

MITCH Charter School

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The following symbol is used on some policies:

\*\* As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

# MITCH Charter School

Code: EB

Adopted:

## Safety Program

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

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

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

The public charter school executive director will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(1\)\(y\)](#)  
[ORS 654.003 to -654.022](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0100](#)

[OAR 437-002-0140](#)  
[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0260 to -0268](#)  
[OAR 437-002-0360](#)

[OAR 437-002-0368](#)  
[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2225](#)

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

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Corrected 4/11/23

# MITCH Charter School

Code: EBAC  
Adopted:

## Safety Committee

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

The executive director will coordinate the public charter school's safety committee efforts and maintain all necessary records.

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

END OF POLICY

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### Legal Reference(s):

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

[ORS 338.115\(1\)\(y\)](#)

[OAR 437-001-0765](#)

Corrected 4/11/23

# MITCH Charter School

Code: EBAC-AR  
Revised/Reviewed:

## Safety Committee

### Safety Officer

The executive director shall designate a safety officer. The safety officer shall:

1. Establish a safety committee to implement and monitor the safety program.
2. Be responsible for writing and implementing a safety program. (The written program shall include reporting procedures and in-service safety training program).
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of the school and manage the status of record keeping, reports and meeting agendas.
4. Maintain liaison with applicable agencies outside the public charter school.
5. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents.
6. Establish specific goals for the safety program and evaluate goals and accomplishments on a regular basis.

### Safety Committee

A safety committee shall be established at the public charter school site to represent the safety and health concerns of public charter school employees and students.

The safety committee shall be composed of an equal number of employer and employee representatives. The committee will consist of no fewer than four members for public charter schools with more than 20 employees.

A reasonable attempt will be made to ensure that committee members represent major work activities (i.e., teacher, custodian, food-service worker, executive director).

Employee representatives shall be volunteers or elected by their peers. Members of the committee shall serve at least a continuous one-year term. Terms shall be staggered to provide continuity. There shall be a chair mutually agreed on in two-person committees.

The safety committee will:

1. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made.
2. Provide written agendas for each meeting which shall set the order of business.
3. Make written records of each meeting which the public charter school shall maintain for three years for inspection.
4. Post and send copies of meeting records to committee members.

5. Assist in creating a hazard-free work environment by:
  - a. Recommending to the public charter school how to eliminate hazards in the workplace and promote employees' adherence to safe work practices; and
  - b. Using lines of communications to promote cooperative attitudes among all persons involved in the operations of the workplace.

Duties of the safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating public charter school policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies;
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee; and
9. Evaluating employee/supervisor training needs.

### **Degree of Authority**

The safety committee is authorized to make written suggestions to the public charter school safety officer, based on its experiences, inspections and input from other employees, students and public charter school patrons, as appropriate.

Corrected 4/11/23

# MITCH Charter School

Code: EBB  
Adopted:

## Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the public charter school shall adopt an integrated pest management plan (IPM)<sup>1</sup> which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a. Protect the health and safety of students and staff;
  - b. Protect the integrity of public charter school buildings and grounds;
  - c. Maintain a productive learning environment; and
  - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

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<sup>1</sup> See Integrated Pest Management Program for Oregon Schools at <http://blogs.oregonstate.edu/schoolipm/>. The program includes access to Resources & Forms including Model plans for large school districts and small school districts.

10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The school designates the executive director or designee as the Integrated Pest Management Plan Coordinator give them the authority for overall implementation and evaluation of the IPM plan.

### **Integrated Pest Management Plan Coordinator**

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensure identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application date, records of applied pesticides that include:
  - a. A copy of the label;
  - b. A copy of the Safety Data Sheet (SDS);
  - c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
  - d. The approximate amount and concentration of pesticide applied;
  - e. The location of where the pesticide was applied;
  - f. The type of application and whether the application was effective;
  - g. The name(s) of the person(s) applying the pesticide;
  - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
  - i. The dates and times for the placement and removal of warning signs; and
  - j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to public charter school Board policy KL - Public Complaints;
10. Conduct outreach to public charter school staff about the public charter school's IPM plan.

END OF POLICY

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**Legal Reference(s):**

[ORS 634.116](#)

[ORS 634.700 to -634.750](#)

Corrected 4/11/23



# MITCH Charter School

Code: EBBA

Adopted:

## First Aid\*\*

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Further medical attention for a student is the responsibility of the student's parent(s), or of someone the parent(s) designate in the case of an emergency.

The executive director is charged with providing for the immediate care of ill or injured persons within their area of responsibility.

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

Procedures for handling health emergencies will be established and made known to staff. The public charter school and any public charter school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, the public charter school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled.

END OF POLICY

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### Legal Reference(s):

[ORS 30.800](#)

[ORS 338.115\(1\)\(y\)](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 to -0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(37\)](#)

[OAR 581-053-0220\(3\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Corrected 4/11/23

# MITCH Charter School

Code: EBBB

Adopted:

## Injury/Illness Reports

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on public charter school premises, in public charter school vehicles, at a public charter school-sponsored activity or involving staff members who may be elsewhere on public charter school business will be reported immediately to a supervisor. All accidents involving students, visiting publics or school property will be reported to the executive director.

