

Helix Charter School
STAFF HANDBOOK

2026-2027

HELIX CHARTER SCHOOL
PO BOX 398
HELIX, OR 97835
(541) 215-6030

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PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules and regulations, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement, or changes in state or federal law. Board policies are available on the district website or https://policy.osba.org/helix/index.asp.

Any information contained in this staff handbook is subject to revision or elimination. Appropriate notice will be provided.

This handbook is not intended as a contract and does not modify any terms of the employment arrangement.

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

The Helix School District which oversees the operations of the Helix Charter School (HCS) is an equal employment opportunity and treatment shall be practiced by the district, and the district does not discriminate on the basis of an individual's perceived or actual race[1], color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability[2], or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The Helix School District does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, marital status, sexual orientation, gender identity and expression, veteran or military status, or the use of a service animal by a person with a disability, and provides equal access to all designated youth groups.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:

- Mr. Brad Bixler, Superintendent/Principal - brad.bixler@helixsd.org

The mission of the HCS is to provide for the success of all students by focusing on the student holistically. HCS's goals encompass the various aspects necessary to accomplish this, including critical thinking skills, music education, and Science, Technology, Engineering and Math (STEM) concepts. HCS believes that if a student is educated across these areas in addition to the core curriculum, they will be well rounded, life- long learners.

In this endeavor HCS will seek to maintain the tradition of small class sizes and staff/student rapport that provides an optimal educational experience. The staff, parents, community, and various organizations will provide educational partnerships aiming toward student success.

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

[2] This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106). Related federal law applies to employers with 15 or more employees. 42 U.S.C. 12111(5)(A).

HELIX SCHOOL CALENDAR 2026-2027

TOTAL PUPIL - 176

TOTAL TEACHER DAYS - 180

August 17, 18, 19 (Mon, Tues, Wed) IN-SERVICE (3 DAYS) **OPEN HOUSE- WED, AUGUST 19th 4:00 pm – 6:00 pm**

FIRST QUARTER		**AUGUST 24 – OCTOBER 23**		
AUGUST	(MON)	24	SCHOOL BEGINS FOR STUDENTS	
SEPTEMBER	(MON)	7	NO SCHOOL- LABOR DAY	
SEPTEMBER	(WED)	16	NO SCHOOL- PENDLETON ROUND-UP	
SEPTEMBER	(THUR)	17	NO SCHOOL- PENDLETON ROUND-UP	
SEPTEMBER	(FRI)	18	NO SCHOOL- PENDLETON ROUND-UP	
OCTOBER	(FRI)	9	NO SCHOOL --STATEWIDE INSERVICE	
OCTOBER	(FRI)	23	1/2 DAY INSERVICE - DISMISS 12:30 PM	
OCTOBER	(FRI)	23	END OF 1ST NINE WEEKS	***41 days***

SECOND QUARTER		**OCTOBER 26 - JANUARY 15**		
OCTOBER	(WED)	28	FULL DAY OF SCHOOL- PARENT CONFEFENCES 3:30 – 8:00 PM	
OCTOBER	(THURS)	29	FULL DAY OF SCHOOL – PARENT CONFERENCES 3:30-8:00 PM	
OCTOBER	(FRI)	30	NO-SCHOOL – PARENT CONFERENCES (K-12) 8:00 AM – 12:00 PM	
NOVEMBER	(WED)	11	VETERANS DAY – NO SCHOOL	
NOVEMBER	(MON-FRI)	23-27	NO SCHOOL -- THANKSGIVING VACATION	
DECEMBER	(FRI)	18	1/2 DAY INSERVICE - DISMISS 12:30 PM	
DECEMBER	(MON)	21	CHRISTMAS VACATION BEGINS	
JANUARY	(MON)	4	SCHOOL RESUMES	
JANUARY	(FRI)	15	1/2 DAY - INSERVICE - DISMISS 12:30 PM	
JANUARY	(FRI)	15	END OF 2ND NINE WEEKS	***44 days***

THIRD QUARTER		**JANUARY 18 – MARCH 19**		
JANUARY	(MON)	18	NO SCHOOL – MARTIN LUTHER KING JR DAY	
FEBRUARY	(FRI)	5	½ DAY IN-SERVICE- DISMISS 12:30 PM	
FEBRUARY	(MON)	15	NO SCHOOL - PRESIDENT'S DAY (Optional Snow Day Make-up)	
MARCH	(FRI)	19	1/2 DAY – INSERVICE – DISMISS 12:30 PM	
MARCH	(FRI)	19	END OF 3rd NINE WEEKS	***43 days***
MARCH	(MON-FRI)	22-26	SPRING VACATION	

FOURTH QUARTER		**MARCH 29 – JUNE 4**		
APRIL	(WED)	30	FULL DAY OF SCHOOL – PARENT CONFERENCES 3:30 – 8:00 PM	
APRIL	(THURS)	1	FULL DAY OF SCHOOL – PARENT CONFERENCES 3:30-8:00 PM	
APRIL	(FRI)	2	NO SCHOOL - PARENT CONFERENCES (K-12) 8:00 AM -12:00 PM	
MAY	(FRI)	21	LAST DAY FOR SENIORS	
MAY	(SUN)	23	BACCALAUREATE	
MAY	(WED)	26	KINDERGARTEN GRADUATION/ROSE CEREMONY	
MAY	(SUN)	30	SENIOR GRADUATION	
MAY	(MON)	31	MEMORIAL DAY (OBSERVED)- NO SCHOOL	
JUNE	(THURS)	3	1/2 DAY SCHOOL (LAST DAY OF SCHOOL)- DISMISS 12:30 PM	
JUNE	(THURS)	3	END OF 4TH NINE WEEKS	***48 days***
JUNE	(FRI)	4	CONTRACTED TEACHER WORKDAY	

STAFF ORGANIZATION

HELIX SCHOOL STAFF

Brad Bixler	Superintendent/Principal
Cindy Wood	Administrative Assistant
Tammie Parker	Athletic Director
Addie Corey	Kindergarten
Cory Torrence	1st grade
Katie Harlow	2nd grade
Carolyn Bessette	3rd grade
Dustin Curtiss	4th grade
Kristle Allison	5th grade
Sara Phinney	MS ELA/Spanish/Library
Chris Peters	MS Social Studies/K-5 PE/HS Conditioning
Cydney Curtis	MS Math/MS Science
Rachel Gavin	HS Science
Zack Brandsen	American Studies/Global Studies/Government/MS PE
Tim Kahl	HS ELA/Creative Writing/Speech
Callie Umbarger	HS Math/Health
Emily McGraw	Art
Ian Summerfield	Band/Music
Madelin Nelson	Ag Science/Ag Fabrication
Arnold Wardwell	Ag Fabrication/Welding
Sharilyn Newtson	Special Ed/Intervention Coordinator/HS Careers
Lorin Kubishta	US History/Business Lab/Publications/Entrepreneurship/Tech Prep
Stephen Jensen	Paraprofessional/Recess Supervisor
Bailey Sitts	Paraprofessional/Library
Shaylee Roberts	Paraprofessional
Mindy Arnold	Paraprofessional
Tia Sharp	Paraprofessional
Julie Harper	Paraprofessional
Miranda Morris	Licensed School Social Worker
Katie Zmuda	Head Cook
Mary Lewis	Maintenance/Grounds/Custodian
Jennifer Lewis	Custodian
Hayley Buckley	Spirit Advisor/Kitchen Assistant/Custodian

HELIX CHARTER SCHOOL COUNCIL

The Helix Charter School Council includes two teachers, one support staff member, three community members, one junior or senior student selected by the Griswold High School ASB, an ex-officio member of the Board of Directors and an ex-officio District Superintendent.

GENERAL INFORMATION

ASSOCIATIONS

The Helix Association of Teachers represents the bargaining unit for all licensed staff. Association officers and building representatives are as follows: Dustin Curtiss, Lorin Kubishta, and Tim Kahl.

The Helix Classified Employees bargain as a collective whole. The building representative is Katie Zmuda.

BOARD MEETINGS/COMMUNICATIONS

The Helix School District Regular Board meetings are usually scheduled on the 2nd Wednesday of each month (excluding August) in the Griswold High School multipurpose room/cafeteria at 6:30 p.m. Dates will be adjusted as needed to accommodate special situations. All regular, special, and emergency 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 superintendent in accordance with established

lines of authority, as approved by the Board. This does not restrict protected labor relations communication of bargaining unit members.

