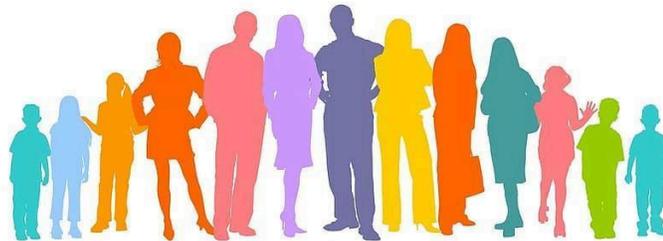


+



SILETZ VALLEY SCHOOL STAFF HANDBOOK

2024-2025



(Approved September 2024)

Contents

PREFACE	2
STAFF ORGANIZATION	3
GENERAL INFORMATION	4
BOARD MEMBERS	4
STAFF OPERATIONS	4
ABSENCES	4
ABUSE OF A CHILD REPORTING (Child Abuse Hotline – 1-855-703-7233)	5
ANIMALS IN PUBLIC CHARTER SCHOOL PROPERTY	5
CARE/USE OF PUBLIC CHARTER SCHOOL PROPERTY	6
CASH IN PUBLIC CHARTER SCHOOL BUILDINGS	6
CHECKOUT	6
CLASSROOM SECURITY	7
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES	7
COMPLAINTS	9
COMPUTER USE	9
CONFERENCES	10
COPYRIGHT	10
CRIMINAL RECORDS CHECKS/FINGERPRINTING	14
DAILY ANNOUNCEMENTS/EMAIL	15
DISCIPLINE AND DISCHARGE	15
DRUG-FREE WORKPLACE	16
EMERGENCY CLOSURES	16
EMERGENCY PROCEDURES AND DISASTER PLANS	17
EVALUATION OF STAFF	17
FAIR LABOR STANDARDS ACT	17

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)/MILITARY FAMILY LEAVE ACT (MFLA)/OREGON MILITARY FAMILY LEAVE ACT (OMFLA)	18
FUND RAISING	20
GIFTS AND SOLICITATIONS	20
GUEST SPEAKERS/CONTROVERSIAL SPEAKERS	20
HAZING/HARASSMENT/INTIMIDATION/MENACING/CYBERBULLYING	21
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	21
IDENTIFICATION BADGES	22
INJURY/ILLNESS REPORTS	23
INVENTORY	23
JOB SHARING	23
KEYS	23
LESSON PLANS	24
LICENSE/REGISTRATION REQUIREMENTS	24
MATERIALS DISTRIBUTIONS	24
MEETINGS	24
PARENTAL RIGHTS/SURVEYS	24
PARTICIPATION IN POLITICAL ACTIVITIES	25
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA	25
PERSONAL PROPERTIES	26
PERSONAL REFERENCES FOR EMPLOYMENT	26
PERSONNEL RECORDS	26
PETTY CASH	27
PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME	27
PROGRESS/REPORT CARDS	27
PURCHASE ORDERS	27
RELEASE OF GENERAL STAFF INFORMATION	27
RESEARCH/COPYRIGHTS AND PATENTS	28
RESIGNATION OF STAFF	28

RETIREMENT	28
SAFETY COMMITTEE	28
SEXUAL CONDUCT (Reporting Requirements) 1 (855) 503-7233	29
SEXUAL HARASSMENT	30
SPECIAL INTEREST MATERIALS	31
STAFF CONDUCT	31
STAFF DEVELOPMENT	34
STAFF DRESS AND GROOMING	34
STAFF ETHICS	34
STAFF HEALTH AND SAFETY	35
STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES	36
STAFF INVOLVEMENT IN DECISION MAKING	36
STAFF/PARENT RELATIONS	36
STAFF ROOM	36
SUPERVISION OF STUDENTS	36
TEACHING ABOUT RELIGION	37
TOBACCO-FREE ENVIRONMENT	37
TUTORING	37
USE OF PRIVATE VEHICLES FOR PUBLIC CHARTER SCHOOL BUSINESS	37
VOLUNTEERS	37
WEAPONS	38
WORK FROM HOME	38
STUDENT OPERATIONAL PROCEDURES	38
ADMINISTERING PRESCRIPTION/NONPRESCRIPTION MEDICINES TO STUDENTS	38
ASSIGNMENT OF STUDENTS TO CLASSES	39
CHAPERONES	39
CLASS INTERRUPTIONS	39
COMMUNICABLE DISEASES/STUDENT	40

CORPORAL PUNISHMENT	40
DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION	40
EMERGENCY DRILLS	41
FEATURE FILMS/VIDEOS	41
FIELD TRIPS AND SPECIAL EVENTS	42
GRADING	42
HOMEWORK	43
HUMAN SEXUALITY, HIV/AIDS, SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION	43
MAKE-UP WORK	43
MEDIA ACCESS TO STUDENTS	43
NON SCHOOL-SPONSORED STUDY AND TOURS/TRIPS/COMPETITIONS	44
PROGRAM EXEMPTIONS	44
RELEASE TIME FOR RELIGIOUS INSTRUCTIONS	44
RESTRAINT AND SECLUSION	44
RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCIES	44
RETENTION OF STUDENTS	45
SENIOR TRIPS	45
STUDENT ACTIVITY FUNDS	45
STUDENT CONDUCT	45
STUDENT DETENTION	46
STUDENT DISCIPLINE	46
STUDENT DISMISSAL PRECAUTIONS	46
STUDENT/PARENT HANDBOOK	46
STUDENT PERFORMANCES	47
STUDENT TRANSPORTATION IN PRIVATE VEHICLES	47
STUDENT WITHDRAWAL FROM SCHOOL	47
VISITORS	47

SPECIAL PROGRAMS	48
ASSESSMENT PROGRAMS	48
BILINGUAL EDUCATION ENGLISH LANGUAGE LEARNERS	48
BREAKFAST/LUNCH PROGRAMS	48
CRISIS PREVENTION/RESPONSE PROGRAM	48
HEALTH-SERVICES PROGRAMS	48
HOMEBOUND INSTRUCTION	49
HOME TUTORING SERVICES	49
LIBRARY/MEDIA SUPPORT SERVICES	49
PREGNANT/PARENTING STUDENT PROGRAMS	49
SPECIAL EDUCATION SERVICES	50
TALENTED AND GIFTED PROGRAMS (TAG)	50
TITLE I PROGRAMS	50

PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general public charter school information, rules and regulation and is not intended to either enlarge or diminish any Board policy and administrative regulation. Material contained herein may therefore be superseded by such Board policy, administrative regulation or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the public charter school regardless of race, color, national origin, religion, sex, sexual orientation¹, age, marital status, veterans' status, genetic information or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to coordinate compliance with these legal requirements, including: Title VI, Title VII, Title IX and other civil rights or discrimination issues; the Americans with Disabilities Act; Health Insurance Portability and Accountability Act (HIPPA); Section 504 of the Rehabilitation Act of 1973; and may be contacted at the public charter school office for additional information and/or compliance issues:

Superintendent or Designee

Mission

To provide pathways for all students to excel in lifelong learning. The Siletz Valley School's staff strive to create a nurturing environment, foster a love of learning, motivate students to reach their full potential, and provide opportunities for students to achieve academic and social success.

Goals (Benchmarks can be found on the website.)

1. Increase student learning and achievement
2. Increase choices of learning opportunities for students
3. Better meet individual student academic needs and interests
4. Build stronger working relationships among educators, parents and other community members
5. Encourage the use of different and innovative learning methods
6. Create new professional development opportunities for teachers
7. Establish additional forms of accountability for school and create innovative measurement tools

History

Siletz Valley School (K-12) is an independently operated public charter school with the Lincoln County School District. Prior to combining the K-8 and SVECA in 2019, Siletz Valley School (SVS), which originally opened as a public school in 1937, became a K-8 charter school in 2003 and enrolled around 155 students. Siletz Valley Early College Academy (SVECA), which was closed in 1983 and reopened as a high school charter in 2006 enrolls around 65 students. Both schools were merged into one K-12 charter and governed by a five-member publicly elected school board. The school is administered by a superintendent and administrative staff, and receives approximately 80 percent of its operating funds from the State School Fund (SSF) with the remaining balance from grants and donations.

Building Hours

Regular school building hours are from **7:30 am to 3:30 pm**. Please do not drop students off at the school prior to 7:30am. The SCHOOL DAY begins promptly at 8:30am and classes end at 3:05pm. The school assumes responsibility only for enrolled Siletz Valley Schools' students on regular school days during building hours. The school offers breakfast starting at 7:30am to 8:00am, and lunch (time depends on grades and school schedule). **Staff are required to be in their assigned areas no later than 30 minutes before the start of school and leave no sooner than 30 minutes after the end of the regularly scheduled school day unless prior permission is granted.**

STAFF ORGANIZATION LISTING**Administration**

Superintendent/Principal

Business/HR Manager

Vice Principal

Athletic Director

School Counselor

Registrar and Attendance

Administrative Assistant

Casey Jackson

Christina Bushnell

Kent Rilatos

TBA

Holly Shank

Katie Lindstrom

Joanna Napoleon

Elementary School Teachers

Kindergarten

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth Grade

Literacy/Assessment Coordinator

Virginia Thompson

Sloan Rios

Ashley Allison

Liz Guilford

Nicole Scheidler

Debra Barnes

Nessa Arnold

Middle School Teachers

Language Arts

Science

Math

Social Studies, Dee Ni Language & Culture

K-12 Physical Education

Nicole Reid

Jessica Haxel

Cyril Domingo

Theresa Smith

Katie Huss

High School Teachers

Language Arts

Math

Science

Social Studies

HS Health/PE

CTE

Culture K-12

Credit Recovery 6-12

Trina Kosydar

Brian Arnold

Korey Cimock

Richard Canales

Katie Huss

Terry Barlow

Theresa Smith

Special Education Staff

Teacher

Assistants

Speech Pathologist

Bea Robinson

Patti Reed, Megan Brown, T. Stoll

TBA

Title Programs & Other Support Services Staff

Title I Coordinator

Title I Assistants

Title VI Indian Education Specialist

Title IX Equal Educ. Opportunity/Section 504 Cord.

