff members from OST programs, both school- and community-based, in school initiatives that address healthy eating, such as school wellness teams or wellness committees;
10. Integration of social, emotional and mental health supports into school programs (e.g., promote a positive school climate where respect is encouraged and students can seek help from trusted adults);
11. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;
12. Include wellness as a standing agenda item for school-based meetings (e.g., staff meetings, site council meetings, PTO).

END OF POLICY

Legal Reference(s):

[ORS 327.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022).

Cross Reference(s):

EFAA - District Nutrition and Food Services

EFC - Vending Machines and School Stores

Mapleton School District 32

Code: **EFAF**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EFAF

Child Nutrition - Eligibility

In determining eligibility for participation in the free and reduced-price meals and free milk programs the district shall designate an eligibility official(s) to make eligibility determinations.

The district shall use the income guidelines provided by the United States Department of Agriculture.

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs and Activities, 7 CFR Part 15b (2000).
National School Lunch Program, 7 CFR part 210 (2000).
Special Milk Program for Children, 7 CFR part 215 (2000).
School Breakfast Program, 7 CFR part 220 (2000).
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 CFR Part 245.8 (2000).
Uniform Federal Assistance Regulations, 7 CFR Part 3015 (2000).

Mapleton School District 32

Code: **EFC**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): EFC

Vending Machines and School Stores

The superintendent may authorize the use of vending machines or the establishment of school stores for food sales when appropriate.

Food items will be commercially prepared or prepackaged. Funds received from sale of food items will be used for student activities or other uses authorized by the Board.

Building principals will be responsible for the regulation and supervision of school stores within their buildings.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Cross Reference(s):

EFA - Sale of Nonnutritious Food

Mapleton School District 32

Code: **EGB**
Adopted: 8/09/07
Readopted: 12/18/13
Orig. Code(s): EGB

Code of Conduct for Interscholastic Activities

The Board believes that employees, volunteers, parents and students, participating at school functions or school-sponsored events whether they be on or outside school grounds, should act accordingly as representatives of their school and the district. For that reason, the Board expects that employees, volunteers, parents and students will behave in a courteous, civil, respectful and dignified way when representing their school.

Coaches are expected to conduct themselves professionally as a model of behavior for the student athletes.

To clearly outline expectations of acceptable conduct, employee or volunteer coaches may be required to sign an acknowledgment form to indicate that they understand and will comply with the district's acceptable code of conduct for interscholastic activities.

Employees, volunteers, parents and students are expected to demonstrate the following behavior when representing the school:

1. Display good sportsmanship at all times;
2. Show respect for authority;
3. Show respect for referees, umpires and officials;
4. Show respect toward teammates;
5. Compete and train in a fair and ethical manner to the best of their ability;
6. Show courtesy to the opposing team or competitor;
7. Show courtesy to all visitors and fans;
8. Comply with rules of etiquette or conduct of the governing body of interscholastic activities;
9. Comply with other action as directed by the superintendent, superintendent's designee, supervisor, coach or other person in authority.

Employees, volunteers, parents and students are expected to refrain from any behavior that is unsportsmanlike, disrespectful, or in violation of activity rules.

Employees, volunteers, parents or students who violate Oregon School Activities Association (OSAA) rules may be subject to discipline, including removal from participation in interscholastic activities or

expulsion from school. Employees, volunteers or students in violation of OSAA rules may be required to remunerate the district in the event fines are assessed by OSAA as a direct result of their actions that are in violation of this policy. Employees, volunteers or students may contest remuneration because of a district fine by OSAA under the appeal procedures for this policy.

Students, staff, parents, and volunteers may be required to sign an acceptable code of conduct agreement before they are permitted to partake in a specific type of interscholastic activity. The superintendent or designee will be responsible for establishing any administrative regulations.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-021-0033](#) to -0035

[OAR 581-021-0050](#) to -0055

[OAR 581-021-0065](#) to -0071

OSAA Handbook, Oregon School Activities Association

Cross Reference(s):

IGD - Cocurricular/Extracurricular Activities

IGDJ - Interscholastic Athletics/Activities

Mapleton School District 32

Code: **EGB-AR(1)**
Revised/Reviewed: 8/09/07; 12/18/13
Orig. Code(s): EGB-AR

Code of Conduct for Interscholastic Activities (Coaches)

This agreement is made between [Print Person's Name] and the [District's Name]
District to coach/participate in [List Activity] for the 20 - school year.

I promise to comply with the code of conduct listed in Board policy EGB - Code of Conduct for Interscholastic Activities. I will follow Oregon School Activities Association (OSAA) rules. I will demonstrate good sportsmanship. I will treat others with respect and compete in a fair and ethical manner.

I understand that my violation of the terms of this policy and agreement may result in OSAA fining the district. In the event the district is fined by OSAA for my actions that are in violation of the terms of this policy and agreement, I agree to reimburse the district for any monetary penalty imposed by OSAA. I understand that violation of these terms may result in my dismissal as coach.

I have read, understood and now agree to abide by the district's code of conduct for interscholastic activities and terms of this agreement.

Signature of [Employee or Volunteer]

Date

Signature of [District Official]

Date

Appeal Procedure for Code of Conduct for Interscholastic Activities

Under Board policy EGB - Code of Conduct for Interscholastic Activities, individuals may be required to reimburse the district for OSAA fines. If a person wishes to contest reimbursement to the district, the individual will follow the two-part appeal process listed below.

Step 1

Within seven days of receiving notice of an OSAA fine, the individual will request in writing to the superintendent relief from the obligation to reimburse the district.

The superintendent will issue a written decision within 10 days.

The decision of the superintendent may be appealed to the Board.

Step 2

If the individual is unsatisfied with the decision of the superintendent, the individual may request an appeal to the Board. The individual must request an appeal in writing within seven days after receiving notice of the superintendent's decision.

After meeting with the concerned parties at the next regular or special Board meeting, the Board will issue a written decision within 30 days. If the Board requires additional time to investigate and decide the merits of the appeal, the Board will respond in writing within the 30-day period and notify the person a period of time within which it will make a decision. In no event will the decision be made after 60 days of receiving the notice of appeal.

The decision of the Board will be final.