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

BOARD MEMBERS

The Legislature of the state of Oregon delegates to the Board the responsibility for the conduct and governance of the district's schools. Helix School Board members, as elected by residents of this district, are as follows:

- Board Chair - Larry Parker (Position 2, Term Ends 2027) - larry.parker@helixsd.org
- Vice Chair - Todd Thorne (Position 4, Term Ends 2029) - todd.thorne@helixsd.org
- Board Member - Friday Bracher (Position 5, Term Ends 2029) - friday.bracher@helixsd.org
- Board Member - Bobby Corey (Position 1, Term Ends 2029) - bobby.corey@helixsd.org
- Board Member - Ryan Raymond (Position 3, Term Ends 2027) - ryan.raymond@helixsd.org

WORKING CONDITIONS

The Helix Charter School is on a traditional 5-day school week. All staff shall report in person to the school by 8:00 a.m. and shall remain at school until 4:00 p.m. each school day. The Superintendent and Board together can determine an alternate schedule in an emergency. If approved, the Superintendent may permit a staff member to leave earlier or flex time during the work week.

COMMUNITY USE OF BUILDING

The building is open to community groups during the week and weekends for approved use when such use does not interfere with district programs.

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

CONFERENCE AFFILIATION

The district's high school, GHS, is a member of the Oregon School Activities Association (OSAA) and participates in recognized activities in the 1A-7 Old Oregon League with schools comprised of comparable enrollments and activity programs.

The high school participates in the following OSAA-recognized activities football, volleyball, cross country, wrestling, basketball, track, baseball, softball, tennis, golf, cheerleading. Some of these activities are offered through coops with surrounding high schools when allowed by OSAA and approved by the school boards of each school district.

DISTRICT OFFICE HOURS

The district office is open weekdays, between the hours of 7:30 a.m. and 4:00p.m. during the school year. During summer months and other times during the school year when school is not in session, the office is not open.

STAFF OPERATIONS

ABSENCES

Staff members unable to report to work for any reason must notify Cindy Wood, 541-969-7182, by 6:30 a.m.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, whenever possible staff members unable to return to their duties the following day should contact Cindy Wood by 2:30 p.m. Whenever possible and as appropriate, substitutes will be retained during the course of the 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 superintendent only. Final decisions regarding substitute use or nonuse will be made by the district. Under no circumstances may staff members arrange coverage through personal arrangements with substitutes or others either for all-day or temporary absences from their duties.

An absence report form must be completed and returned to the superintendent for all staff absences including absences due to

school- or district-related activities. Forms are available through the office. See Cindy Wood for forms.

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

The district is required to give an eligible employee leave, if they are a victim of domestic violence, harassment, sexual assault or stalking, or is a parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking. The leave may be unpaid.

ABUSE OF A CHILD REPORTING

Abuse of a child by district employees, contractors, agents, volunteers, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students are subject to Board policy, GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements, and the accompanying administrative regulation.

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 district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall make a report to the Oregon Department of Human Services through the centralized child abuse reporting system or a law enforcement agency within the county where the person making the report is located at the time of the contact.

Any district employee who has reasonable cause to believe that **any person** with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

Any district employee who has reasonable cause to believe that **another district employee, contractor, agent, volunteer, or student** has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer, or student shall immediately report such DHS through its centralized child abuse reporting system or to local law enforcement agency, and to a designated licensed administrator.

Brad Bixler – Superintendent/Principal, brad.bixler@helixsd.org, 541-215-6030

If the Helix Superintendent is the alleged perpetrator the report shall be submitted to the Mark Mulvihill – IMESD Superintendent, Mark.Mulvihill@imesd.k12.or.us, 541-966-3102, who shall also report to the Board chair.

Forms are available in the office.

Oregon law defines “abuse” in ORS 419B.005(1).

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

A staff member who, based on reasonable cause, participates in good faith in making an abuse of a child report shall have immunity from any liability, civil or criminal, which 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 may be a Class A violation.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Staff are encouraged to attend district extracurricular activities. The Helix Charter School and the Helix School District do not charge admission for extracurricular activities.

ANIMALS IN DISTRICT FACILITIES

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities. Companion and comfort animals are not considered service animals.

Animals, except those service animals serving persons with disabilities, may not be transported on a school bus.

BREAKS

Scheduled breaks are provided to all nonexempt employees to ensure safety, efficiency, and to meet the requirements of law. All classified staff members who work 4 or more consecutive hours are entitled to one paid 10-minute break. Those working 8-hour days are entitled to two paid 10-minute breaks.

Employees who work six or more consecutive hours receive an paid 30-minute meal break, unless otherwise provided by law.

Nonexempt (e.g., includes some confidential) employees are expected to adhere to the break schedule established by the superintendent. Deviation from the regularly scheduled break period requires prior approval.

Licensed employees receive a 30-minute continuous duty-free lunch period.

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the superintendent.

Certain district-owned equipment, including, but not limited to, laptops, cell devices, or iPads, may be checked out by staff and district 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 district according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas. Money will be stored in the office safe.

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

CHECKOUT

Workday Checkout:

Teachers and paraprofessionals may leave the building and district grounds during lunch, as necessary. Departures during preparation periods must be approved by the superintendent.

All staff are required to check out/in with the office, if they are coming in after 8:00 a.m. or requesting to leave before 4:00 p.m. This will enable office staff to respond appropriately in the event of emergency situations that may arise.

Year-end Checkout:

All staff are required to complete a Check Out List prior to leaving for summer break. The Check Out List will be available no later than the morning of the last day of school for staff. Final checks will be released on or after 12:00 p.m. on the last staff day after the Check Out List is turned-in at the office.

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 lock 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. Personal items should never be left unsecured. Students should be instructed to leave valuables at home.

The district will not be responsible for the loss of, or damage to, personal property.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection from communicable diseases is generally attained through immunization,

exclusion or other measures in accordance with Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education and the Oregon Health Authority. 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.

A staff member may not attend work while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that the staff member has or has been exposed to any disease for which exclusion is required, in accordance with law and per Board policy GBEB – Communicable Diseases in Schools.

All staff shall comply with all other measures adopted by the district and with all rules set by the Oregon Health Authority, Public Health Division, and the local health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

COMPLAINTS

Staff Complaints

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the district should be directed to the superintendent for informal discussion and resolution. If the staff complaint is against the superintendent, 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.

Disputes and disagreements related to the provisions of any collective bargaining agreement will be resolved as provided in the dispute resolution procedure of the agreement.

Bias Incident Complaints

All employees are entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

"Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

"Symbol of hate" means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy.

The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools.

The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure.

Student/Parent Complaints

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, or 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 they may submit the matter directly to the principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of collective bargaining agreements.

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

All staff members should familiarize themselves with Board policy KL – Public Complaints and applicable provisions of administrative regulations and collective bargaining agreements regarding the handling of complaints.

Additional complaint procedures include:

1. Discrimination and harassment on a basis protected by law and civil rights: Board policy AC, AC-AR;
2. Bias incidents or display of symbols of hate: Board policy ACB, ACB-AR;
3. Sexual harassment (staff): Board policy GBN/JBA, GBN/JBA-ARs;
4. Sexual harassment (student): Board policy JBA/GBN, JBA/GBN-ARs;
5. Workplace harassment: GBEA, GBEA-AR;
6. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
7. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence (student): Board policy JFCF, JFCF-AR;
8. Sexual conduct with a student (staff): Board policy GBNAA/JHFF, GBNAA/JHFF-AR;
9. Sexual conduct with a student (student): Board policy JHFF/GBNAA, JHFF/GBNAA-AR;
10. Instructional materials: Board policy IIA, IIA-ARs;
11. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBB, IGBB-AR.

COMPUTER USE

Staff may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and otherwise when in compliance with board policy and administrative regulations.

Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when used on school property, and when on 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 may be reported to law enforcement. Violations of applicable Teacher Standards and Practices Commission (TSPC) rules and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The district 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 district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district'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, received, generated, or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned email systems.

CONFERENCES

Planned conferences between teachers and parents can aid the district'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 communicate the conference schedule to administration and be prepared to provide before-school or after-school time to meet with students, as necessary.

CONTRACTS, COMPENSATION AND EMPLOYMENT NOTICES

Contracts will be issued for all licensed district employees.

Contract teachers are employed pursuant to two-year employment contracts. A "contract teacher" means any teacher who has been regularly employed by a district for a probationary period of three successive school years and who has been retained for the next succeeding school year.

Upon recommendation of the superintendent, the Board may extend a contract teacher's employment for a new two-year term by providing written notice to the teacher no later than March 15 of the first year of the contract. Any new contract that extends the teacher's employment for a new term shall replace any prior contracts.

The superintendent may recommend that a teachers' contract not be renewed for a new two-year term. Following a recommendation, the Board may elect to provide written notice to the teacher prior to March 15 of the first year of the contract.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the district and collective bargaining agreements.

COPYRIGHT

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

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio, 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.