Instructional Assistants

TAPP Program

PBS/SST Committees

Nessa Arnold

TBA

TBA

Holly Shank

Tracy Welch

TBA

Staff

Facilities

Maintenance and Grounds

Kitchen

J.Bailey, G.Midaugh, L.Butler, T.Price

Sodexo Staff

GENERAL INFORMATION

See front office for schedules and for building maps

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of public charter school schools. Board members are as follows:

- Stuart Whitehead, Board Chair
- Willie Worman, Vice Chair
- Mike Darcy, Secretary
- Christina Bushnell, Treasurer
- Reggie Butler Jr., Member
- Casey Jackson, Board Clerk/Superintendent

Regular Board meetings are held on the fourth Tuesday of each month at the school’s designated board meeting room. Meetings begin at 5:30 PM unless posted otherwise. All regular and special meetings of the Board are open to the public unless otherwise provided by law.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through the administrator in accordance with established lines of authority, as approved by the Board.

All official Board communications, policies and information of staff interest will be communicated to staff through the administrator to local building staff.

During the school year, the building is open weekdays between the hours of 7:00am and 5pm. Staff members needing access at other times, including weekends, may do so by contacting the administrator for key checkout procedures or by signing in and out in the main front entrance.

The school doors are opened to students between the hours of 8:30am and 3:30pm.

During summer months and other times during the school year when school is not in session, the office hours are between 8:00am – 4:00pm.

The building may be open to community groups during the week and weekends for approved use when such use does not interfere with public charter school programs.

As classrooms may be scheduled outside regular building hours, all staff members are encouraged to leave their rooms in order and to secure personal items. The public charter school is not responsible for personal items left on public charter school property.

STAFF OPERATIONS

ABSENCES

Staff members unable to report to work for any reason must notify the Office no later than **one (1) hour** prior to the start of the school day or as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the Office by 2:00 p.m. Whenever possible, and as appropriate, substitutes will be retained during the course of your absence.

Staff members may, at the time of the reported absence, request a particular substitute. Requests that a particular substitute not be called may be made in advance through the administrator only. Final decisions regarding substitute use or nonuse will be made by the public charter school.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the administrator. An absence report form must be completed and returned to the front office for all staff absences including absences due to school or school-related activities. Forms are available through the office. (See office staff for forms.)

Paid and unpaid leaves are provided in accordance with established Board policy and federal and state law.

ABUSE OF A CHILD REPORTING (Child Abuse Hotline - 1-855-503-7233)

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.

Any staff member who has reasonable cause or reasonable suspicion to believe that a child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community Human Services, or local law enforcement agency. The administrator is also to be immediately informed. In the event the designated person is the suspected abuser, the Board chair shall receive the report of abuse.

Written documentation of this report must be completed and submitted to the administrator. Forms are available in the office.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected abuse of a child, or to comply with the confidentiality of records requirements, is a violation punishable by law and by public charter school disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of an abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

Intentionally making a false report of abuse of a child is a Class A violation.

ANIMALS IN PUBLIC CHARTER SCHOOL PROPERTY

The public charter school recognizes that under the proper conditions animals can be an effective teaching aid. In order to protect both children and animals the following guidelines are adopted for use in all facilities in the public charter school.

1. Permission must be obtained from the administrator before animals are brought into the facility.
2. The only animals allowed to be housed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. All animals must be in good physical condition and vaccinated against transmittable diseases.
4. Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
5. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents contact with fecal matter.
6. No animals are to be allowed to run freely in the classrooms, food areas or activity areas.
7. No poisonous animals shall be brought into the school.

The administrator shall be advised of any animals to be housed in the classroom. At the administrator's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence; (2) the ability of the teacher to control the animal; and (3) the past practice in the classroom.

Permission is to be obtained from the administrator before animals are brought into the school. Animals must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals may NOT be transported on a school bus.

Animals serving persons with disabilities would be an exception to this policy.

CARE/USE OF PUBLIC CHARTER SCHOOL PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all public charter school owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage.

Incidents of theft of willful destruction of public charter school property through vandalism or malicious mischief should be reported immediately to the administrator.

Certain public charter school owned equipment, including computers, may be checked out by staff and public charter school patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An equipment use form must be submitted and approved. Forms are available in the office. There are no equipment use fees.

In the event of loss or damage, a fee will be assessed by the public charter school according to the repair or replacement costs.

CASH IN PUBLIC CHARTER SCHOOL BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office with the ASB treasurer. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

CHECKOUT

Workday Checkout

Teachers may leave the building and public charter school grounds during lunch, as necessary. Departures during preparation periods must be approved by the administrator. Other staff are permitted to leave the building and public charter school grounds during their lunch break. All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of messages and emergency situations that may arise.

Year-end Checkout

The administrator will collect all staff keys unless assigned duties required continued access.

All staff will complete the following checkout procedures:

Checkout List for Staff

The following items are to signed off by counseling staff:

- 1. Student assessment sheets completed and turned in;
- 2. Copies of all finals, test/finals key and grading scales turned in to the registrar office for students who need to make up final tests.

The following item is to be signed off by administrator or designee:

- 3. Library/Media equipment/materials checked in:

_____ (List any equipment/materials not checked in and replacement costs.)

The following items are to be signed off by athletic director:

- 4. All activities/athletic materials/equipment, including all team equipment and uniforms checked in.

(List any materials/equipment not checked in and replacement costs.)

- 5. All year-end reports turned in including inventory, list of participants and award winners, records/competition results, etc.;

The following items are to be signed off by office staff/administrator:

- 6. Inventory of all classroom furniture, equipment and textbooks/instructional materials stored in the classroom. Retain one copy for classroom files and one copy to office;

(List any furniture, equipment/textbooks/instructional materials not accounted for and replacement costs.)

- 7. Furniture and equipment in need of repair has been labeled and list submitted to office;
- 8. Room check completed. Desks, lab, professional technical equipment cleaned, whiteboards cleaned, personal property removed and all public charter school equipment and textbooks/instructional materials properly stored. Bulletin board materials and other materials posted on doors and walls have been removed;
- 9. Daily class record books completed including:
 - a. Teacher name, date and subject/class clearly marked;
 - b. First and second quarter grades and final quarter test grades for first semester clearly marked;
 - c. Third and fourth quarter grades and final quarter test grades for second semester clearly marked;
 - d. First and second semester grades and final semester test grades clearly marked;
 - e. Students not receiving a final grade and enrolled in class at any time are clearly marked as a drop or withdrawal, as appropriate. Include grade earned to last date of enrollment in class;
 - f. Grading scale, curve, etc. that indicates how grade was determined clearly marked for all classes/subjects;
 - g. Total number of absences for each quarter and total cumulative absences for each semester clearly marked;
 - h. Common curriculum goals/essential skills assessed clearly marked.
- 10. Purchase orders for supplies, instructional materials and textbooks needed for start of next school year completed and turned in to office;
- 11. Student portfolios completed and stored in designated area;
- 12. Mailbox emptied;
- 13. Computers unplugged, desktop passwords removed, etc.;
- 14. All keys marked and turned in to office;
- 15. Summer address, phone number and alternate/emergency phone number turned in to office;
- 16. Return any public charter school owned electronic devices, i.e., iPads, cell phones, etc.

CLASSROOM SECURITY

When leaving the classroom, locker room or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

Staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The public charter school will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident or vandalism.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The public charter school provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the public charter school and with all rules set by the Oregon Department of Human Services, Health Services, and the county health department. Staff members have a responsibility to report to the public charter school when infected with a communicable disease unless otherwise stated by law.

HBV*/Bloodborne Pathogens Training and Immunization

Staff members designated as primary first-aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the public charter school, will receive appropriate information and training as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place;
2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's occupational exposure.

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that has been identified by the public charter school as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the maintenance department. Following a report of an exposure incident, the public charter school will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

Employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) will annually be provided an opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections and needleless systems). The public charter school will implement such work practice controls, as appropriate.

Infection Control Procedures

Appropriate hygienic and sanitation practices have been established by the public charter school as follows:

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 bloodborne pathogens;
2. Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own Band-Aids. If assistance is required, Band-Aids 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 public charter school as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse 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 allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
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 public charter school'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 public charter school 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;
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 wounds with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

- * HBV – Hepatitis B Virus
- ** HIV – Human Immunodeficiency Virus
- *** 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. Other disinfectants as recommended by the Center for Disease Control may be used.

COMPLAINTS

Student/Parent Complaints

The public charter school recognizes that complaints regarding staff performance, discipline, grades, and student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the administrator, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the administrator for appropriate follow-up. If the complaint is against the administrator, the complaint will be referred to the Board chair.

