

SILETZ VALLEY SCHOOL

BOARD FOLDER

REGULAR SESSION

AUGUST 11, 2020

Siletz Valley Schools

Regular Meeting Agenda

August 11, 2020 5:30pm

Via Zoom Virtual Meeting

Visit siletzschoools.org for link to join meeting

- I. **5:30 Call to Order and Roll Call**
- II. **Public Participation:** The Board welcomes comments and questions from the public. If you wish to address the Board this evening, please fill out a blue slip available on the table outside the door and hand to the Board secretary. We ask that you limit your comments to five minutes. If more than one person will be addressing the same topic, we ask that you appoint a spokesperson. The Board Chair will recognize you at your turn.
- III. **Board Officer Elections**
- IV. **Approval of Items on the Consent Agenda:** (Consent agenda items are designated by the Board to be adopted in a single motion. If any board member or the Superintendent need clarification or wish to discuss an item listed on the Consent Agenda, they may request that item to be removed and it will be discussed separately)
 - a. June Minutes
- V. **5:45** Superintendent's Report**
- VI. **6:00 Information Items**
 - a. Financial Reports
- VII. **6:05 Action Items**
 - a. Approval of Checks and Deposits
 - b. Approval of 20-21 Bank Signers
 - c. Approval of Personnel Changes
 - d. Approval of ODE Blueprint
 - e. Approval of Amended 2020-2021 School Calendar
 - f. Approval of 2020-2021 Staff Handbook
 - g. Approval of 2020-2021 HR Manual
 - h. Approval of 2020-2021 Student Handbook
 - i. Approval of 2020-2021 Substitute Rate
- VIII. **7:00 pm Adjournment**

****Times are a guideline and items may be discussed sooner or later than the time listed.**

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
August 11, 2020**

ITEM: June 23rd 2020 Board Minutes

TOPIC: Minutes

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Approve consent agenda with June 23, 2020 meeting minutes

RECOMMENDATION:

Approve Consent Agenda

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

SILETZ VALLEY SCHOOLS
Regular Zoom Board Meeting Minutes
June 23, 2020
Via Zoom Virtual Meeting

Members present: Mike Darcy, Larry Parker, Reggie Butler, Christina Bushnell, Sam Tupou
Stuart Whitehead absent

Guests present: Coach McKnight, Alise Stempien, Casey Jackson, Cindy McGraw

I. 5:38 pm **Call to Order and Roll Call**

II. **No Public Participation**

III. **Approval of Items on the Consent Agenda**

Larry made a motion to approve, Mike seconded and the motion carried. (Mike, Larry and Reggie)
May minutes

Mike made a motion to approve, Larry seconded and the motion carried. (Mike, Larry and Reggie)

IV. **Superintendent's Report**

Sam explained the Fall/School Reopening/Reentry Plan

- a. Option one – full on-site school reentry plan
- b. Option two – Hybrid Schedule (on-site/online combination)
- c. Option three – Full online distance learning

We are planning to use Option Two – the Hybrid schedule

Fall sports update – Coach McKnight said OSAA is letting each school/county set their own guidelines to be approved according to what Phase the county is in. Next meeting will be July 6 to discuss more details to starting the 2020-2021 season.

V. **Information Items**

Financial reports – Mike made a motion to accept, Larry seconded and the motion carried. (Mike, Larry and Reggie)

VI. **Action Items**

a. Approval of Checks and Deposits

SVS Checking Account

Check numbers & deposits that were processed from May 1 through May 31, 2020.

Check numbers 1976-2022 (47 AP checks) and 6402-6413 (12 payroll checks) for a total of \$57,273.13

24 Payroll direct deposit for a total of \$58,642.55

Employer paid payroll expenses total of \$52,460.02

SVS Checking Account deposits

3 Deposits #75-77 for a total of \$73,550.00

1 Transfer from SVS Money Market to Checking in the amount of \$150,000.00

Approval of Checks and Deposits continued:

SVS MM Account

2 Deposits #84-85 for a total of \$517,968.67

Larry made a motion to approve May checks and deposits, Mike seconded and the motion carried.
(Mike Larry and Reggie)

b. Approval of Personnel Changes

Contract renewals – Casey Jackson and Alise Stempien

Extra Duty Contracts – Cindy McGraw, Nessa Arnold, and Debra Barnes

Larry made a motion to approve personnel changes, Mike seconded and the motion carried.
(Mike, Larry and Reggie)

c. Approval of PACE contract 2020-2021

Mike made a motion to approve the PACE contract, Larry seconded and the motion carried.
(Mike, Larry and Reggie)

d. Approval of Professional Services Contracts

Stuart Whitehead, technology and Christina Bushnell, business services

Mike made a motion to approve the Professional service contracts, Larry seconded and the motion carried. (Mike, Larry and Reggie)

e. Approval of Amended 2020-2021 School Calendar

Sam submitted two versions of the school calendar for discussion and consideration. There was a "Straight Four-Day Calendar" and the "Four and Half day Friday Calendar." The board discussed and several staff and teachers weighed in on the pros and cons. The scope of the half-day Friday was discussed at length including transportation, attendance requirements, instructional minutes and such.