"Fair use" guidelines are as follows:

1. Printed Materials

    a. Permissible uses – district employees may:

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

            (a) A chapter from a book;
            (b) An article from a periodical or newspaper;
            (c) A short story, short essay, or short poem, whether or not from a collective work;
            (d) 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:

            (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
            (b) A complete article, story, or essay of less than 2,500 words;
            (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
            (d) One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
            (e) 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 – district 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 will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries or media centers.

2. Sheet and Recorded Music

a. Permissible uses – district 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 that 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 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 – district 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 – district 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 period not to exceed the first 45-consecutive calendar days after the date of the recording. 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. Unless authorized by the media center supervisor or superintendent, at the conclusion of the retention period, all off-air recordings shall be released or destroyed immediately. The media center supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-consecutive calendar day retention period.
(2) Retain 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 or 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 are not included in the definition of daily

newscasts of major events of the day.

(8) 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 – district 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:

(a) Units needing the program concepts are not taught within the 45-day use period;
(b) An interruption or technical program delayed its use; or
(c) 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 or other school districts without the approval of the media center supervisor. 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. "Pay" programs received via satellite dish are also subject to these prohibitions.

4. Rental, Purchase, and Use of Video Recordings

a. Permissible uses – district employees may:

(1) Use purchased or rented video recordings such as feature films as part of a systematic course of instruction, in accordance with district 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 district policy.

b. Prohibited uses – district 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 – district 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 provided 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 – district employees may not:

(1) Load the contents of one disk or download a program or software 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 or download a program or software 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 district 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 district;
(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 or Media Centers

a. Permissible uses – district 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 within 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 or 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 – district 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 – district 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 district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

CRIMINAL RECORDS CHECKS AND FINGERPRINTING

All newly hired employees not identified under Oregon Revised Statutes (ORS) 342.223 are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee may not be subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district or private school, and has not resided outside the state between the two periods of employment.

Licensed or registered educators, including a person in student teaching, practicum or an internship regulated by Teacher Standards and Practices Commission (TSPC), are required to comply with criminal records check and fingerprinting rules established by TSPC. Other specialists must comply with criminal records check and fingerprinting rules established by regulating agencies and the district. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit to criminal records checks and fingerprinting in accordance with rules and procedures as set forth by TSPC.

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

A volunteer allowed by the district into a position that has direct, unsupervised contact with students will undergo an in-state criminal records check.

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students in the following positions:

1. Head coaches;
2. Assistant coaches;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district- sponsored activity;

The district shall not begin the employment of an individual before the return and disposition of the required criminal records check and/or fingerprinting.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district shall be paid by the district.

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

Processing/Reporting

The following procedures will be used for all employees subject to criminal records checks and/or fingerprinting:

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting per state law, they are responsible to report to an authorized fingerprinter as directed by the district. Fingerprints may be collected by one of the following:

    a. Employing district staff;
    b. Contracted agent of employing district;
    c. Local or state law enforcement agency;
    d. Statewide vendor identified by the Oregon Department of Administrative Services.

    Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.
3. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.
4. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results. The ODE will review and notify the district of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, or contract, or volunteering.

A copy of the form will be kept in the employee's personnel file.

Termination of Employment or Withdrawal of Employment/Contract Offer

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status, or withdrawal of offer of employment or contract will made by

the district upon:

a. Refusal to consent to a criminal records check and/or fingerprinting; or
b. Notification from the Superintendent of Public Instruction that the employee or candidate has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction, or in Oregon under a different statutory name or number.

2. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.
3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals, and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check, in accordance with law and/or Board policy, will be denied the ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual will be denied the ability to volunteer.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district.

Appeals - A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

CURRICULUM

Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure to the education of district students.

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks, and instructional materials are permitted with superintendent prior approval.

Teachers with questions should contact the superintendent. Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction.

CYBERSECURITY

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

DAILY BULLETIN/ANNOUNCEMENTS/EMAIL

A week at a glance and a daily bulletin are prepared by the office and sent out to all staff through email. All staff are asked to read their email and to help keep students informed about district 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 bulletin by contacting the office a day in advance of the announcement. Requests made

the day an announcement should go out, may be postponed until the following day.

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements, and applicable law.

DRUG-FREE WORKPLACE

No staff member, engaged in work for the district, 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. § 812) and as further defined by regulation at 21 C.F.R. §§ 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; and 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 school district where work on a federal grant is performed.

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

Each staff member must notify their supervisor of a 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 must abide by the terms of the district's drug-free workplace policy.

The district, 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 appropriate action with regard to the employee. 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 district shall:

- Take appropriate action with regard to the employee, which may include discipline up to and including dismissal; and/or Require satisfactory participation by the employee in drug abuse assistance or rehabilitation program 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 district schools may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

Staff will be notified of delayed openings or school closures via district communication systems. Additionally, IMESD and the Elkhorn Media Group regularly report delayed openings and school closures.

Only essential staff might be requested to work during a closure. If needed, essential staff will be notified by the superintendent. Classified employees required to work during an emergency closure will be compensated time and half (overtime pay) during the emergency closure.

EMERGENCY PLAN

The district will maintain a comprehensive safety program for all employees and students. Copies of the emergency plan will be available in the office and other strategic locations throughout the district.

EMPLOYEE ASSISTANCE PROGRAM

The Helix School District participates in the Employee Assistance Program (EAP) provided by OEBB through Canopy. Contact

the IMESD Human Resources Department for more information.

EVALUATION OF STAFF

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

The district'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 based on the core teaching standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with teachers and any exclusive representative of the licensed staff.

Classified staff will be formally evaluated during their first year of employment with the district and annually thereafter.

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy, applicable district evaluation procedures, collective bargaining agreements, and Oregon law.

EXPRESSION OF MILK [OR BREAST-FEEDING] IN THE WORKPLACE

When possible an employee must give reasonable notice of the intent to express milk or breast-feed. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

The district will make a reasonable effort to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area, where an employee can express milk or breast-feed in private, concealed from view and without intrusion by other employees or the public. "Close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. If a private location is not within close proximity to the employee's work area, the district may not include the time taken to travel to and from the location as part of the break period.

The following locations have been identified in each facility for milk expression or breast-feeding:

1. District office: location, e.g., a private office in the district office building;

2. Helix Elementary School: location, e.g., classrooms with windows covered and door locked;

3. Helix Middle School: location, e.g., classrooms with the windows covered and door locked;

4. Griswold High School: location, e.g., classrooms with the windows covered and door locked.

An employee who expresses milk during work hours may use the available refrigeration to store the expressed milk. The district must allow the employee to bring a cooler or other insulated food container to work for storing the expressed milk and ensure there is adequate space in the workplace to accommodate the employee's cooler or insulated food container.

FAIR LABOR STANDARDS ACT

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

All employees' 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, administrative regulations, and collective bargaining agreements.

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

If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed. Compensatory time is capped at 240 hours and is cashed out at the employee's current rate.

FAMILY AND MEDICAL LEAVE (FMLA, OFLA AND PFMLI)

Employee leave is handled in accordance with Board policies GCBDA/GDBDA and corresponding Administrative Rules (AR 1-8).

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Oregon Employment Department. The district will file the Oregon Quarterly Tax Report as required.

Questions regarding leave should be directed to IMESD, Human Resources Department.

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 superintendent prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund-raising request forms are available in the office.

No staff member may solicit funds in the name of the school or the district through the use of, but not limited to, internet-based or crowd-funding types of fund raising, without the approval of the superintendent.

Fund raising must not interfere with or disrupt school.

Staff and students should take all reasonable precautions to provide for the security of any items, materials, or 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 discouraged from accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from anyone who has a financial interest in a decision that the staff member will be making. "Material value" is defined 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 superintendent approval.

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

GRIEVANCES

Staff grievances will follow applicable provisions outlined in the licensed and classified bargaining agreements, as appropriate.

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 cocurricular activity in which the participating students are involved. 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.

Teachers are expected to inform the superintendent of the date, time, and nature of the presentation whenever such use is planned.

Prior approval is required.

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

1. Profanity, vulgarity, and lewd comments are prohibited;
2. Use of a tobacco product or inhalant delivery system or another similar device is prohibited;
3. Sexist, racial remarks, or derogation of any group or individual is prohibited.

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.

HARASSMENT, WORKPLACE

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between the district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to Board policy, GBEA – Workplace Harassment.

"Workplace harassment" means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure and may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

The district will make Board policy, GBEA – Workplace Harassment, available to all district employees and it shall be made a part of district orientation materials provided to new district employees at the time of hire.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING OR CYBERBULLYING

Hazing, harassment, intimidation, bullying, menacing, and cyberbullying of or by students, staff, or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of Board policy, GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying – Staff, will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence – Student shall immediately report concerns to the superintendent.