All staff members should familiarize themselves with Board policy regarding the handling of complaints.

Staff Complaints

It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

Staff member complaints contending a violation, misinterpretation or inappropriate application of public charter school personnel policies and/or administrative regulations should be directed to the administrator for informal discussion and resolution. If the staff complaint is against the administrator the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

Whistleblower Policy

A whistleblower is defined as a staff member who reports an activity that they consider to be illegal or dishonest. Examples of illegal or dishonest activities are violations of federal, state or local laws; and fraudulent financial reporting. If an employee has knowledge or concern of illegal or fraudulent activity, the employee is to contact their administrator and/or Human Resources. A staff member who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. The confidentiality of the whistleblower will be maintained to a reasonable extent. In some instances, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

COMPUTER USE

Staff may be permitted to use the public charter school’s electronic communications system only to conduct business related to the management or instructional needs of the public charter school or to conduct research related to education consistent with the public charter school’s mission and goals. Personal use of public charter school computers, including internet and email access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g. “occasional use to type a social letter to a friend or

family member, preparation of application materials for another position in the public charter school, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity"). Such use is restricted to the employee's own time.

Staff who violate Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The public charter school retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the public charter school's information system is the public charter schools property and are to be used for authorized purposes only. Use of public charter school equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the public charter school's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including email, sent or received, generated or stored on public charter school servers are not private and may be subject to monitoring. By using the public charter school's system, individuals consent to have that use monitored by authorized public charter school personnel. The public charter school reserves the right to access and disclose, as appropriate, all information and data contained on public charter school computers and public charter school-owned email systems.

CONFERENCES

Planned conferences between teachers and parents are essential to the public charter school's efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or preschool time to meet with students as necessary.

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio recording, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

"Fair use" guidelines are as follows:

Fair Use

1. Printed Materials

a. Permissible uses – public charter school employees may:

1) Make a single copy of the following for use in teaching or in preparation to teach a class:

- i. A chapter from a book;
- ii. An article from a periodical or newspaper;
- iii. A short story, short essay or short poem, whether or not from a collective work;
- iv. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:

- i. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
- ii. A complete article, story or essay of less than 2,500 words;
- iii. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
- iv. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
- v. An excerpt from a children's book containing up to 10 percent of the words found in the text.

b. All permitted copying must bear an appropriate reference. References should include the author, title, date and other pertinent information.

c. Prohibited uses – public charter school employees may not:

- 1) Copy more than one work or two excerpts from a single author during one class term;
- 2) Copy more than three works from a collective work or periodical volume during one class term;
- 3) Copy more than nine sets of multiple copies for distribution to students in one class term;
- 4) Copy to create or replace or substitute for anthologies or collective works;
- 5) Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
- 6) Copy the same work from term to term;
- 7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

d. All sound recordings, including phonograph records, audio recordings, compact disks and laser disks, will be treated under the same provisions that guide the use of print materials unless as may otherwise be accepted by regulations governing the reproduction of works for libraries/media centers.

2. Sheet and Recorded Music

a. Permissible uses – public charter school employees may:

- 1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
- 2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as section, movement or aria, but in no case no more than 10 percent of the whole work;
- 3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
- 4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- 5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- 6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- 7) Make a single copy of a sound recording, such as a tape, disk or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

b. Prohibited uses – public charter school employees may not:

- 1) Copy to create or replace or substitute for anthologies, compilations or collective works;
- 2) Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
- 3) Copy for the purpose of performance, except as noted above (1.a.) in emergencies;
- 4) Copy to substitute for purchase of music except as noted above (1.a., b. and c.);
- 5) Copy without inclusion of the copyright notice on the copy;
- 6) Downloading/file sharing of music from the internet that was originally intended for sale.

3. Television Off-the-Air Recording

a. Permissible uses – public charter school employees may:

- 1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite transmission and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.
 - i. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
 - ii. Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately.
 - iii. Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the Request for Off-Air Video Taping form to the media teacher for each program video recorded. The media teacher will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
- 2) Retain video recordings of commercial programs only with written approval of appropriate copyright holders;
- 3) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive calendar day retention period;
- 4) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days up to the end of the 45-consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- 5) Use off-air recordings made from a satellite dish if they conform to the 45-consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels;
- 6) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- 7) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

b. Prohibited uses – public charter school employees may not:

- 1) Record off-air programs in anticipation of an educator’s requests;
- 2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- 3) Use the recording for instruction after 45 consecutive calendar days;
- 4) Hold the recording for weeks or indefinitely because:
 - i. Units needing the program concepts are not taught within the 45-day use period;
 - ii. An interruption or technical program delayed its use; or
 - iii. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.
- 5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- 6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
- 7) Exchange program(s) with other schools in the district where the public charter school is located, or other schools, without the approval of the media teacher. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
- 8) Use the recording for public or commercial viewing;
- 9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;
- 10) The downloading of programs originally intended for sale or pay for use from the internet.
- 11) “Pay” programs received via satellite dish are also subject to these prohibitions.

4. Rental, Purchase and Use of Video Recordings

a. Permissible uses – public charter school employees may:

- 1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with public charter school policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
- 2) Use only rented lawfully-made video recordings;
- 3) Arrange for the local school to transmit video recordings over their closed circuit television for direct instruction;
- 4) Use off-air video recordings made at home for classroom instruction and only in accordance with television off-air guidelines and public charter school policy.

b. Prohibited uses – public charter school employees may not:

- 1) Use rented or purchased video recordings where a written contract specifically prohibits such use in the classroom or direct teaching situation;
- 2) Use rented or purchased video recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

5. Computer Software

a. Permissible uses – public charter school employees may:

- 1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
- 2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
- 3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
- 4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provides its use is permitted (not excluded) by the terms of the sales agreement;
- 5) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
- 6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
- 7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

b. Prohibited uses – public charter school employees may not:

- 1) Load the contents of one disk into multiple computers at the same time in the absence of a license permitting the user to do so;
- 2) Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
- 3) Make or use illegal copies of copyrighted programs on public charter school equipment;
- 4) Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
- 5) Make copies of software provided by a software publisher for preview or approval;
- 6) Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or public charter school;
- 7) Make replacement copies from an archival or back-up copy;
- 8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- 9) Make multiple copies of the printed documentation that accompanies copyrighted software.

c. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

6. Reproduction of Works for Libraries/Media Centers

a. Permissible uses – public charter school employees may:

- 1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;

- 2) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical with the last five years prior to the date of the request for the material;
- 3) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
- 4) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- 5) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
- 6) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

b. Prohibited uses –public charter school employees may not:

- 1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
- 2) Copy without including a notice of copyright on the reproduced material.

7. Performances

Permissible uses – public charter school employees must contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

8. Violations

Employees in violation of copyright law may be required to remunerate the public charter school in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

All newly licensed or registered educators are required to submit to a nationwide criminal records check including fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous three years.

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired are required to submit to a nationwide criminal records check including fingerprinting as required by Board policy and law.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees for individuals subject to the checks, including fingerprinting of non-licensed applicants, shall be paid by the individual

A staff member not requiring licensure or registration may request that the required fees be withheld from his/her paycheck. A staff member may request periodic payroll deductions rather than a lump sum payment.

All newly licensed or registered educators and those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to nationwide criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

The public charter school's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The following procedures will be used for all newly hired employees subject to criminal records checks including fingerprinting:

Processing/Reporting

1. The individual shall, as part of the application process, complete either a Criminal History Verification of Applicants form or a Fingerprint-Based Criminal History as provided by ODE.
2. If the individual is subject to fingerprinting, he/she will be required to report within three working days to an authorized fingerprint agency for fingerprinting. Fingerprints may be collected by one of the following:
 - a. Employing public charter school staff;
 - b. Contracted agent of employing public charter school;
 - c. Local or state law enforcement agency.

Individuals shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

3. The individual is responsible for obtaining two (2) fingerprint cards from an Oregon school district, the public charter school, the education service district, an Oregon-approved teacher education institution, ODE, or TSPC.
4. The individual is responsible for submitting to the authorized fingerprint agency, two (2) fingerprint cards and an 8 ½" x 11" or larger envelope with postage affixed and addressed to the Oregon Department of Education.
5. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the public charter school will provide the name of the individual to be fingerprinted to the authorized fingerprint agency and require that the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.
6. The authorized fingerprint agency will return the fingerprint cards to the public charter school in the envelope provided. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to ODE. A copy of the form will be kept in the employee's personnel file.

Termination of Employment or Withdrawal of Employment Contract/Offer

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a public charter school volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification by the Superintendent of Public Instruction, or his/her designee, or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the public charter school as specified in law.
2. Employment termination shall remove the individual from any public charter school policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Appeals

All appeals regarding a determination which prevents his/her employment or eligibility to contract with the public charter school will be directed to the Oregon Superintendent of Public Instruction. Individuals eligible to appeal, as a contested case, will be so notified in writing by ODE.

DAILY ANNOUNCEMENTS/EMAIL

A daily announcement is prepared by office staff and announced over the intercom and posted on the school's web page. All staff are asked to provide time at the beginning of class each day to hear the daily bulletin to help keep students informed about public charter school and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

Staff may place an announcement in the daily bulletin by completing the appropriate form and returning it to the office no later than 3:00 p.m., one day in advance of the announcement. Announcements generally are not run more than three days unless as otherwise authorized.

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process. (Refer to Employee Policy and Procedure / Human Resource Manual.)