Mike made a motion to adopt the Four and Half-day Friday Schedule, Larry seconded, no discussions, motion carried. (Mike, Larry, Reggie and Christina)

f. Board Policy JHCC – Communicable Diseases and JHCC-AR first read only

No action taken

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Regular Board Meeting Minutes
June 23, 2020
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VII. **Executive Session: ORS 192.660 (2)(I):** To review and evaluate the performance of the superintendent.

Christina made a motion to table this item until such time that the board and superintendent can meet in person. All agreed. The item was tabled.

VIII. **Resume regular session**

IX. **7:08 pm Adjournment**

Mike made a motion to adjourn, Larry seconded and the motion carried. (Mike, Larry, Reggie and Christina).

Respectfully submitted,
Sherry Russell

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
August 11, 2020**

ITEM: Superintendents Report

TOPIC: Superintendents Report

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Superintendents Report on upcoming school year

RECOMMENDATION:

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**SILETZ VALLEY SCHOOLS
SCHOOL BOARD
August 11, 2020**

Superintendent's Report

Fall Reopening Plan:

Siletz Valley School selects Comprehensive Distance Learning (**all online**) **for the first nine weeks** of the 2020-2021 school year starting **September 14, 2020** through November 6 (1st quarter), then reassess our next steps. If it is determined that it's safe to return to in-person learning, we can determine then when and whether to transition back either to a Hybrid or On-site learning model.

This decision was based entirely on the governor's latest guidelines, which laid out specific COVID metrics for each county to meet in determining when their schools can safely resume in-person learning (either hybrid or onsite learning). Based on these latest metrics, **Lincoln County does not meet** the criteria for in-person learning but are opening on online for the first 10 weeks of the school year.

Operational Blueprint:

On July 30, I submitted to the school district and Lincoln County Human Services a draft of SVS Operational Blueprint for Reentry Plan pending board approval. Once approved, we will make it available to the public, post on the website and send to ODE.

Curriculum:

We are looking to adopt the following online curriculum, programs and resources for instruction and learning for our students:

- Edmentum **Exact Path** is a K-12 direct instruction online curriculum (Reading, Writing and Math)
- Edmentum **Courseware** is a 6-12 courses and curriculum (Science, Social Studies and Electives)
- **Mystery Science** is for K-5 Science
- K-5 Social Studies and Specials will be teacher supplied and supplemented

Schedule:

We will stay with the previously adopted a **4.5-day schedule** (M-Th and half-day Friday) **but only offer with 4 classes per quarter**. Below is a detailed outline for teachers to provide instruction and coursework to students:

- Transition to a 4.5 days a week instructional time for students in order to allow for more focused instructional times
- Transition to a 4 course schedule to allow students more comprehensive work loads
- Provide a 1:1 ratio for electronic devices to students
- Continue to work with the Special Education Dept. through Lincoln County School District to provide supports and services to students
- Continue to provide Title I and ELD services
- Provide supports for students with 504 plans
- Teachers will use an equitable lens for attendance, grading and assessment
- Support Social and Emotional learning and growth needs of all students
- Provide daily meal services

Registration: August 11-14

Registration times: Tuesday 8-5p, **Wednesday 8-7p**, Thursday & Friday 8-5p

Note: Registration packets may be filled out on-site, picked up or requested for mail delivery. Completed packets can be turned in or dropped off at the school. Inside and outside seating will be available; physical distancing practiced; masks/PPEs required.

Teacher In-Service: August 31 - Sept 4; Sept 8 - 11 for online curriculum preparation

Back-To-School Informational / Orientation: Sept. 10-11 (Specifics TBA)

2020-21 School Calendar:

Only minor changes to the approved calendar (i.e. new school year, staff and calendar). The first day for students is pushed back to September 14 to allow teachers more time to learn the new online curriculum, connect with parents and students to plan and learn about the new curriculum, technology, expectations, attendance, grades, etc.