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

Retaliation against the victim, any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a report or complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The district 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 district.

Individuals with questions about how medical information may be used and disclosed, how to access medical information, or how to file a complaint about district compliance with HIPAA should contact the personnel office.

INJURY OR ILLNESS REPORTS

All injuries or illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. Staff members will report self-administered first-aid treatment to an immediate supervisor. All accidents involving employees, students, visiting public or district property will be reported immediately to a supervisor.

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

In the event of a work-related illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes shall be reported to OSHA within eight hours.

ALL injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records on injuries, illnesses, and accidents involving district property, employees, students or visiting public. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the district, and monthly and annual analyses of accident data. Such reports will be submitted to the superintendent.

INVENTORY

The Helix School District and the Helix Charter School will maintain a complete fixed assets inventory which lists all school sites, buildings, equipment and supplies with a value greater than $1,000.00. This inventory will be updated as necessary to annually reconcile asset valuation. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

To update these records, the district will keep current records of equipment disposed of and purchased according to procedures developed by the Superintendent.

JOB SHARING

The district discourages 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 district's overall cost of job share may not exceed that of one full-time equivalency. The amount of fringe benefits as may be afforded in current collective bargaining agreements and 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 superintendent approval.

KEYS

Keys are issued to staff by the superintendent. 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 district. 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 superintendent.
5. Charges for lost or stolen keys may be made to the staff member to whom the key(s) has been issued.
6. Keys are not required to be checked in at the end of the school year, but can be turned in the office at the end of the school year for safe keeping. Staff who do not turn in their keys during the summer are expected to safeguard their keys from theft and must report to school in the fall with their keys.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans are to be kept by teachers in a place known and accessible to the principal. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the principal.

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 principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

Lessons for substitute teachers should be shared with the helix.guest Google account through Gmail and Google Drive, so a substitute teacher can easily access and follow the lessons.

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

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

LICENSE REQUIREMENTS

For all positions that require licensing, the district must verify the current license before the Board will consider approving their employment. It is the responsibility of each licensed staff member to keep their license and all endorsements current. The district will reimburse teachers for the cost of licensure, less any late fees. Late fees are the responsibility of the teacher. Teachers are cautioned that failure to maintain license and endorsements may invalidate their contract with the district.

MATERIALS DISTRIBUTION

Requests to 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 superintendent. The materials and proposed method of distribution will be reviewed, and a decision made based on the educational concerns and interests of the district.

MEETINGS

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

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the superintendent. Attendance of staff members at such meetings is left to the discretion of each employee.

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 district or 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 (e.g., 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 student personal information will be released only with permission.

Personal information does not apply to the collection, disclosure, or use of personal information collected from students for: the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as college or other postsecondary education or military recruitment; book clubs, magazines, and programs providing access to low-cost literary products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; the sale by students of products or services to raise funds for school-related or education-related activities; or student recognition programs.

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.

PARKING/TRAFFIC CONTROLS

District vehicles or buses operated by outside contractors shall not be idled for more than 5 consecutive minutes at any one location, unless required in an emergency situation.

The superintendent shall authorize parking areas and post notices on district property designated for staff, student and visitor parking and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be cited and/or towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle.

Any person failing to abide by the district's parking regulations may be further prohibited from bringing any vehicle on school grounds.

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 may not be carried on during the performance of district 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 district curriculum and assigned duties.

On all controversial issues, staff members are encouraged to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. Staff members only speak on behalf of the district when specifically authorized to do so. Official district communications will be made using established district websites and accounts.

No staff member may use district facilities, equipment, or supplies in connection with their political activities, nor may they use any time during the working day for such political activities.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Staff possession or use of personal electronic devices on district property, in district facilities during the work day, while staff is on duty, including duty in attendance at district-sponsored activities may be permitted subject to the limitations in Board policy and consistent with any additional rules as may be established by the superintendent or designee. 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 district policy.

A "personal electronic device" is a device not issued by the district and capable of electronically communicating, sending, receiving, storing, recording, reproducing, 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 school activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio, shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the superintendent or designee for a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during on duty time.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-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 district business. Staff members may not post images of district facilities, staff, students, volunteers, or parents without written authorization from persons with authority to grant such a release. 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 nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is prohibited. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety, or emergency reasons with principal or designee 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 Board policy GCAB – Personal Electronic Devices and Social Media – Staff. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, that disrupt the school environment are subject to disciplinary action up to and including dismissal. A "disruption," for purposes of this handbook includes, but is not limited to, one or more parent 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.

PERSONAL PROPERTY

The district is not liable for lost, stolen, or damaged personal property on district property.

PERSONAL REFERENCES FOR EMPLOYMENT

Employees are to contact the office prior to responding to any requests written or phone for references of or for employment. District letterhead, for this purpose, will only be used with written permission from the office.

PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. 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. Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the district office to inspect the contents of their personnel file on any day the district office is open for business;
2. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their 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 superintendent and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the district or the district's designated representative on matters of district business;
8. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the district, pursuant to ORS 339.378(1) shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created by the district pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
9. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
10. Upon request from a prospective employer or a former employee, authorized district officials may disclose information about a former employee's job performance to a prospective employer and such disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

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

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

Every teacher shall be required to perform as part of his/her normal duties, responsibilities including: Participating in inservice training activities, participation in curriculum revision, performing routine supervision of pupils outside of the regular class during the regular contract day and attendance at staff meetings when required by the Superintendent without additional compensation, excluding regularly scheduled prep time.

The District will pay certified staff at their hourly rate, in addition to their regular salary, for assuming the hourly responsibilities for another teacher's class when the other teacher is covering during their prep period**.**

PROGRESS REPORTS

Teachers are expected to report to parents and students their students' progress toward achieving the academic content standards.

Teachers are expected to keep students' grades and attendance current in Synergy. Parents and students can view individual student progress through the ParentVUE and StudentVUE Portals respectfully.

Grade reports will be distributed quarterly. Written or verbal updates may be issued at other times during the course of a grading period as deemed appropriate by teachers.

PROHIBITED USE, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

To comply with state law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles, on school grounds including parking lots, and at district-sponsored events.

"Tobacco product" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco also known as smokeless, dip, chew, or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

"Inhalant delivery system" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Violation of the policy by staff will result in discipline up to and including dismissal.

PURCHASE ORDERS

No obligation may be incurred by any staff member unless that expenditure has been approved and 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 purchasing process.

If a building purchase order is required by the vendor or the business office, the office needs the following information:

1. Date;
2. Vendor;
3. Delivery address;
4. Item quantity;
5. Item description;
6. Unit value;
7. Total amount;
8. Budget code;
9. Name of requestor;
10. Signature of individual authorized to sign purchase orders.

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 office for details.

REIMBURSEMENT FOR APPROVED PURCHASES

Requests for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the office. Requests should be submitted within 10 days of the purchase or approval for the reimbursement may be denied.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's or volunteer's personal residential address, personal electronic mail address, date of birth, social security number, and personal phone numbers, and other information listed in ORS 192.345, 192.355 and other laws may be exempt from public disclosure. District electronic mail addresses assigned by the district-to-district employees are generally not exempt.

The district 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.

The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

RESEARCH/COPYRIGHTS AND PATENTS

District staff who propose to engage in research, e.g., study toward advanced work or for use in classroom instruction using district resources or students will submit a proposal to the superintendent for approval prior to commencing such research.

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 district use with district time, money, and facilities as part of the employee's job responsibilities remain the property of the district.

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

RESIGNATION OF STAFF

A licensed staff member who wishes to resign from their position with the district must give written notice at least 60 days upon or at the time of resignation. The superintendent may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they 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 they wish to leave district employment.

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district and the IMESD Business Department 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 district'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 district property.

The building safety committee meets monthly, 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 the custodian or to the office.

SECURITY SYSTEM

The district maintains a CCTV camera system which provides security for outdoor and common indoor areas. Cameras are not placed in classroom or private areas such as bathrooms or locker rooms.

The district maintains an electronic door lock system that allow entry for approved staff. This door lock system is designed to lock exterior doors in the event of an emergency.

SEXUAL HARASSMENT

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
   a. Interferes with a student's educational activity or program;
   b. Interferes with a school or district staff member's ability to perform their job; or
   c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Brad Bixler	Superintendent	541-215-6030	brad.bixler@helixsd.org

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX coordinator. See GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that Sexual Harassment – GBN/JBA 3-8 occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the

policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

   a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or

   b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. See GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

The Superintendent is designated as the Title IX coordinator and can be contacted at 541-457-2175. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed. The district shall treat complainants and respondents equitably by providing supportive measures to the complainant and by following a grievance procedure prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place. The district must provide the respondent with notice and

an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary, or both.