DRUG-FREE WORKPLACE

No staff member engaged in work shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the public charter school where work on a federal grant is performed.

No public charter school employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12 grade students with whom the employee has had contact as part of the employee’s public charter school duties; or knowingly endorse or suggest the use of such substances.

Each staff member engaged in work related to a direct federal grant or contract of \$100,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Each staff member engaged in work related to direct federal grant or contracts of \$100,000 or more must abide by the terms of the public charter school’s drug-free workplace policy.

The public charter school, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member’s use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Within 30 days of a staff member’s criminal drug statute conviction for a violation occurring in the workplace, the public charter school shall:

1. Take action with regard to the employee determined to be appropriate, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all public charter schools or selected school or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, the following radio stations regularly report delayed openings and school closures:

AM Radios	FM Radios	TV Stations
KCUP 1230 AM	U92 92.7 FM	KATU Channel 2
KNPT 1310 AM	KCRF 96.7 FM	KOIN Channel 6
KBCH 1400 AM	KSHL 97.5 FM	KGW Channel 8
	KPPT 100.7 FM	KPTV Channel 12
	KYTE 102.7 FM	
	KLCC/KLCO 90.5	

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the public charter school's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, safety threats, illness or injury of a student or staff member and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the school office and other strategic locations throughout the building.

EVALUATION OF STAFF

The purpose of the public charter school's evaluation is to aid the teacher in making continuing professional growth and to determine the teacher's performance of the teaching responsibilities. The public charter school's program also provides for the assessment of classified employees and current performance of their job assignments.

The public charter school's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making recommendations about promotion, demotion, contract extension or non-extension, contract renewal or nonrenewal, dismissal and discipline.

Licensed staff evaluations shall be customized based on collaborative effort and include the core teaching standards adopted by the Oregon State Board of Education. Evaluations will be based upon multiple evaluation methods that use multiple measures to evaluate.

Licensed or registered probationary staff will be formally evaluated at least annually. Evaluations will be based on at least two observations and other relevant information developed by the public charter school. All other licensed or registered staff will be formally evaluated at least annually.

Classified staff will be formally evaluated at least twice during their first year of employment with the public charter school and annually thereafter.

Copies of the public charter school's evaluation procedures are found in the Employee Policy and Procedure / Human Resource Manual and will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable public charter school evaluation procedures and Oregon Revised Statutes.

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the administrator. Nonexempt staff is not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the administrator.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply may result in disciplinary action in accordance with applicable provisions of Board policy and administrative regulations.

Administrators, directors and/or supervisors shall give written notification to nonexempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

1. What constitutes nonexempt working hours;
2. What constitutes normal working hours;
3. That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
4. That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
5. That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)/MILITARY FAMILY LEAVE ACT (MFLA)/OREGON MILITARY FAMILY LEAVE ACT (OMFLA)

(Employees should contact the school administrator and review policy GCBDA/GDBDA - Family Medical Leave and administrative regulations.)

Eligibility

In accordance with federal law, staff members employed by the public charter school for the previous 12 months, and who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave. Staff members employed by the public charter school at least 180 days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week, may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA.

Length/Purpose of Leave

Employees eligible for FMLA leave under federal law and/or OFLA leave under state law are entitled to take 12 work weeks of leave within a 12-month period for the:

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18, or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
- ~~3. Care of a family member with a serious health condition;~~
4. The staff member's own serious health condition;
5. Eligible employees may take FMLA leave for qualifying exigency while the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status during the deployment with Armed Forces to a foreign country (CFR sections 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917);
6. Injured Service Member Leave, allows an employee leave to care for a covered service member who is the employee's spouse, son, daughter, parent or next of kin who has been injured in the line of duty as a member of the Armed Forces;
7. State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. The district is not required to grant leave for routine medical or dental appointments;
8. State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member or to grieve the death of a family member;
9. Military Family Leave allows leave for a spouse of domestic partner of military personnel per each deployment of the spouse or domestic partner when the spouse or domestic partner has either been notified of an impending call to active duty, has been ordered to active duty or has been deployed or on leave from deployment (OFLA).

Contact the personnel office for additional information regarding length of leave, intermittent leave and alternative duty assignments under state and federal law and provisions governing two family members eligible for FMLA or OFLA leave.

A serious health condition is defined differently under federal and state law. Contact the personnel office for details.

Contact the Superintendent for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

Calculating the 12-Month Period for Leave

The public charter school will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. The public charter school will use a "rolling" 12-month period measured backward from the date the employee uses any family and medical leave.

Leaves to care for covered service members has its own 12-month year beginning on the first day of leave regardless of the district's method of calculating the 12-month period for leave.

Paid/Unpaid Leave

Family leave under federal law is generally unpaid. Under state law, employees are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the personnel business manager for information on accessing any accrued paid leave for a qualified event.

The public charter school will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by the public charter school, that accrued paid leave shall be used during the leave period. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the public charter school does not have sufficient information to make a determination of whether the leave qualifies as FMLA or OFLA leave, the public charter school will provide the required notice promptly when the information is available but no later than two working days after the public charter school has received the information. Oral notices will be confirmed in writing no later than the subsequent payday.

Application

Staff members requesting FMLA and/or OFLA leave shall submit to the public charter school a written request at least 30 days prior to the anticipated leave date if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave and an explanation of the need for the leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the public charter school.

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the leave becomes known to the employee.

Failure to provide the required notice for FMLA leave may result in the public charter school delaying the staff member's leave for up to 30 days after the notice is ultimately given.

If advance notice of OFLA leave is not possible due to unanticipated or emergency leave situation, oral or written notice is required within 24 hours. The public charter school realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify the public charter school during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work.

Failure to provide the required notice for OFLA leave may result in the public charter school deducting up to three weeks from the staff member's leave period.

Medical Certification

If the staff member provides 30 or more days' notice when applying for FMLA and/or OFLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. The public charter school will provide written notification to employees of this requirement within three working days of the staff member's request for leave. If the staff member provides less than 30 days' notice, he/she is required to submit such medical certification no later than 15 calendar days after receipt of the public charter school's notification that medical certification is required.

Under federal law, a second medical opinion at the public charter school's expense may be required whenever the public charter school has reason to doubt the validity of the initial medical opinion. The health care provider may be selected by the public charter school. The health care provider shall not be an individual employed by the public charter school on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The public charter school and the employee will mutually agree on the selection of the health care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinions will be paid for by the public charter school.

Under state law, the public charter school may require a second opinion and designate the health care provider. Should the two opinions conflict, the public charter school may require a third opinion and that the two providers designate the third

health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the public charter school.

If the leave is for the purpose of an employee's own serious health condition, he/she may also be required to provide a fitness-for-duty medical release from the health care provider before returning to work.

The public charter school may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. They will pay the cost of the medical certification not covered by insurance or other benefit plans.

Continuation of Health Insurance Benefits

Under federal law, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The public charter school will continue to pay the public charter school's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The public charter school's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The public charter school will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

Return to Work

Following an FMLA or OFLA leave, a staff member is generally entitled to be returned to his/her former position or to an equivalent job with equivalent benefits, pay and other terms and conditions of employment, with certain exceptions. See the Superintendent for details of this or any other provision of FMLA or OFLA leave.

FUND RAISING

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the administrator prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or public charter school goals. Fundraising must not interfere with or disrupt school.

Fund-raising request forms are available in the office.

All money raised must be receipted and deposited with the public charter school.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the public charter school. Material value is defined by law as \$50 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without administrator approval.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without administrator approval. Any solicitation should be reported at once to the administrator.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the administrator of the date, time and nature of the presentation whenever such use is planned.

Prior administrator approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Prior to his/her participation, guest speakers are to be informed of the following regulations:

1. Profanity, vulgarity and lewd comments are prohibited;
2. Tobacco use is prohibited;
3. Sexist, racial remarks or derogation of any group or individual is prohibited;
4. Any curriculum guidelines which address controversial subject matter (e.g., religion, sexuality education, evolution) must be shared with the classroom teacher and approved by the administrator prior to presenting.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

HAZING/HARASSMENT/INTIMIDATION/MENACING/CYBERBULLYING

Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying of or by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the public charter school. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

An employee who has knowledge of conduct in violation of Board policy JFCF – Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence – Student, shall immediately report his/her concerns to the designated public charter school official.

Failure of an employee to report an act of hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence of a student to the designated public charter school official may be subject to remedial action, up to and including dismissal.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The public charter school will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

“Protected health information” means individually identifiable health information that is:

1. Transmitted by electronic media;
2. Maintained in electronic media;
3. Transmitted or maintained in any other form or medium.

The electronic exchange of financial and administrative transactions related to an individual’s protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the public charter school.

Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about public charter school compliance with HIPAA, should contact the personnel office.

IDENTIFICATION BADGES

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

1. Identification badges are the property of the public charter school for use by public charter school employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
 2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of public charter school duties while on public charter school property;
 3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
 4. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the public charter school at no cost to the employee. Other replacement costs will be charged to the employee;
 5. The public charter school will not disclose the identification badge or card of an employee without the written consent of the employee if:
 - a. The badge or card contains the photograph of the employee;
 - b. The badge or card was prepared solely for internal use by the public charter school to identify employees.
- The public charter school will not disclose a duplicate of the photography used on the badge or card.

(This portion left blank)

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 property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the administrator immediately.

Reports will cover property damage as well as personal injury.