A written report will be submitted within 24 hours to the public charter school's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>1</sup> illness or injury to an employee resulting in overnight hospitalization for medical treatment<sup>2</sup> other than first aid, the safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the public charter school of an illness or injury. Fatalities or catastrophes<sup>3</sup> shall be reported to OSHA within eight hours.

**ALL** injuries/illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The safety officer will maintain records and reports on serious injuries/illnesses, including accidents involving public charter school property or employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the public charter school, as well as on the measures being taken to prevent such injuries/illnesses in the future.

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the Board for review annually.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(1\)\(y\)](#)  
[ORS 339.309](#)

[OAR 437-001-0015](#)  
[OAR 437-001-0700](#)  
[OAR 437-001-0704](#)

[OAR 437-001-0760](#)  
[OAR 581-022-2225](#)

Corrected 4/11/23

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<sup>1</sup> An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

<sup>2</sup> Medical treatment includes managing or caring for a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

<sup>3</sup> A "catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

# MITCH Charter School

Code: EBC

Adopted:

## Emergency Plans

The executive director will develop and maintain a plan specifying procedures to be used in emergencies such as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and safety threats on school property. The executive director will consult with community, law enforcement and county agencies while developing this plan.

The school's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the public charter school. Parents will be informed of the school's plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward the public charter school.

In the case of long-term disruption to school operations as a result of a pandemic, declared public health emergency or other catastrophe, the school emergency plan shall at a minimum include the following:

1. Who is in charge of the school plan;
2. What steps the school will take to stop the spread of disease;
3. How sick students will be identified;
4. Transportation plan for sick students;
5. Disease containment measures for the district;
6. Communication plan for staff, students, parents;
7. Continuing education plan for students;
8. Procedures for dealing with student privacy rights;
9. Employee leave procedures during a pandemic or other catastrophe;
10. Employee pay and benefit plan and procedures;
11. Facility utilization by other agencies procedures;
12. Business operations plan for offsite operation or alternative measures.

END OF POLICY

**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)  
[ORS 338.115\(1\)\(y\)](#)  
[ORS 433.260](#)

[ORS 433.441](#)  
[ORAR 437-002-0161](#)

[OAR 581-022-2220](#)  
[OAR 581-022-2225](#)

Corrected 4/11/23

# MITCH Charter School

Code: EBCB

Adopted:

## Emergency Drills and Instruction

The executive director will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes.

The public charter school is required to instruct and drill students on emergency procedures so that students can respond to emergencies without confusion and panic. The emergency procedures shall include instruction and drills on fires, earthquakes, which shall include tsunami procedures in a tsunami hazard zone and safety threats. Instruction and drills on fires, earthquakes and safety threats for students, shall be conducted for at least 30 minutes each school month.

### Fire Emergencies

The public charter school will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the public charter school may include additional response procedures for earthquake emergencies.

### Safety Threats

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to student safety.

The Board may use Oregon Revised Statute (ORS 192.660(2)(k)) to conduct an executive session to consider matters relating to school safety or a plan that responds to safety threats made toward the school. Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the school with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)  
[ORS 336.071](#)

[ORS 338.115\(1\)\(y\)](#)  
[ORS 476.030\(1\)](#)

[OAR 581-022-2225](#)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014).

Corrected 4/11/23

# MITCH Charter School

Code: EBCD  
Adopted:

## Emergency Closures\*\*

In case of hazardous or emergency conditions, the executive director may alter school schedules as are appropriate to the particular condition. Such alterations include closure of school, delayed opening of school and early dismissal of students.

The executive director will develop and maintain such plans and procedures as are necessary to carry out alternate school schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(1\)\(y\)](#)

[OAR 437-002-0377](#)

[OAR 581-053-0004](#)

[OAR 437-002-0360](#)

[OAR 581-022-2225](#)

[OAR 581-022-2320](#)

Corrected 4/11/23

# MITCH Charter School

Code: ECAB

Adopted:

## Vandalism, Malicious Mischief or Theft\*\*

Students and patrons are urged to cooperate in reporting any incidents of vandalism, malicious mischief or theft and the name or names of the person or persons believed to be responsible.

Each employee will report to the executive director or other person in authority incidents of vandalism, malicious mischief or theft and the name of the person or persons responsible, if known.

The executive director may submit a report of any vandalism, malicious mischief, theft or damage to the school, to the Board.

The executive director is authorized to sign a criminal complaint and to press charges against those committing acts of vandalism, malicious mischief or theft, of or against public charter school property. It is the policy of the Board to seek all legal remedies against persons found to have committed such acts. Full restitution for the damage will be sought from such persons, or, in the case of minors, from their parents. Until such fees or restitutions are paid, certain restrictions and/or penalties may be imposed. Records requested by another district or public charter school to determine a student's appropriate placement may not be withheld.