No Retaliation

Neither the district or any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

SICK TIME

Sick time provisions:

Employees receive 8 hours of sick leave per month. Teachers receive 80 hours per year, and yearlong employees receive 96 hours per year.

Sick leave is preloaded at the start of employment and then is updated annually.

Sick time may be used for the employee's or a family member's mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or need for preventive care, or for reasons consistent with qualifying Family Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA). Sick time may also be used in the event of a public health emergency or for leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, the sick time and qualifying FMLA, PFMLI or OFLA leave may run concurrently.

The district notifies employees at least quarterly of their sick time balance. Current sick time balances will usually be available on monthly pay stubs.

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require superintendent 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 members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the board, and the regulations designed to implement them.

Since the realization of district goals is dependent upon the professional behavior of all staff, the following specific responsibilities will be required.

1. Faithfulness and promptness in attendance at work.

2. Support and enforcement of policies of the board and regulations of the school administration during the workday and on official school district duties.

3. Diligence in submitting required reports at the time specified.

4. Care and protection of school property.

5. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of student's, including the need to ensure the students are under supervision at all times.

6. Careful attention to all professional duties, including pupil registration, attendance keeping, pupil discipline, required reports to parents, supervision of pupils, attendance at appropriate meetings, and the request for, care of, and accounting for instructional materials and equipment, as well as effective classroom interaction with students. Fulfillment of all the requirements of the "Position Description - Teachers" and the "Code of Ethics for Educator's" is also required.

STANDARDS FOR COMPETENT AND ETHICAL PERFORMANCE OF OREGON EDUCATORS

- **Application of Rules**

1. Oregon Administrative Rules were adopted by the Teacher Standards and Practices Commission (TSPC) in accordance with Oregon law.
2. Oregon law may be used as criteria by the TSPC in matters pertaining to the revocation or suspension of licenses issued by the TSPC under Oregon law or the discipline of any licensee or any person who has held a license at any time within five years prior to issuance of the notices of charges under Oregon law.
3. The TSPC 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 TSPC will promptly investigate complaints, except when law allows delay or deferral.

- **Definitions**

The following definitions apply to OAR 584-020-0000 through 584-020-0045 unless otherwise indicated by context:

1. "Administrator" means any educator who holds a valid Oregon administrative license or registration, and who works in a position requiring an administrative license.
2. "Competent" means discharging required duties as set forth in the rules.
3. "Educator" means any licensed or registered, or certified person who is authorized to engage in an instructional program including teaching, counseling, school psychology, school social work, administering, and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in the rules.
5. "Sexual conduct" means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are:
   a. Sexual advances or requests for sexual favors directed toward the student; or
   b. Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating or hostile educational environment.

6. "Sexual conduct" does not include:

   a. Touching or other physical contact:

      (1) That is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer; and
      (2) For which there is no sexual intent.

b. Verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board;
c. Conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications:

(1) Arise out of a consensual relationship between students;
(2) Do not create an intimidating or hostile educational environment; and
(3) Are not prohibited by law, any policies of the district or any applicable employment agreements.

7. "Sexual harassment" means any unwelcome conduct with an individual which includes but is not limited to 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.

8. "Teacher" means any person who holds a teacher's license as provided in ORS 342.125.
9. "Student" means any person who is:

a. In any grade from pre-kindergarten through grade 12; or
b. Twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution of education; or

Who was previously known as a student by the person engaged in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

- **The Competent Educator**

The educator demonstrates a commitment to:

1. Recognize the worth and dignity of all persons and respect for each individual;
2. Encourage scholarship;
3. Promote democratic and inclusive citizenship;
4. Raise educational standards;
5. Use professional judgment; and
6. Promote equitable learning opportunities.

- **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 district-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; and
5. Skill in the selection and use of teaching techniques conducive to student learning.

The competent administrator demonstrates:

1. Skill in assisting individual staff members to become more competent educators by complying with federal, state and local law, rules and lawful and reasonable district policy and contracts;
2. Knowledge of curriculum and instruction appropriate to assignment;
3. Skill in implementing instructional programs through adequate communication with staff; and
4. Skill in identifying and initiating any needed change which helps each student toward realization of personal learning potential.

- **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 district'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. Multiple ways to assess the academic progress of individual students;
2. Skill in the application 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; and
5. Skill in differentiating instruction.

The competent administrator demonstrates:

1. Skill in the application of assessment data to provide effective instructional programs;
2. Skill in the implementation of the district's student evaluation program;
3. Skill in providing equal opportunity for all students and staff; and
4. Skill in the use of employee and leadership techniques appropriate to the assignment and according to well-established standards which ensure due process for the staff for which the administrator is responsible for evaluating.

- **Management Skills**

The competent educator is a person who understands students and is able to relate to them in constructive and culturally competent 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 district property, equipment, and materials appropriately;
3. Using and maintaining student records as required by federal and state law and district policies and procedures; and
4. Using district and school business and financial procedures; and
5. Using district lawful and reasonable rules and regulations.

The competent administrator demonstrates:

1. Leadership skills in managing the school, its students, staff, and programs as required by lawful and reasonable district policies, rules and regulations, state and federal laws and regulations, and other programs as assigned and assures that staff is informed of these requirements; and
2. Skills in planning and staff assignment.

- **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; and
2. Skill in communicating with administrators, students, staff, parents, and other patrons.

The competent administrator demonstrates:

1. Skill in helping students, staff, parents, and other patrons to learn about the school, the district and its program;
2. Skill in communicating district and school goals to staff and the public;
3. Willingness to be flexible in cooperatively working with others; and
4. Skill in reconciling conflict.

- **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 district, and the profession. The ethical

educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and
3. Maintain an appropriate professional student-educator 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; and
    d. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

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

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

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential as appropriate; and
4. Respond to requests from a TSPC representative for information, furnish documents to the TSPC, and participate in interviews with a TSPC representative relating to a TSPC investigation, except subject to the exercise of any legal right or privilege.

STAFF DEVELOPMENT

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

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

All requests for district payment of college course tuition require prior administrative approval. 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 district and building goals, and job assignment. Requests require prior superintendent approval. Forms are available in the office.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 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 associations of educators, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds.

STAFF DRESS AND GROOMING

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the district. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of professionalism and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The district retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

All staff when on duty shall:

1. Be physically clean, neat and well groomed;

2. Dress in a manner consistent with their assigned duties;

3. Dress in a manner that communicates to students a pride in personal appearance;

4. Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard;

5. Be allowed to wear religious attire in accordance with the employee's sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.

STAFF ETHICS

District employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regard to their duties and responsibilities as district employees. This also applies to any personal financial benefit for the district employee's relative or member of household of the employee, or any business with which the district employee or a relative or member of the household of the district employee is associated.

This means that:

1. Employees, relatives, or members of the district employee's household will not use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, other staff, or others;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Employees shall not personally gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district.
5. 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;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

District facilities, equipment, or materials 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.

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training are provided as necessary 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 office and elsewhere in the building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.

Staff will adhere to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for bloodborne pathogens. The district's Exposure Control Plan is available through the district office.

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
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. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;
    b. Employees shall stop any 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. Employees 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 accidently 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 DECISION MAKING

Staff members are encouraged to participate in the decision-making process whenever practicable. Staff may become involved or serve with the school's Charter School Council and may participate in such district and building activities. Contact the superintendent for additional information regarding possible building and district level committee work that may be available.

STAFF/PARENT RELATIONS

The district 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 district any court order or parental plan that curtails the rights of the noncustodial parent.

A noncustodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

In the case of joint custody, the district will adhere to all conditions specified and ordered by the court. 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 district 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. The district will not be liable for loss or damage to personal items brought to district property and district-sponsored activities.

Students are not permitted in the staff room.

STUDENT SUICIDE PREVENTION PLAN

The district has a suicide prevention plan that includes procedures relating to suicide prevention, intervention, and activities that reduce risk and promote healing after a suicide; identification of the school official responsible for responding to reports of suicidal risks; a procedure by which a person may request a district to review the actions of the school in response to suicidal risk; methods to address the needs of high risk youth (including youth bereaved by suicide; youth with disabilities, mental illness, or substance abuse disorders; youth experiencing homelessness or out-of-home settings, such as foster care; youth identifying as lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation; and youth identifying as Native American, Black, Latinx, and Asian); a description of, and materials for, any training to be provided to school employees as part of the plan; procedures for reentry into the school environment following a hospitalization or behavioral health crisis; and a process for designating staff to be trained in a evidence based suicide prevention program.

SUNSHINE/HOSPITALITY FUND

The Helix staff participate in a sunshine fund. A collection is requested of staff annually to support staff recognition and condolences. Participation is appreciated, but not required. For more information, please see Cory Torrence.