A completed injury/illness report form must be submitted to the administrator within 24 hours or the next scheduled public charter school workday, as appropriate.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the building safety officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. 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 pre-existing condition. Medical treatment includes managing or caring for a patient for the purpose of combating 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. 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 equivalent medical facility.

All work-related injuries/illnesses will be promptly investigated and corrective measures implemented, as appropriate.

INVENTORY

See office staff for inventory list

JOB SHARING

The public charter school may consider a request for job sharing. Job sharing is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

The public charter school overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits normally assigned to one staff employee position is shared in a manner agreeable to both job sharing employees, providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

Job sharing requests are considered on an individual basis and subject to administrator approval. Applications and additional guidelines are available in the office.

KEYS

Keys are issued to staff by the administrator. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the public charter school. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the administrator within 24 hours of discovery of the loss or theft so that measures may be taken to protect public charter school property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
 - a. Room or other keys – \$15;
 - b. Master key – \$75;

7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the administrator to keep their keys, as appropriate.

LESSON PLANS

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with public charter school curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis. Copies of lesson plans are to be submitted to the public charter school before the beginning of the first day of the school week.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the administrator may monitor instruction to assure that the educational program in a particular class or activity is consistent with the public charter school-approved course of study.

An up-to-date seating chart, class schedules and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans which cover the length of the course of study should also be prepared and readily available for administrator and/or student and parent review.

LICENSE/REGISTRATION REQUIREMENTS

The public charter school must be able to verify the current license/registration of those offered employment before the beginning of school or first day of employment. It is the responsibility of each licensed/registered staff member to keep his/her license/registration and all endorsements current. Teachers are cautioned that failure to maintain license/registration and endorsements may invalidate their contract with the public charter school.

In the event the public charter school is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license/registration requirements as set forth by the Teacher Standards and Practices Commission (TSPC), the public charter school is entitled to recover one-half of the amount of the forfeiture from the teacher whose unlicensed/unregistered status caused the forfeiture. Recovery may not exceed one-half of the amount forfeited that is attributable to the particular licensed/registered person.

MATERIALS DISTRIBUTIONS

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the administrator. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the public charter school.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff are expected to attend staff meetings unless prior arrangements have been made with the administrator. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

PARENTAL RIGHTS/SURVEYS

Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the public charter school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of public charter school duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with public charter school curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the public charter school's official viewpoint.

No staff member may use public charter school facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Staff possession or use of personal electronic devices on public charter school property, in public charter school facilities during the work day, while staff is on duty, including duty in attendance at public charter school-sponsored activities, may be permitted subject to the limitations in Board policy and consistent with any additional rules as may be established by the administrator. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty, the responsibility for the supervision of students or in a manner that violates any other public charter school policy.

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of public charter school activities or interfere with work assignments. Cell phones which have the capability to take photographs or video shall not be used for such purposes while on public charter school property or while a staff member is on duty in public charter school-sponsored activities, unless as expressly authorized by the administrator or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The public charter school will not be liable for loss or damage to personal electronic devices brought to public charter school property and public charter school-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites and blogs, judiciously by NOT posting confidential information about students, staff or public charter school business. Staff members, while on duty and off duty will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use public charter school email using mailing lists to a group of students rather than individual students. Texting students during work hours is discouraged. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety or emergency reasons with administrator approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the public charter school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes, but is not limited to; one or more parents threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise – commonly called texting, sexting, emailing, etc. – may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. A referral to law enforcement officials may also be made.

PERSONAL PROPERTIES

The public charter school is not liable for lost, stolen or damaged personal property on public charter school property.

PERSONAL REFERENCES FOR EMPLOYMENT

Employees are to contact the personnel office prior to responding to any requests (written or phone) for references of/for employment. Public charter school letterhead will only be used with written permission from the personnel office.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the public charter school. A staff member’s personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher’s personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers’ compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The administrator;
6. Public charter school administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the public charter school or the public charter school’s designated representative on matters of public charter school business;
8. The disciplinary records of a public charter school employee convicted of a crime listed in ORS 342.143 are not exempt from the disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the public charter school shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a public charter school employee who is the subject of the disciplinary record;
9. Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, a public charter school shall provide the records of investigations of suspected abuse of a child by a public charter school employee.

The administrator may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The administrator will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

PETTY CASH

In order to expedite the purchase of minor school supplies, postage, freight and other emergency items, a petty cash account has been established. Staff members may purchase items costing less than \$20 with prior approval from the administrator.

Expenditures from petty cash are drawn from budgeted line item accounts and may be authorized only as such funds are available to cover the cost of the purchase.

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the administrator.

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

See Master Schedule and School Calendar

PROGRESS/REPORT CARDS

Teachers are expected to report to parents and students, at least annually, their students' progress toward achieving the academic content standards. Report cards are issued at the end of the first, second, third and fourth quarter grading periods indicating academic and citizenship progress to date. Parents will receive reports on their student's absences.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

Forms are available in the office.

No grade of "D" or "F" should be issued without a written progress report having been sent home notifying the student and his/her parents of academic deficiencies.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy.

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

All building purchase orders will be processed in the order received by the business office and must be completed with the following information:

1. Indicate school (SVS/SVECA)
2. Credit card or bill to school
3. Name of requestor;
4. Vendor;
5. Delivery address;
6. Item quantity;
7. Item description;
8. Unit price/value;
9. Total cost/amount;
10. Signature of requestor / date;
11. Signature of individual authorized to sign purchase orders / date;
12. Signature of person ordering / date

Additionally, at least three competitive quotes with the vendor's business name and amount of the quote should be obtained whenever practical for all goods, materials, supplies and services more than \$5,000.

All other purchases are subject to the Board's policy governing bidding requirements, administrative regulation specifying exemptions from competitive bidding and such other requirements as may be specified by law. Staff members with questions should contact the business manager for details.

RELEASE OF GENERAL STAFF INFORMATION

A staff members or volunteer's address, personal electronic mail address, date of birth, social security number and personal phone number contained in personnel records maintained by the public charter school are exempt from public

disclosure. Such information will be released by the public charter school only upon written permission of the staff member or volunteer, unless otherwise accepted by law.

Authorized public charter school personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

1. Disclosure of information is upon the request of the prospective employer;
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance; or
4. The disclosure is presumed to be in good faith.

The public charter school will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

RESEARCH/COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the work day or who use public charter school resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the administrator.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models and other devices prepared by staff members for public charter school use with public charter school time, money and facilities as part of the employee's job responsibilities remain the property of the public charter school.

In the event that a staff member produces items described above partly on his/her own time and partly on public charter school time, the public charter school reserves the right to claim full ownership. The employee may petition the public charter school for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the public charter school.

RESIGNATION OF STAFF

A resigning staff member is required to deliver a written and signed notice of resignation to the administrator. If the administrator decides to accept the resignation, acceptance shall be by letter from the administrator to the employee. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the administrator's acceptance letter.

A licensed staff member who wishes to resign from his/her position with the public charter school must give written notice at least 60 days prior to the date he/she wishes to leave public charter school employment. The administrator may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date he/she wishes to leave public charter school employment.

RETIREMENT

To assist the public charter school in its planning efforts, staff members considering retirement are encouraged to notify the public charter school as early as possible, preferably at the beginning of the school year in which the retirement will take place.

SAFETY COMMITTEE

A building safety committee has been established to help implement the public charter school's safety program and as a part of any ongoing effort to help ensure the safety and health of students, staff and others while on public charter school property.

The building safety committee meets monthly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

SEXUAL CONDUCT (Reporting Requirements) 1 (855) 503-7233

Sexual conduct by public charter school employees as defined by Oregon law will not be tolerated. All public charter school employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and public charter school Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

Any public charter school employee who has reasonable cause to believe that another public charter school employee or volunteer has engaged in sexual conduct with a student must immediately notify the Superintendent.

When the public charter school receives a report of suspected sexual conduct by a public charter school employee, the public charter school may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, the public charter school employee or student who is the subject of the report. If the subject of the report is a public charter school employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the public charter school will inform the employee that the report has been substantiated and provide information regarding the appeal process. The employee may appeal the public charter school’s decision through an appeal process administered by a neutral third party. A volunteer may appeal the public charter school’s decision through the public charter school’s complaint procedure. A substantiated report is one that: a) an educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and b) involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The public charter school will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the administrator will follow up on receipt of a report. In the event that the designated person is the suspected perpetrator, the Board chair shall receive the report. When the administrator takes action on the report, the person who initiated the report must be notified.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a public charter school employee in good faith, the student will not be disciplined by the public charter school board or any public charter school employee.

The public charter school will provide annual training to public charter school employees, parents and students regarding the prevention and identification of sexual conduct. The public charter school will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.370 for all public charter school employees.

Mandatory reporter guidelines require a call to the Child Abuse Hotline at **1 (855) 503-7233**. The principal could also be notified, but that call needs to be made.

SEXUAL HARASSMENT

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business is strictly prohibited and shall not be tolerated in the public charter school.

“Public charter school” includes public charter school facilities, public charter school premises and nonpublic charter school property while a staff member or student is at any public charter school-sponsored, public charter school-approved or public charter school-related activity or function, such as field trips or athletic events, in which students are under the control of the public charter school or where the staff member is engaged in public charter school business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of soliciting sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance or with an employee’s ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

The administrator or the compliance officer has responsibility for investigations concerning sexual harassment. All complaints and reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented or reported incident.

Step 1

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the administrator or compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step 2

The public charter school official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.