2020-21 Staffing update:

- Accepted resignation of Alise Stempien, School Registrar
- Unfilled position(s): School counselor
- Filled positions:

<ul style="list-style-type: none">• Ashley Van Vlack (2nd grade),• Nicole Reid (MS ELA),• Korey Cimock (HS Science)• Terry Barlow (CTE Shop instructor)	<ul style="list-style-type: none">• Nessa (Literacy Coach)• Pat McKnight (Athletic Director)• Katie Lindstrom (School Registrar)
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Facilities update: Food/Facilities/Maintenance: (Joe Bailey)

Fall sports update: Athletics/Activities: (Pat McKnight)

CTSI Charitable Contribution: We've been notified that we're funded but the amount has not been released.

Nursing Contract: We were informed LCSD will be able to provide Nursing services to SVS. We are exploring other alternatives.

Next Board Meeting: The next regular school board meeting is **August 25, 5:30** (probably on zoom)

Be sure to visit the School's website at www.siletzschools.org, and check out our Facebook page at <https://www.facebook.com/siletzvalleyschools>

Sam Tupou, Supt/Prin.

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: FINANCIAL REPORTS

TOPIC: FINANCIAL REPORTS

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

FINANCIAL REPORTS

RECOMMENDATION:

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ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

SILETZ VALLEY SCHOOL

Board Folder

Fiscal Year: 2019-2020

From Date: 7/1/2019 To Date: 6/30/2020

Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.1510.000.000.000	Interest on Investments	\$0.00	(\$2,199.62)	(\$2,199.62)	\$2,199.62	\$0.00	\$2,199.62	0.00%
100.0000.1721.001.000.000	Donations	\$0.00	(\$500.00)	(\$500.00)	\$500.00	\$0.00	\$500.00	0.00%
100.0000.1920.000.000.000	Contributions and Donations Fr	\$0.00	(\$600.00)	(\$600.00)	\$600.00	\$0.00	\$600.00	0.00%
100.0000.1990.000.000.000	Miscellaneous	\$0.00	(\$609,823.99)	(\$609,823.99)	\$609,823.99	\$0.00	\$609,823.99	0.00%
100.0000.3101.000.000.000	State School Fund - General Su	(\$1,903,773.40)	(\$2,242,122.00)	(\$2,242,122.00)	\$338,348.60	\$0.00	\$338,348.60	-17.77%
100.0000.3199.000.000.000	Other Unrestricted Grants-In-A	\$0.00	(\$18,030.28)	(\$18,030.28)	\$18,030.28	\$0.00	\$18,030.28	100.00%
100.0000.5200.000.000.000	Interfund Transfers	\$48,324.78	\$0.00	\$0.00	\$48,324.78	\$0.00	\$48,324.78	100.00%
100.0000.5400.000.000.000	Resources - Beginning Fund Bal	(\$380,000.00)	\$0.00	(\$846,384.05)	\$466,384.05	\$0.00	\$466,384.05	-122.75%
100.0000.9101.003.000.000	CASH	\$0.00	\$0.00	(\$732,332.03)	\$732,332.03	\$0.00	\$732,332.03	0.00%
100.0000.9103.000.000.000	STUDENT BODY CASH	\$0.00	\$0.00	\$250.00	(\$250.00)	\$0.00	(\$250.00)	0.00%
100.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$172,943.16	\$1,298,087.43	(\$1,298,087.43)	\$0.00	(\$1,298,087.43)	0.00%
100.0000.9105.000.000.000	Washington Federal Money Marke	\$0.00	\$878,529.84	\$1,416,281.64	(\$1,416,281.64)	\$0.00	(\$1,416,281.64)	0.00%
100.0000.9153.001.000.000	Accounts Receivable	\$0.00	(\$14,765.99)	\$60.00	(\$60.00)	\$0.00	(\$60.00)	0.00%
100.0000.9421.000.000.000	ACCOUNTS PAYABLE	\$0.00	\$7,139.79	(\$31,939.37)	\$31,939.37	\$0.00	\$31,939.37	0.00%