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 their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

SUSPECTED SEXUAL CONDUCT (REPORTING REQUIREMENTS)

Sexual conduct by district employees, contractors, agents of the district, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students of the district are subject to Board policy GBNAA/JHFF –Suspected Sexual Conduct with Students and Reporting Requirements.

"Sexual conduct" means verbal or physical conduct, or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent, or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

"Student" means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

Any district employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer; or that another district employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed

administrator or the alternate designated licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for their school building. If the superintendent is the alleged perpetrator the report shall be submitted to the IMESD Superintendent who shall report the suspected sexual conduct to the Board chair. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Forms. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When the designee receives a report of suspected sexual conduct by a contractor, an agent or a volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report; and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a district employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information regarding the appeal process. The employee may appeal the district's decision through the appeal process provided by the district's collective bargaining agreement.

A "substantiated report" means a report of sexual conduct that TSPC or ODE determines is founded.

If the district employee decides not to appeal the employment action or if the determination of an appeal is sustained, the district shall create a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records of the school employee maintained by the district. This information may be disclosed to a potential employer.

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 person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a Board member, district employee, contractor, agent of the district, or volunteer in good faith, the student will not be disciplined by the Board or any district employee, contractor, volunteer, or agent of the district.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences, if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

A district employee shall access, each school year, information and training made available by the district on prevention and identification of sexual conduct, the obligations of employees under ORS 339.388 and 419B.005 - 419B.050 and under adopted board policies to report suspected sexual conduct, and appropriate electronic communications with students.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

TEACHING ABOUT RELIGION

Teachers shall be permitted to teach or present to students information concerning religions and religious beliefs, but teachers shall not promote or inhibit, openly or covertly or by subtlety, a particular religion, religious belief, or nonreligious belief.

Students and staff members may be excused from participating in programs or activities which are contrary to their religious beliefs without penalty.

TUTORING

No private tutoring for which a staff member receives a fee is permitted in district schools on school time. District 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.

UNMANNED AIRCRAFT SYSTEM (UAS) A.K.A. DRONE

A small, unmanned aircraft, as defined by law, may be operated by the district. A small, unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA). The district will register as a user of such with ODA.

Publicly supported K-12 school programs and publicly supported entities that support K-12 schools or after school K-12 programs are exempt from the requirement to pay the ODA registration fee.

Any employee, volunteer, or representative of the district operating an unmanned aircraft system shall do so in accordance with Board policy, all applicable FAA and ODA regulations, and local laws.

Operation of a UAS at Oregon School Activities Association (OSAA) sanctioned events will be done in accordance with OSAA policies.

Prior to operating a UAS, the district will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and be in compliance with current FAA regulations. District staff will not operate more than one UAS at the same time.

District employees will work with administrators to ensure that proper insurance; registration, as required by FAA and ODA; reporting to FAA, and authorization from district administration are in place prior to use as a part of the district's curriculum.

A staff member in violation of the policy may be subject to disciplinary action, up to and including dismissal.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, and schedule activities or other transportation far enough in advance to avoid any use of private vehicles. No staff member may use a private vehicle for district business without permission from the superintendent. When using any vehicle while on district business, staff shall use seat belts. Failure to do so is grounds for dismissal.

At least two staff members should accompany a student being transported in a private vehicle.

VACANCIES/TRANSFERS

Announced vacancies for licensed and classified positions are posted on the IMESD Frontline Job Site (https://www.applitrack.com/imesd/onlineapp/default.aspx?AppliTrackPostingSearch=location:%22Helix+SD%22) for at least five working days prior to closing the application period. Copies of the posting may be also sent to association representatives and individual staff upon written request to the superintendent or IMESD HR Department.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and collective bargaining agreements.

VOLUNTEERS

The district 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.

Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students shall submit to an in-state criminal records check and fingerprinting.

The district shall require a state and national criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students in the following positions:

1. Head coaches;
2. Assistant coaches;
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;

The use of volunteers requires prior superintendent approval.

Any electronic communications with students by a volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a volunteer for the district is strongly discouraged.

WEAPONS

In accordance with Oregon law, any district employee who has reasonable cause to believe a student or other person, while in a school, is or within the previous 120 days has unlawfully been in possession of a firearm or destructive device, as defined by the district's weapons policy, shall immediately report such violation to an administrator or designee or law enforcement. Any district employee who has reasonable cause to believe that a person, while in a school, is or has been in possession of a firearm or destructive device more than 120 days previously, may report to law enforcement. Employees who report directly to law enforcement shall also immediately inform the superintendent.

The superintendent shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations for firearms or destructive devices 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 district's weapons policy.

A person making a report as described above who has reasonable grounds for making the report is immune from liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of the report in accordance with ORS 339.315(1)(b). The identity of a person participating in a good faith report as described above may not be disclosed except when allowed by law.

Employees shall promptly report all other conduct prohibited by the district's weapons policy to the superintendent.

WHISTLEBLOWER

When an employee has a good faith and reasonable belief the employer has violated any federal, state, or local, law, rule, or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or has created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign, or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment.

4. Direct an employee or to encourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state, any agency of the state, or political subdivision in the state, or any person authorized to act on behalf of the state, any agency of the state, or political subdivision in the state, with:

    a. Any member of the Legislative assembly;
    b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
    c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.

An employee's good faith and reasonable belief shall serve as an affirmative defense to civil or criminal charges related to the employee's disclosure of lawfully accessed information related to the violation, including information that is exempt from disclosure by public records law.

The district will use the complaint process in [administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of Board policy, GBMA - Whistleblower.

STUDENT OPERATIONAL PROCEDURES

ASSEMBLIES

Students are required to attend all assemblies and class meetings, unless the absence is approved by the superintendent. Those who refuse are to be referred to the office.

All staff are assigned to supervision duties during assemblies and class meetings and are expected to be in their assigned areas.

Students may be removed from an assembly or class meeting as deemed necessary by the staff member in accordance with building discipline procedures.

ASSIGNMENT OF STUDENTS TO CLASSES

The assignment of students and classes to teachers is the responsibility of the district office and the superintendent. Parents have the right to discuss student class assignments with Child Behavior Specialist, the office secretary, and/or the superintendent.

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

Any student who has been added to a particular class by the office is to be admitted to class. Teachers with questions regarding a student's placement should contact the office or superintendent.

CHAPERONES (SEE ALSO VOLUNTEERS)

The district 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 chaperone 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 chaperone or with names of individuals expressing an interest in chaperoning should contact the office.

Any individual considered for chaperone service with the district who is allowed to have direct, unsupervised contact with students shall submit to an in-state criminal records check and fingerprinting.

The use of chaperones requires prior superintendent approval.

Any electronic communications with students by a chaperone for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, volunteers shall use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a chaperone for the district is strongly discouraged.

CLASS INTERRUPTIONS

The district 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.

CONTESTS FOR STUDENTS

The district cooperates with individuals, community organizations, and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on staff. All such contests must be consistent with the purposes and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging, or evaluation of the participant's work.

The school may not be used to promote private or commercial interests. Nor may the school be used for the direct sales promotion of individual competitive goods or services.

Materials or activities initiated by private sources are to be referred to the superintendent for approval and will be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.

CORPORAL PUNISHMENT

The use of corporal punishment in any form against a student is strictly prohibited by the district 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 on a student. No teacher, administrator or other school personnel will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303 (Restraint and Seclusion). Physical force shall not be used to discipline or punish a student.

Corporal punishment does not include physical pain or discomfort resulting from or caused by training for or participation in athletic competition or other such recreational activity, voluntarily engaged in by a student. It does not include 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.

No volunteer shall be allowed to inflict corporal punishment and if found in violation of Board policy JGA - Corporal Punishment as determined by a school official may be subject to sanctions and/or prohibited from volunteer service for the school or district as determined by the superintendent or the Board.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher.

DRUG, ALCOHOL AND TOBACCO PREVENTION

Students have a right to attend school in an environment conducive to learning. The district will not tolerate the possession, sale, distribution 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, inhalant delivery systems or tobacco products in the schools, on district property or grounds (including parking lots), on a school bus, or while participating in any school-sponsored activity, whether on district property or at sites off district property.

A staff development program is provided by the district which explains information about the district's substance use prevention and intervention plan, an employee's responsibilities within that plan, and alcohol and drug abuse prevention education.

EMERGENCY DRILLS AND INSTRUCTION

1. The district is required to provide instruction and drills on emergency procedures for at least 30 minutes each school month in accordance with the requirements of law.
2. Fire drills will include routes and methods of exiting the school building. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes will be conducted each year for students in all grades. Drills and instruction on earthquake emergencies shall include the response procedure known as "drop, cover and hold on."
4. At least two drills on safety threats will be conducted each year for students in all grades. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.
5. A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students.