Step 3

If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the administrator or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the complainant within 10 working days.

Step 4

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working

days conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the administrator of compliance officer.

The initiation of a complaint in good faith about behavior that may violate the public charter school's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant. A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require administrator approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses and are timely may be considered for approval.

STAFF CONDUCT

All staff are expected to conduct themselves in a manner that conforms to applicable job descriptions, Board policy and administrative regulations.

Additionally, all licensed staff are expected to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.

Application of Rules

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon Revised Statutes.
2. Oregon Administrative Rules may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon Revised Statutes.
3. The commission determines whether an educator's performance is ethical or competent in light of all the facts and circumstances surrounding the educator's performance as a whole.
4. The commission will promptly investigate complaints:
 - a. The commission may, at its discretion, defer action to charge an educator against whom a complaint has been filed under ORS 342.176 when the investigation report indicates that disciplinary action against the educator is pending at the local public charter school level or when criminal charges are pending or are likely to be filed against the educator. In considering whether to defer action to charge an educator, the commission shall consider all relevant circumstances including the nature and seriousness of the allegations and whether the educator is currently employed as a teacher or school administrator;
 - b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

Definitions

The following definitions apply to Oregon Administrative Rules unless otherwise indicated by context:

1. "Administrator" means any supervisory educator who holds a valid Oregon administrative license or registration.
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered person, who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.
5. "Sexual contact" means includes:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;

- b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;
 - c. Sexual advances or requests for sexual favors directed toward a student;
 - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
 - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual harassment" means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
7. "Teacher" means any person who holds a teacher's license as provided in ORS 342.125.

The Competent Educator

The teacher demonstrates a commitment to:

- 1. Recognize the worth and dignity of all persons;
- 2. Encourage scholarship;
- 3. Promote democratic citizenship;
- 4. Raise educational standards;
- 5. Use professional judgment.

Curriculum and Instruction

The competent educator measures success by the progress of each student toward realization of personal potential as a worthy and effective citizen. The competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of goals as they are appropriate for each individual.

The competent teacher demonstrates:

- 1. Use of state and public charter school-adopted curriculum and goals;
- 2. Skill in setting instructional goals and objectives expressed as learning outcomes;
- 3. Use of current subject matter appropriate to the individual needs of students;
- 4. Use of students' growth and development patterns to adjust instruction to individual needs consistent with number of students and amount of time available;
- 5. Skill in the selection and use of teaching techniques conducive to student learning.

Supervision and Evaluation

The competent educator is a student of human behavior and uses this knowledge to provide a climate that is conducive to learning and that respects the rights of all persons without discrimination. The competent educator assumes responsibility for the activities planned and conducted through the public charter school's program and assists colleagues to do the same. The competent educator gathers relevant information and uses it in the planning and evaluation of instructional activities.

The competent teacher demonstrates:

- 1. Ways to assess progress of individual students;
- 2. Skill in the use of assessment data to assist individual student growth;
- 3. Procedures for evaluating curriculum and instructional goals and practices;
- 4. Skill in the supervision of students.

Management Skills

The competent educator is a person who understands students and is able to relate to them in constructive ways. The competent educator establishes and maintains good rapport. The competent educator maintains and uses records as required and as needed to assist the growth of students.

The competent teacher demonstrates skills in:

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining public charter school property, equipment and materials appropriately;
3. Using and maintaining student records as required by public charter school policies and procedures;
4. Using public charter school lawful and reasonable rules and regulations.

Human Relations and Communication

The competent educator works effectively with others – students, staff, parents and patrons. The competent educator is aware of the ways the community identifies with the school, as well as community needs and ways the school program is designed to meet these needs. The competent educator can communicate with knowledge, clarity and judgment about educational matters, the school and the needs of students.

The competent teacher demonstrates:

1. Willingness to be flexible in cooperatively working with others;
2. Skill in communicating with students, staff, parents and other patrons.

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the public charter school and the profession.

Staff members must maintain high standards of personal and professional conduct and behavior in all interaction and communications. Staff are required to use sound professional judgment when communicating with students and parents while handling situations requiring sensitivity. **All school policies and protocols must be followed regarding FERPA and other dealings with students, parents, learning coaches and any agencies which may be associated with a Siletz family.** Staff must display the highest integrity and the best judgment and ethics and use professional skills to the best interests of all. Staff must use only legal and ethical means when seeking to influence governmental legislation or regulations. Lastly, staff must aid in the professional development of those who enter the educational services profession by assisting them to understand the functions, duties, and responsibilities of the profession; and always endeavor to improve the school.

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues;
3. Maintain an appropriate professional student-teacher relationship by:
 - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - c. Reporting to the educator's supervisor if the educator has reason to believe a student is, or may be, becoming romantically attached to the educator.

The ethical educator, in fulfilling obligations to the public charter school, will:

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

We expect our staff to treat each other, students, teachers, community members or any third party during the course of their job duties with respect and consideration. Lack of respect can be shown through words, conduct, acts or demeanor. Some examples of lack of respect include snide remarks, inappropriate jokes, direct comments and avoidance of particular individuals. The above examples by no means describe all types of disrespectful behavior. As a rule, behaviors that affect another staff member's ability to work depart from our standard for respect

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

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

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for public charter school payment of college coursework tuition require prior administrative approval.

Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with public charter school goals and job assignment. Requests require prior administrator approval. Forms are available in the office.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member political workshops, training sessions for consultation committees and like activities will not be considered as appropriate activities for the expenditure of public charter school funds.

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Employees are allowed to wear religious attire while maintaining religious neutrality and refraining from endorsing religion in the educational environment. Please contact the administrator for additional information/guidance.

Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

STAFF ETHICS

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the public charter school. This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be public charter school property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

4. Outside employment is additional employment for which compensation is paid by an external source to a Siletz Valley School Employee. This employment must not interfere with the employee's job performance or interfere with an assigned work schedule and therefore must not occur during a staff member's standard school work hours. Outside employment may not be conducted on school property nor use school property or resources

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. Public charter school facilities, equipment or materials may not be used in performing outside work.

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the public charter school and the following safety rules of the public charter school:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the public charter school;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body or a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade, or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;

11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

The public charter school encourages all staff to participate in community activities which have the improvement of the general welfare of the community, state and nation as their objectives.

STAFF INVOLVEMENT IN DECISION MAKING

Staff members are encouraged to participate in the decision making process whenever practicable. Staff may become involved or serve site committees and may participate in such public charter school activities as the establishment of public charter school goals and objectives, curriculum revision and adoption, selection of instructional materials, budget and facility planning. Contact the administrator for additional information regarding possible public charter school committee work that may be available.

STAFF/PARENT RELATIONS

The public charter school encourages parents to be involved in their student’s school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the public charter school any court order that curtails the rights of the noncustodial parent.

A noncustodial parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student’s welfare and education.

Noncustodial parents will not be granted visitation or telephone access to their student during the school day unless a signed agreement has been submitted to the school by the parent having sole custody of the child/children.

In the case of joint custody, it is the responsibility of the parents to provide the public charter school, in writing, any special requests or clarifications in areas concerning the student and the public charter school’s relationship and responsibilities. Such information will be maintained on file in the office and provided to staff, as appropriate.

Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the office.

STAFF ROOM

A staff room is provided to staff use during break, lunch and preparation periods, as may be appropriate. All staff are expected to “pitch in” as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institution. Public charter schools are obligated to maintain neutrality in all such matters.

As religion influences many areas of education such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Though teachers may be permitted to expose students to information concerning religious beliefs, a teacher may not advocate, openly, covertly or by subtlety, a particular religion or religious belief.

Holidays which have a religious and secular basis may be observed in the public charter school's schools as follows:

(1) The historical and contemporary values and the origin of religious holidays should be explained in an unbiased and objective manner without sectarian indoctrination;

(2) Music, art, literature and drama having religious themes or bases are permitted and encouraged as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;

(3) The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature.

Students and staff members will be excused from participating in practices which are contrary to their religious beliefs without penalty.

TOBACCO-FREE ENVIRONMENT

In order to comply with state law and to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, tobacco use is prohibited on all public charter school property and in public charter school-owned buildings and vehicles and at public charter school-sponsored events.

Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew, snuff in any form, nicotine or nicotine delivery devices, chemicals or devices that product the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

TUTORING

No private tutoring for which a staff member receives a fee is permitted in public charter school schools on school time. Public charter school facilities, materials or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

USE OF PRIVATE VEHICLES FOR PUBLIC CHARTER SCHOOL BUSINESS

The use of private vehicles for public charter school business, including the transportation of students, is generally discouraged. Staff members should use public charter school sponsoring district vehicles or transportation vendors whenever possible when scheduling activities and other transportation far enough in advance to avoid any nonemergency use of private vehicles. No staff member may use a private vehicle for public charter school business without permission from the administrator. If permission is granted, two staff members are required for transporting student(s) in a private vehicle.

VOLUNTEERS

The public charter school encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact the office.

The use of volunteers requires prior administrator approval. Forms are available in the office.

WEAPONS

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by the public charter school's weapons policy, shall immediately report such violation to an administrator, his/her designee or law enforcement.

Employees who report directly to law enforcement shall also immediately inform an administrator. Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the public charter school's weapons policy.

Employees shall promptly report all other conduct prohibited by the public charter school's weapons policy to an administrator.