A student who willfully destroys public charter school property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on public charter school property will be disciplined in accordance with state law and the Board's policy on student suspensions and expulsions and referred to law enforcement.

Any staff member who fails to report such an act, or willfully destroys public charter school property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on public charter school property will be disciplined, up to and including dismissal and may be referred to law enforcement.

The public charter school is not liable or responsible for personal property brought onto school property.

END OF POLICY

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### Legal Reference(s):

[ORS 30.765](#)  
[ORS 164.345](#)  
[ORS 164.365](#)

[ORS 326.575](#)  
[ORS 338.115\(2\)](#)

[ORS 339.270](#)  
[ORS 419C.680](#)

Corrected 4/11/23



# MITCH Charter School

Code: EDC/KGF  
Adopted:

## Authorized Use of School Equipment and Materials

Public charter school materials and equipment will be used only for school purposes by public charter school personnel on public charter school properties.

Exceptions to this policy must be approved by the executive director and authorized use shall be consistent with Oregon Revised Statute (ORS) Chapter 244.

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 244](#)

[ORS 338.115\(2\)](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMMISSION, OREGON GOVERNMENT ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2010).

# MITCH Charter School

Code: EEA  
Adopted:

## Student Transportation Services

Public charter school transportation services will be provided by the school’s sponsor for students to and from public charter school and may be for public charter school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for students experiencing homelessness to and from the student’s school of origin<sup>1</sup> as required by the Every Student Succeeds Act of 2015 (ESSA). These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the transportation provider.

Miles from public charter school will be determined by the transportation provider in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(e).

School buses carrying students will be considered extensions of the school experience. All students using public charter school transportation will abide by the code of conduct posted in each school bus. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus driver to the transportation provider. The transportation provider will, as soon as possible, inform the appropriate public charter school executive director of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the public charter school executive director and/or transportation provider.

The public charter school executive director or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 327.006</a>	<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0010</a>
<a href="#">ORS 327.033</a>	<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0031</a>
<a href="#">ORS 327.043</a>	<a href="#">ORS 820.100 to -820.190</a>	<a href="#">OAR 581-053-0040</a>
<a href="#">ORS 332.405</a>		<a href="#">OAR 581-053-0060</a>
<a href="#">ORS 332.415</a>	<a href="#">OAR 581-021-0050 to -0075</a>	<a href="#">OAR 581-053-0070</a>
<a href="#">ORS 338.145</a>	<a href="#">OAR 581-022-2345</a>	<a href="#">OAR 581-053-0210</a>
<a href="#">ORS 343.155 to -343.246</a>	<a href="#">OAR 581-023-0040</a>	<a href="#">OAR 581-053-0220</a>
<a href="#">ORS 343.533</a>	<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0230</a>
<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0240</a>
<a href="#">ORS 811.215</a>	<a href="#">OAR 581-053-0004</a>	<a href="#">OAR 735-102-0010</a>

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2012).  
McKinney-Vento Homeless Assistance Act of 2001, 42 U.S.C. §§ 11431-11435 (2012).

Corrected 4/11/23

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<sup>1</sup> “School of origin” means the school that a student attended when permanently housed or the school in which the student was last enrolled.

When the student has completed the final grade served by the school of origin, the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools.

# MITCH Charter School

Code: EEAE

Adopted:

## Student Transportation in Private Vehicle

Transportation of students will be by the sponsoring district transportation system or by a public charter school employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport public charter school students other than their own on field trips or other charter school activities if the following conditions have been met prior to the activity:

1. The public charter school executive director has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the executive director or designee, granting permission for the student to participate in a field trip or activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the public charter school;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he or she is four feet nine inches tall or age eight and the adult belt properly fits.<sup>1</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under Oregon Revised Statute (ORS) 815.055. Training in the proper installation and use of child safety system may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

The executive director will develop procedures to implement this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 338.115\(2\)](#)

[ORS 801.455](#)

[ORS 811.210](#)

[ORS 815.055](#)

[ORS 815.080](#)

[OAR 735-102-0010](#)

Corrected 4/11/23

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<sup>1</sup> "Proper fit" means the lap belt of the safety belt or harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

# MITCH Charter School

Code: EEAE-AR

Revised/Reviewed:

## Proof of Vehicle Liability Insurance

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

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

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

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

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

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

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

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

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

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

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

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

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

Corrected 4/11/23

# MITCH Charter School

Code: EEBB  
Adopted:

## Use of Private Vehicles for School Business

The executive director will develop procedures for staff use of private vehicles that will safeguard the public charter school, its employees and students in matters of safety, insurance and liability.

No staff member will use a private vehicle for public charter school business, including the transportation of students, without approval in accordance with established public charter school procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on public charter school business will be reimbursed in an amount established by the Board.

At least two staff members must accompany a student being transported in a private vehicle unless a staff member has express permission from the executive director.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260 to - 30.265](#)  
[ORS 338.115\(2\)](#)  
[ORS 801.455](#)

[ORS 811.210](#)  
[ORS 815.055](#)  
[ORS 815.080](#)

[OAR 735-102-0010](#)

Corrected 4/11/23