The warning signal for a fire alarm/drill is a visual and audible alarm. 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 and clipboard;
4. Escort class to at least 100 feet from the building and take attendance. Report any unaccounted students to the superintendent or office staff;
5. Upon "all clear" signal, announced by the office, escort students directly back to class. Check attendance.

The warning signal for an earthquake alarm/drill is an all-school verbal announcement. 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, 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 head and neck.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action to the staff of the school where the safety threat occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

FEATURE FILMS/VIDEOS/OTHER MEDIA

The Board recognizes the showing of commercially produced and rated films and videos may have a legitimate purpose in a school's educational program. Since the content of these feature films customarily is designed for general audience viewing, the Board feels certain precautions should be taken to ensure the showing of a particular film is consistent with the educational values espoused by the district. Only films rated G or PG may be shown as part of the school program. The Board directs administrative procedures be developed to accomplish this objective, including the provision that a parent has the opportunity to preview a film, when possible, and that a parent must give prior consent before his/her student may view a film rated PG or above.

Prior to showing a feature film/video in a school, the instructor must seek the written approval of the principal for any films rated PG or above. At least five days prior to showing, the instructor shall submit (in writing) to the principal the following information on the particular film:

1. Title and brief description;
2. Purpose of 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 and preview the film/video;
6. Audience rating.

FIELD TRIPS AND SPECIAL EVENTS

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

Requests should be submitted to the superintendent 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 are expected to submit an updated list of students and staff on the trip to the office prior to leaving.

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

Any out-of-state travel must be approved by the Board.

FLAG SALUTE

Students will be provided an opportunity to salute the United States flag at least once a week by reciting *The Pledge of Allegiance.* Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute. Each classroom is required to display a United States flag of an appropriate size.

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 district and parents. As a close working relationship between the district and parents is essential to the accomplishment of this goal, regular communications with parents are essential.

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

Teachers should use a variety of communication devices, including phone 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, nongraded course
NP – No pass – Credit denied, nongraded course
I – Incomplete
W – Withdrawal

Written reports of student progress reports and absences shall be issued to parents at least four times a year. Letter grades will be used for grades 5-12 and satisfactory marks will be used for grades K-4. Progress reports will be based on many factors including assignments, both oral and written, class participation, special assignments, research activities, and other identified criteria.

At the end of the first two or three weeks of a reporting period, the district will report the student's progress to the student and parent. When the student's performance is below average or below the expected level (two D's or one F) the student is on academic probation. Students and parents will be notified. A student athlete will be excluded from practice and games until the student is no longer on academic probation.

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 ensuring 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 district's policy.

Procedures affording due process 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. Notice of such criteria must 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 as 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, IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS), SEXUALLY TRANSMITTED DISEASES, HEALTH EDUCATION

Human sexuality, HIV/AIDS, and sexually-transmitted infections and 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. The HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

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

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12.

MAKE-UP WORK

A student who has an excused absence from class is permitted to make up those assignments that they have missed. The student is expected to make arrangements with the teacher on their first day back in class for the work missed due to absence.

Any student who has an unexcused absence from school will be permitted to make up missed work at the discretion of the teacher.

A student suspended from school is to be permitted, as provided by Oregon Administrative Rule, to make up school work upon 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 be allowed to make up daily assignments, laboratory experiments, class discussions, or presentations missed while under suspension.

MEDIA ACCESS TO STUDENTS

The media may be allowed to 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 district goals.

Media representatives are required to report to the superintendent 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.

MEDICATIONS

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

A current first-aid/CPR/AED card is required for designated personnel.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student's classroom as provided by state law.

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

A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student's parents or guardian.

District employees may administer first aid to a student in accordance with established state law, Board policy and administrative regulation.

MOVING CLASS/HOLDING CLASSES OUTDOORS

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the superintendent.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior superintendent approval is required for all such activities.

NON-SCHOOL-SPONSORED STUDY AND ATHLETIC TOURS/TRIPS/COMPETITIONS

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

Students who raise funds for their personal participation in such activities may not raise moneys 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 fund raising without prior approval from the superintendent.

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 district which involve their supervision of students. When acting as district employees, staff may not advise parents regarding selection of such trips or tours for their students.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, or disability, or other reasons deemed appropriate by the district, upon the written request of the parent. The request shall include the reason(s) for the request and a proposed alternate activity.

RESTRAINT OR SECLUSION

The district has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with district students. See Board policy JGAB - Use of Restraint or Seclusion and its accompanying administrative regulation.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the district must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued.

The use of a seclusion cell is prohibited.

Following an incident involving the use of restraint or seclusion, school staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:

a. A description of the restraint or seclusion including:

(1) The date of the restraint or seclusion;
(2) The times the restraint or seclusion began and ended; and
(3) The location of the incident.

b. A description of the student's activity that prompted the use of the restraint and seclusion;

c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;

d. The names of staff of the district who administered the restraint or seclusion;

e. A description of the training status of the staff of the district who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian;

f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting, and

g. Immediate, written notification of the existence of any records related to an incident of restraint or seclusion (including photos or audio or video recording).

If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion. The administrator will ensure written notice of the same to the superintendent.

An administrator will be notified as soon as practicable whenever restraint or seclusion has been used.

Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

A district Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:

1. Name of the student;
2. Name of staff member(s) administering the restraint or seclusion;
3. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
4. Location of the restraint or seclusion;
5. A description of the restraint or seclusion;
6. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
7. A description of the behavior that prompted the use of restraint or seclusion;
8. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
9. Information documenting parent or guardian contact and notification.

A documented debriefing meeting must be held within two school days after the use of restraint or seclusion. The parent or guardian of the student must be invited to attend the meeting, and the meeting will include staff members involved in the intervention and any other appropriate personnel. The debriefing team shall include an administrator. At the debriefing meeting, the district shall review, in its entirety, any audio or video recording preserved as a record of the incident involving restraint or seclusion in accordance with law. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.

The parent or guardian has the right to request another meeting in the event they were unable to attend the debriefing meeting scheduled to be held within two school days of the incident.

If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, oral notification of the incident must be provided immediately to a parent or guardian of the student and to the Oregon Department of Human Services (DHS) and written notification of the incident must be provided to DHS within 24 hours of the incident.

If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided within 24 hours of the incident to the superintendent, to the Superintendent of Public Instruction and, if

applicable, to the union representative for the affected person.

The district will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

The district shall preserve, and may not destroy, any records related to an incident of restraint or seclusion, including an audio or video recording. The records must be preserved in the original format and without alteration in accordance with law.

Use of restraint and/or seclusion in an emergency with a student who does not have restraint or seclusion as a part of their IEP or Section 504 plan is subject to all of the requirements established by Board policy JGAB - Use of Restraint or Seclusion and its administrative regulation with the exception of those specific to plans developed in an IEP or Section 504 plan.

RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCY CARE

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 jurisdiction and supervision of district staff.

"Life-sustaining emergency care" means any procedure or intervention applied by appropriately trained district 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

The Helix School Board is dedicated to total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

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 school authorities.

ASSOCIATED STUDENT BODY FUNDS (ASB)

ASB Funds are those funds raised or collected by and for school-approved student groups, excluding those funds budgeted in the general fund.

ASB funds will be collected and expended for the purpose of supporting the school's cocurricular activities program, following these guidelines:

1. The superintendent/principal or a designee will be responsible for administering student activity funds;

All ASB funds will be receipted and deposited according to district policy and acceptable accounting procedures. All activity accounts will be audited.

STUDENT CONDUCT

All students are to comply with district 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, administrative regulations, and school rules specifying student conduct expectations have been established. These rules apply to actions which occur on district property; at any district-sponsored activity regardless of location; or when traveling to or from school or district-sponsored activities on transportation provided or approved by the district; at the bus stop; or whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

A student handbook, code of conduct, or other document shall be developed and distributed to parents, students, and employees.

Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district 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 may not be left unsupervised during their detention.

STUDENT DISCIPLINE

Student discipline, whether in the classroom, building, district grounds, or at district-sponsored activities regardless of location, is the responsibility of all staff. Student conduct infractions are listed in the *Helix Charter School Student Handbook – Academic & Athletic 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.

Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the suspension or expulsion.

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

<u>Minor Violations:</u>

Step 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 student that subsequent violations will result in a parent contact by the teacher. Document with student's response and signature.

Step 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 they are now on Step 2. Contact parents with details and inform parents and student that further violations [of the same rule] will result in a referral to the office for disciplinary action. Document with student's response and signature.

Step 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, document with student's response and signature. 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 with Step 2 or 3 actions, as deemed appropriate by the teacher in consultation with the administration.

<u>Severe Violations:</u>

All students with severe violations are to be referred to the office immediately. 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. A written referral, explaining the severe violation, should be sent to the office as soon as possible.