WORK FROM HOME

Work-At-Home Policy (Pre-approved)

The decision whether to allow a staff member to work at home is within the sole discretion of the administration. Administration can require a staff member with work-at-home privileges to come into the office or assigned office location at any time. If requested to come into the office or assigned office location and you fail to appear, disciplinary action may be taken.

Work-at-home schedules will always be determined by administration in ways that best address school needs.

Work-at-Home Guidelines

1. Work Environment: Staff are required to establish an appropriate work environment within their homes, in accordance with the requirements described in this policy.
2. Work Hours: Staff members who work at home are required to work the same "core hours"
3. Contact Information: Staff members who work at home must provide Human Resources with their best contact phone numbers.
4. Accessibility: Staff members who work at home must be accessible by phone and internet within a reasonable time during the agreed upon work schedule ("core hours"). If a staff member will not be available for a period of time greater than one (1) hour during their core hours, the staff member must notify administration.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING PRESCRIPTION/NONPRESCRIPTION MEDICINES TO STUDENTS

Students may be permitted to take prescription or nonprescription medication at school, at school-sponsored activities, under the supervision of school personnel and in transit to or from school or school-sponsored activities.

Training will be provided by a qualified trainer to designated staff authorized to administer nonprescription or prescription medication to students within individual school buildings, while participating at school-sponsored activities, while under the supervision of school personnel, or while in transit to or from school or school-sponsored activities.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, public charter school policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in

administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication in accordance with the following procedures:

1. A parent or guardian permission form and written instructions have been submitted for all prescription and nonprescription medication. In the case of prescription medications, permission from the physician or other licensed health care provider is also required and shall include information that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Administrator permission is also required for all self-medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided above;
3. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction;
 - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in his/her possession only the amount of medication needed for that school day except for manufacturer's packaging that contains multiple dosage, the student may carry one package;
5. Sharing and/or borrowing of any medication with another student is strictly prohibited.

Permission to self-medicate may be revoked by the administrator if there are any abuses of these procedures.

All other students will be administered medication only by designated staff after receipt of required parent permission forms and written instructions.

A process shall be established by which, upon parent written request, a backup prescribed auto-injectable epinephrine be kept at a reasonable, secured location in the student's classroom.

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises, who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

ASSIGNMENT OF STUDENTS TO CLASSES

The assignment of students and classes to teachers is the responsibility of the administrator. Parents have the right to discuss student class assignments with counselors and the administrator.

Any request to change a student's assignment to a particular class by a student, parent or teacher should be referred to the school counselor.

Students are to be added or dropped from teacher class rosters only when the student presents an add/drop slip from the counseling office or when otherwise notified by the office.

Any student with the proper add slip, or who has otherwise been added to a particular class by the counseling office, is to be admitted to class. Teachers with questions regarding a student's placement should contact the counseling office.

CHAPERONES

All field trips will be appropriately supervised with a maximum student/adult ratio of 5:1 or smaller for grades K through 8, and a maximum student/adult ratio of 10:1 or smaller for grades 9-12.

CLASS INTERRUPTIONS

The public charter school is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office. Intercom use is restricted to administrative use or administrative approved use only.

COMMUNICABLE DISEASES/STUDENT

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A student with certain school restrictable disease is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school. The public charter school will inform the appropriate staff member to protect against the risk of exposure, as necessary.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the public charter school and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to public charter school property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;
4. Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to public charter school procedures.

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

The public charter school will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on public charter school property, on a school bus or while participating in any public charter school-sponsored activity, whether on public charter school property or at sites off public charter school property.

Given the extensive use and the formal and informal promotion of drug, alcohol and tobacco use in society, the school has an obligation to provide drug, alcohol and tobacco education that emphasizes prevention, describes intervention and referral procedures and outlines consequences. No public charter school employee shall knowingly sell, market or distribute steroid or performance enhancing substances to kindergarten through 12th grade students with whom the employee has had contact as part of the employee's public charter school duties, or knowingly endorse or suggest the use of such substances.

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum. For students in grades 9-12 not enrolled in health education classes, a program of activities which meets the requirements of the drug, alcohol and tobacco prevention rule has been developed. At least annually, senior high school students will receive age-appropriate instruction.

Funds needed to support activities related to drug, alcohol and tobacco prevention are identified by source, particularly the Safe and Drug-Free Schools and Communities Act monies or other grants received from federal, state or local sources.

Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the administrator. The program includes current basic employee, alcohol and tobacco information and an explanation of public charter school drug, alcohol and tobacco policies, procedures and programs. The input of staff in planning and implementing the public charter school's staff development and public information program is encouraged to ensure a drug, alcohol and tobacco program that best meets the needs of public charter school students.

EMERGENCY DRILLS

⁽¹⁾ All teachers are required to provide instruction on fire, earthquake, safety threats and tsunami dangers and drills for at least 30 minutes each school month in accordance with the requirements of law. Oregon Fire Code requires at least one fire drill to be conducted within the first 10 days of the school year.

⁽²⁾ At least one fire drill will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.

⁽³⁾ At least three drills on earthquakes that include tsunamis drills will be conducted each year. Drills and instruction on tsunami emergencies will include immediate evacuation after an earthquake when appropriate or after a tsunami warning. At least two drills on safety threats will be conducted each year.

⁽⁴⁾ A map of the fire and/or tsunami escape route to be followed is to be posted near classroom doorways and reviewed with students.

The warning signal for a fire alarm/drill is a “fire alarm” siren. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and leave door unlocked;
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any accounted students to the administrator or designee;
5. Upon “all clear” signal, announced by administration, not on bell/alarm signal, escort students directly back to class. Check attendance.

The warning signal for an earthquake alarm/drill is an announcement over the intercom. In the event of an earthquake, teachers are required to:

1. Immediately direct all students to “drop, cover and hold on.” Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;
3. Evacuate building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon “all clear” signal, announced by administration, not bell/alarm signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect your head and neck.

FEATURE FILMS/VIDEOS

Administrator approval is required prior to showing a feature film/video to students in public charter school classrooms. Only films/videos rated G, PG or PG-13 may be authorized for classroom use.

Requests are to be submitted to the administrator at least five days prior to the proposed showing. Forms are available in the office.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating (e.g., G, PG, PG-13).

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent.

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

FIELD TRIPS AND SPECIAL EVENTS

Field trips and other student activities involving travel may be authorized by the administrator when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the administrator well in advance of the proposed activity. All such requests will be considered based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Teachers shall submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-county travel and/or overnight stay must be approved by the Board.

GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the public charter school and the parents. As a close working relationship between the public charter school and parents is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers are expected to report, at least annually, a students' progress toward achieving academic content standards to the students and their parents. Parents will receive reports on their student's absences.

Teachers should use a variety of communication devices, including telephone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows:

- A – Superior
- B – Above Average
- C – Average
- D – Below Average
- F – Failing
- P – Pass (Credit granted, non-graded course)
- NP – No Pass (Credit denied, non-graded course)
- I – Incomplete
- W – Withdrawal

There will be no minus (-) or plus (+) signs used in grading on report cards.

Grading will be conducted on a nine-week basis.

Grade reduction or credit denial based on a student's attendance may be permissible only when the student's attendance is not used as a sole criterion for the grade reduction or credit denial. Prior to a grade reduction or credit denial, teachers are required to provide notice to the student, parents or guardians that includes the following information:

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
 - a. Religious reasons;

- b. A student's disability; or
- c. An excused absence, as determined by the public charter school's policy.

Due process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability or an excused absence as determined by public charter school policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the student's individualized education program (IEP).

HOMEWORK

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the students.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

HUMAN SEXUALITY, HIV/AIDS, SEXUALLY-TRANSMITTED DISEASES, HEALTH EDUCATION

Human sexuality, HIV/AIDS*, and sexually-transmitted disease prevention curriculum has been cooperatively developed and aligned with the Oregon Health Education Standards and Benchmarks, by parents, teachers, administration, local health department staff and others as an integral part of health education and other subjects. All teachers are expected to teach the age-appropriate curriculum annually and twice in grades 9-12 in accordance with established curriculum.

Teachers are expected to notify parents of minor students in advance that the material regarding any human sexuality or HIV/AIDS/HBV will be taught. Any parent may request his/her student be excused from that portion of the instructional program.

*AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus

MAKE-UP WORK

A student who has an excused absence from class is permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class for the work missed due to absence. Any student truant from school will not be allowed to make up missed work.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon his/her return from the suspension if the work reflects achievement over a greater period of time than the length of the suspension. For example, the student is allowed to make up final, midterm and unit examinations, without an academic penalty. Students will not, however, be allowed to make up daily assignments, laboratory experiments, class discussions or presentations missed while under suspension.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and public charter school goals.

Media representatives are required to report to the administrator for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

NON SCHOOL-SPONSORED STUDY AND TOURS/TRIPS/COMPETITIONS

The public charter school does not sponsor, endorse or financially contribute to the variety of outside-sponsored study and tours/trips/competitions available to students.

Students who raise funds for their personal participation in such activities may not raise money for travel and other activity expenses as a representative of the school. Students may not use school supplies, materials or facilities in conjunction with such trips or their related fundraising.

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by the public charter school which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students.

The counseling center may contain pamphlets which will assist parents who have questions about selection of such activities.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the public charter school, upon the written request of the parent.

An alternative program of credit may be provided. Teachers are expected to work cooperatively with students, parents, counselors and other public charter school staff in the development of such alternative learning activities, as needed.