Referral forms are available in the office.

Each student who is being provided educational services through an Individualized Education Program (IEP) is subject to district 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 and administration to resolve any concerns regarding the conduct and discipline of a student with disabilities. Any discipline imposed will be in accordance with Board policy JGDA - Discipline of Students with Disabilities.

STUDENT DISMISSAL PRECAUTIONS

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

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

STUDENT/PARENT HANDBOOK

The *Helix Charter School Student Handbook – Academic & Athletic* 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 district 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.

STUDENT PERFORMANCES

Teachers are encouraged to arrange for individual student and group public performances when such performances contribute to the educational process and are consistent with district and course goals.

All performances involving students must be approved by the superintendent 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 curricular and extracurricular activities sponsored by the district is provided by the district's contracted transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities with prior superintendent approval only. The parent, employee, or other 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 district. 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 they are 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 district business with their own vehicle, a staff member's vehicle, or a district-owned vehicle.

STUDENT WITHDRAWAL FROM SCHOOL

Upon notification by the office of a student withdrawal from school, teachers are expected to complete scoring all assignments/grades earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property including replacement costs, if known. Submit the list to the office. In accordance with the law and with Board policy, restrictions and/or penalties may be imposed until such fees, fines, or charges are paid.

VISITORS

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

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

SPECIAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAM

Alternative education programs have been developed and identified to meet the individual needs of students. These programs are made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; who have not met or who have exceeded all of Oregon's academic content standards; when the district determines that the placement serves the student's educational needs and interests, and assists the student in achieving district and state academic standards; or when a public or private alternative education program is not otherwise readily available or accessible. The involvement of staff, parents, and the community in recommending alternative education programs for Board approval is encouraged.

Teachers with questions concerning available alternative education programs should contact the superintendent.

ASSESSMENT PROGRAMS

The district's assessment program has been developed to meet state requirements and local district 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 district's assessment program consists of the following:

1. Criterion-reference 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. Other schoolwide and grade level wide assessments.

Dates for district and state assessments will be announced as appropriate.

An adult student or a parent on behalf of a student may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms to the parent or adult student.

BILINGUAL EDUCATION

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.

COUNSELING PROGRAM

The district's school counseling program is designed to involve all staff and parents in the educational, personal/social, and career development of students.

Trained staff may provide such services as academic counseling for students and parents, including assistance and information in

the areas of scheduling, forecasting, assessments, alternative education programs, progress toward meeting local and state graduation requirements, scholarship and college entrance requirements, and identification of district, community, and statewide resources for students with academic personal/social or other needs.

Staff are also available to assist students with academic, social, and personal problems; and define and arrive at positive solutions through a variety of conference settings.

Students generally schedule appointments to see the counselor through the counseling office. Prior notice to a teacher that a student will be missing class may not always be possible because of the emergency nature of many of the appointments.

Teachers may refer a student to the counselor by contacting the counselor directly or by completing a referral form, available in the counseling office. Teachers interested in arranging a conference with the counselor and a particular student and/or parent should contact the counseling office.

The counselor and teachers with counseling responsibilities are expected to fully respect the right of privacy of those with whom they enter counseling relationships.

Records will be kept confidential except as allowed or required by law.

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least 10 days. A physician's statement substantiating such absence is required in order for the district 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 district 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 their academic progress.

LIBRARY/MEDIA SUPPORT SERVICES

Teachers should contact library/media staff for assistance in obtaining material from our local school library.

Additional supplemental materials may also be available through the local education service district and/or state library system.

Teachers may schedule with staff to bring entire classes to the library/media center for project work, as appropriate. Teachers need to provide supervision for students in the library/media center, unless other arrangements have been made with the library/media staff.

MEAL PROGRAMS

The district does not participate in the National School Lunch and Commodity Programs.

The district's meal charge requirements will be published at the beginning of each school year and provided upon enrollment of a student, or the transfer of a student. The meal charging requirements will be posted in the *Helix Charter School Student Handbook – Academic & Athletic Handbook.*

Regardless of the ability to pay, a student shall be provided a meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding

student charges will be directed to parents or guardians, only.

The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.

PREGNANT AND/OR PARENTING STUDENT PROGRAMS

The district advocates the right to continue public education for all pregnant and parenting students. The district shall not discriminate in its education program or activity against any student based on their current, potential, or past pregnancy, parenting, or related conditions. No pregnant or parenting student shall be excluded from the public schools on the basis of pregnancy or parenthood. A pregnant and/or parenting student will be encouraged to continue with their educational program and to participate in all school-sponsored activities.

Teachers are expected to work cooperatively with counselors, parents, and students in the development of an individualized plan or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regular-provided school program.

SPECIAL EDUCATION SERVICES

Students, kindergarten through 21 years of age living in the district 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).

Special classes, separate schooling or other removal of students with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A child with a disability is not removed from education in age-appropriate regular classrooms solely because of needed modifications in the general curriculum.

Placements are made by the building'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.

Subject to federal laws related to the confidentiality of educational or health records, all district employees assigned to work with a student with specialized needs to assist the student with the educational, behavioral, medical, health or disability-related support needs of the student must:

1. Have access to the individualized education program, 504 Plan, behavior intervention plan, medical support protocols or any other documentation related to the school district employee's responsibilities to assist with the student's educational, behavioral, medical, health or disability-related support needs.

2. Be consulted with when the education plan for the student is being developed, reviewed or revised, including being invited to, and compensated for attending, meetings regarding:

    a. The student's individualized education program, 504 Plan or behavior intervention plan; or

    b. The student, when the decisions made and issues discussed are related to the responsibilities of the school district employee to support the student or when the school district employee has unique information about the student's needs and present level of performance.

All district employees assigned to work with a student with specialized needs to carry out duties related to the implementation of an individualized education program, 504 Plan, behavior intervention plan or medical support protocol must be provided by the school district with adequate training to safely carry out each of the specialized duties assigned to the school district employee.

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.

SUICIDE PREVENTION PROGRAM

The Board recognizes that childhood/adolescent suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. Designated staff will be trained in an evidence-based suicide prevention program. All staff are expected to become familiar with the district's Student Suicide Prevention Plan and Board policy JHH - Student Suicide Prevention.

Decisions regarding individual or a group in crisis will be made through a team approach. No individual staff member will make crisis decisions in isolation.

TALENTED AND GIFTED PROGRAM AND/OR SERVICES (TAG)

The district has developed a written plan for the identification of, and provisions for a program and services for, academically talented and/or intellectually gifted students. This process of identification shall include as a minimum:

1. Use of evidence-based practices that include a variety of tools and procedures to determine if a student demonstrates a pattern of exceptional performance and/or achievement that is relevant to the identification of TAG students under ORS 343.395.

2. Collection and use of multiple modes and methods of qualitative and quantitative evidence to allow appropriate members of a student's identification team to make a determination about the identification and eligibility of the students for TAG services, supports and/or programs; with no single test or piece of evidence eliminating a student from eligibility.

3. Use of methods and practices that minimize or seek to eliminate the effects of bias in assessment and identification of students from historically underrepresented populations including, but not limited to:

    a. Students who are racially/ethnically diverse;

    b. Students experiencing disability;

    c. Students who are culturally and/or linguistically diverse;

    d. Students experiencing poverty; and

    e. Students experiencing high mobility.

4. Incorporate assessments, tools and procedures that will inform the development of an appropriate plan of instruction for students who are identified as TAG and describe how information from the assessments, tools and procedures used in the identification for TAG students will be used to support development of the plan of instruction.

5. Identify how the educational record under ORS 326.565 of the student being considered will document and reflect the record of the team's decision and the procedures and data used by the team to make the decision.

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

The district has established an appeal process for parents to utilize if they are dissatisfied with the identification process and/or placement of their student in the district's program and who wish to request reconsideration. A complaint procedure has been developed for a person who resides in the district or a parent of a student attending school in the district to resolve disputes regarding the appropriateness of programs and services provided to talented and gifted students.

Staff should refer parents with questions to the superintendent.

TEACHER/STUDENT ADVISOR PROGRAM

High school teachers are assigned to be class advisors. Advisor positions are stipend positions which requires high school teachers

to support class fundraising activities, help setup and/or attend class dances, and provide academic guidance to students.

TITLE IA PROGRAMS AND MIGRANT EDUCATION

In order to help meet the needs of disadvantaged students, when it qualifies the District participates in Title IA programs that provide basic skills instructional services for educationally disadvantaged students in grades and who live in targeted low-income areas. Students identified in need of Title IA services are provided instruction on a daily schedule, as appropriate. Title IA coordinator will meet with individual teachers regarding scheduled instruction.

Children with disabilities and Limited English Proficient children are eligible for Title IA 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 IA coordinator.