RELEASE TIME FOR RELIGIOUS INSTRUCTIONS

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

RESTRAINT AND SECLUSION

The use of physical restraint and/or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to self or others.

Except in the case of an emergency, only staff currently in the required training in accordance with the public charter school-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer as when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint and seclusion under these circumstances is only allowed so long as the students' behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the public charter school whether in an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must meet the standards as outlined in OAR 581-021-0568.

RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCIES

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of public charter school staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained public charter school staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

RETENTION OF STUDENTS

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with the administrator.

SENIOR TRIPS

The public charter school recognizes senior trips as an extension of the school experience. Public charter school-sponsored senior trips may be authorized. Requests for out-of-county travel shall be submitted to the Board for approval.

Private groups and organizations may be permitted to use public charter school facilities and equipment during non-school time to promote senior trips on the same basis as facilities and equipment are provided to others.

STUDENT ACTIVITY FUNDS

All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the administrator and person in charge of the student body activities program.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff advisor. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those students currently in school who have contributed to the accumulation of the funds.

STUDENT CONDUCT

All students are to comply with public charter school policies and administrative regulations, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

In addition to adopted Board policies, governing student conduct, and administrative regulations, school rules specifying student conduct and expectations have been established. These regulations and rules apply to actions which occur on public charter school property; at any public charter school-sponsored activity regardless of location; or when traveling to or from school for public charter school-sponsored activities on transportation provided or approved by the public charter school. A student handbook, code of conduct or other document shall be developed and distributed to parents, students and employees. Each school shall publish any additional rules specific to the school and distribute it to students and parents. Disregarding these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the *Student/Parent Handbook* with their students during the first week of the school year. A schedule developed by the administrator including particular areas to be emphasized will be provided to all staff during in-service.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with public charter school policies, administrative regulations and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school are not to be left unsupervised during their detention.

STUDENT DISCIPLINE

Student discipline, whether in the classroom, building, school grounds or at public charter school-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions have been divided into two categories, severe violations and minor violations. These are listed in the *Student/Parent Handbook*. Student discipline will offer corrective counseling and sanctions that are age appropriate, and to the extent possible, are shown through research to be effective.

The following behavior referral process has been established to assist staff in dealing with student misconduct:

Minor Violations

1. With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs the student that subsequent violations will result in a parent contact by the teacher. Complete Step 1 of the Behavior Management Form, including student signature and document student response.
2. With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that he/she is not on Step 2. Contact parents with details and inform parents and students that further violations of the same rule will result in a referral to the office for disciplinary action. Complete Step 2 of the Behavior Management Form, including student signature and document student response.
3. With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, completes Step 3 of the Behavior Management Form. Submit form to the office for administrative action.

This three-step process is to be followed throughout the grading period. At the beginning of each new term, students are afforded a clean slate and the process begins anew. Students referred to the office for a third offense may begin anew or be continued on Step 2 or Step 3, as deemed appropriate by the teacher in consultation with the administration.

Severe Violations

All students with severe violations are to be referred to the office immediately. A complete student incident referral form must be submitted at the time the student is sent to the office. If a student refuses to report to the office as directed or the teacher deems it necessary for the student to be accompanied to the office, the office should be contacted for administrative assistance.

Each student who is being provided educational services through an Individualized Education Program (IEP) is subject to public charter school discipline regulations unless, as provided by law, specific behavioral concerns are addressed as part of the student's IEP. Teachers are expected to work cooperatively with special education staff to resolve any concerns regarding the conduct and discipline of a student with disabilities.

STUDENT DISMISSAL PRECAUTIONS

No staff member may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

STUDENT/PARENT HANDBOOK

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the public charter school at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the administrator.

STUDENT PERFORMANCES

Teachers are encouraged to arrange for individual student and group public performance when such performance contributes to the educational process and are consistent with public charter school and course goals.

All performances involving students must be approved by the administrator and may not interfere with other scheduled activities or classes within the school.

The extended use of one particular group of students is generally discouraged. Teachers are expected to enforce all student conduct and discipline rules when engaged in such activities.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the public charter school is provided by the public charter school's transportation vendor transportation system in accordance with public charter school policy.

Designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior administrator approval. The adult driving the vehicle must be properly licensed and must provide 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. The vehicle must contain 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/she is four feet nine inches tall or age eight and the adult belt properly fits. 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 minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

No student is to be permitted to perform public charter school business with his/her own vehicle, a staff member's vehicle or a public charter school-owned vehicle.

STUDENT WITHDRAWAL FROM SCHOOL

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment or other public charter school property including replacement costs, if known. Submit the list to the office. In accordance with the law and with Board policy, certain restrictions and/or penalties may be imposed until payment of the debt. The public charter school shall notify the resident district of the student's withdrawal.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the administrator.

Staff members are expected to report any unauthorized person on school property to the administrator.

SPECIAL PROGRAMS**ASSESSMENT PROGRAMS**

The public charter school's assessment program has been developed to meet state requirements and local public charter school needs.

Assessment results are used to measure the academic content of standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Additional services, alternative educational or other public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards.

The public charter school's assessment program consists of the following:

1. Criterion-referenced assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
3. Assessments by individual teachers;
4. Optional school-wide and grade level-wide assessments as recommended by the superintendent and as approved by the Board.

Dates for public charter school and state assessments will be announced by the administrator, as appropriate.

BILINGUAL EDUCATION ENGLISH LANGUAGE LEARNERS

Students whose primary language is a language other than English are provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

Staff in need of assistance in translations, materials selection, special curriculum development, etc., should contact the office.

BREAKFAST/LUNCH PROGRAMS

The public charter school participates in the National School Lunch, School Breakfast and Commodity Programs.

Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office.

CRISIS PREVENTION/RESPONSE PROGRAM

Refer to the LCSD Emergency Plan (multi-colored tabs) for specific emergency plan and response protocol.

HEALTH-SERVICES PROGRAMS

The public charter school has an established health services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Department of Human Services, Health Services, and the county health department;
6. Assistance for students in taking medication according to established public charter school policies and procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

The public charter school's school nurse is available as a resource to teachers in securing appropriate information and materials on health-related topics.

All staff will be informed of their responsibilities in these areas.

Non Emergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place under the No Child Left Behind Act of 2001 only with prior parental notification and the option for parents to excuse their student from the activity.

ORS 329.025 requires:

- (1) One registered nurse or school nurse for every 125 medically fragile students; or
- (2) One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; or
- (3) One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes him/her to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the public charter school to authorize homebound instruction.

The amount of instructional service provided will be related to each student's educational needs and physical and mental health.

Teachers are expected to cooperate with counselors, students and parents to provide such assignments/homework as may be necessary to help students maintain satisfactory progress during the student's temporary absence from school.

HOME TUTORING SERVICES

Home tutoring services may be provided to students who are temporarily disabled or for other medical reasons unable to attend school in excess of 10 consecutive school days.

A physician's statement substantiating such absence is required in order for the public charter school to authorize home tutoring.

The home tutor will work with the student's teacher to provide the necessary instructional support needed to help the student maintain his/her academic progress.

LIBRARY/MEDIA SUPPORT SERVICES

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly.

Public charter school employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

PREGNANT/PARENTING STUDENT PROGRAMS

The public charter school advocates the right to continued public education for all pregnant and parenting students. A pregnant and parenting student should be encouraged to continue with his/her educational program and to participate in all school-sponsored activities unless physically unable.

The public charter school staff will work with the staff of the district in which the public charter school is located, in the development of individualized educational programs or services, or both, to address the needs of pregnant and parenting students when their educational needs cannot be met by the regular-provided school program.

SPECIAL EDUCATION SERVICES

Students, kindergarten age through age 21, attending the public charter school that have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for students with disabilities shall be provided a free appropriate public education (FAPE).

The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Education Program (IEP).

When appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others.

Placements are made by the student's IEP team, which consists of the student's parent(s); one regular education teacher, if the student is participating in the regular education program, or, if the student does not have a regular education teacher, a teacher qualified to teach a student the same age; the student's special education teacher or a special education provider; a representative of the district; an individual, who may be another member of the team, who is knowledgeable about the student's disability and who can interpret the instructional implications of the evaluation results; the student, when appropriate, and other individuals who have knowledge or special expertise regarding the student, at the discretion of the parent or district; and other agency representative as provided by law.

Teachers with questions regarding the referral and placement process should contact a special education staff member.

All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

TALENTED AND GIFTED PROGRAMS (TAG)

The public charter has developed a written plan for the identification of and provision of programs and service for academically talented and/or intellectually gifted students.

Identified students must score at or above the 97th percentile on selected nationally standardized tests. Additionally, talented and gifted students from special populations such as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities may also be identified.

Each teacher will receive a list of identified talented and gifted students assigned to his/her classroom. Teachers are expected to modify curriculum, instructional strategies and grading, as may be necessary, to meet the needs of identified students.

The public charter school has established an appeals process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the public charter school's program and who wish to request reconsideration. A complaint procedure has also been developed for parents to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students. Staff should refer parents with questions to the principal.

TITLE I PROGRAMS

In order to help meet the needs of disadvantaged students, the public charter school participates in Title I federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-12 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on a daily schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient children are eligible for Title I-A services on the same basis as other children who are selected for services.

Teachers with questions or concerns regarding student placement or scheduling in this program should contact the building Title I coordinator.

¹“Sexual orientation” is defined as an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from the traditionally associated with the individual's sex at birth.