100.0000.9421.004.000.000	ACCOUNTS PAYABLE	\$0.00	(\$6,096.70)	(\$6,335.28)	\$6,335.28	\$0.00	\$6,335.28	0.00%
100.0000.9421.005.000.000	ACCOUNTS PAYABLE	\$0.00	(\$9,132.96)	(\$33,931.93)	\$33,931.93	\$0.00	\$33,931.93	0.00%
100.0000.9421.008.000.000	ACCOUNTS PAYABLE	\$0.00	\$5,572.21	(\$8,476.82)	\$8,476.82	\$0.00	\$8,476.82	0.00%
100.0000.9421.009.000.000	ACCOUNTS PAYABLE	\$0.00	(\$36,704.47)	(\$50,298.47)	\$50,298.47	\$0.00	\$50,298.47	0.00%
100.0000.9421.011.000.000	ACCOUNTS PAYABLE	\$0.00	(\$120.00)	(\$120.00)	\$120.00	\$0.00	\$120.00	0.00%
100.0000.9421.101.000.000	ACCOUNTS PAYABLE	\$0.00	\$0.00	(\$800.00)	\$800.00	\$0.00	\$800.00	0.00%
100.0000.9471.005.000.000	PAYROLL LIABILITY	\$0.00	(\$2,017.80)	(\$8,492.81)	\$8,492.81	\$0.00	\$8,492.81	0.00%
100.0000.9471.007.000.000	PAYROLL LIABILITY	\$0.00	(\$450.00)	(\$450.01)	\$450.01	\$0.00	\$450.01	0.00%
100.0000.9471.009.000.000	PAYROLL LIABILITY	\$0.00	(\$9,118.18)	(\$9,118.18)	\$9,118.18	\$0.00	\$9,118.18	0.00%
100.0000.9471.012.000.000	PAYROLL LIABILITY	\$0.00	(\$15.15)	(\$236.52)	\$236.52	\$0.00	\$236.52	0.00%
100.0000.9471.019.000.000	PAYROLL LIABILITY	\$0.00	\$884.63	\$884.63	(\$884.63)	\$0.00	(\$884.63)	0.00%
100.0000.9472.002.000.000	PAYROLL LIABILITY	\$0.00	(\$80.35)	(\$80.35)	\$80.35	\$0.00	\$80.35	0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$2,235,448.62)	(\$1,886,708.01)	(\$1,886,708.01)	(\$348,740.61)	\$0.00	(\$348,740.61)	15.60%
100.1111.0111.000.000.000	Licensed Salaries	\$158,479.04	\$176,948.93	\$176,948.93	(\$18,469.89)	\$0.00	(\$18,469.89)	-11.65%
100.1111.0112.000.000.000	Classified Salaries	\$41,310.03	\$55,854.78	\$55,854.78	(\$14,544.75)	\$0.00	(\$14,544.75)	-35.21%
100.1111.0112.000.020.000	Classified Salaries	\$0.00	\$16,183.17	\$16,183.17	(\$16,183.17)	\$0.00	(\$16,183.17)	0.00%
100.1111.0121.000.000.000	Substitutes - Licensed	\$5,000.00	\$12,504.39	\$12,504.39	(\$7,504.39)	\$0.00	(\$7,504.39)	-150.09%
100.1111.0122.000.000.000	Substitutes - Classified	\$0.00	\$1,463.38	\$1,463.38	(\$1,463.38)	\$0.00	(\$1,463.38)	0.00%
100.1111.0122.000.020.000	Substitutes - Classified	\$0.00	\$89.00	\$89.00	(\$89.00)	\$0.00	(\$89.00)	0.00%
100.1111.0210.000.000.000	Public Employees Retirement Sy	\$61,227.91	\$43,600.99	\$43,600.99	\$17,626.92	\$0.00	\$17,626.92	28.79%
100.1111.0210.000.020.000	Public Employees Retirement Sy	\$0.00	\$2,909.23	\$2,909.23	(\$2,909.23)	\$0.00	(\$2,909.23)	0.00%
100.1111.0218.000.000.000	Prior Years Pers	\$0.00	\$13.54	\$13.54	(\$13.54)	\$0.00	(\$13.54)	0.00%
100.1111.0220.000.000.000	Social Security Administration	\$15,283.86	\$17,772.90	\$17,772.90	(\$2,489.04)	\$0.00	(\$2,489.04)	-16.29%
100.1111.0220.000.020.000	Social Security Administration	\$0.00	\$1,243.31	\$1,243.31	(\$1,243.31)	\$0.00	(\$1,243.31)	0.00%
100.1111.0231.000.000.000	Worker's Compensation	\$1,878.02	\$1,892.42	\$1,892.42	(\$14.40)	\$0.00	(\$14.40)	-0.77%
100.1111.0231.000.020.000	Worker's Compensation	\$0.00	\$131.60	\$131.60	(\$131.60)	\$0.00	(\$131.60)	0.00%
100.1111.0232.000.000.000	Unemployment Compensation	\$4,655.69	\$6,937.55	\$6,937.55	(\$2,281.86)	\$0.00	(\$2,281.86)	-49.01%
100.1111.0232.000.020.000	Unemployment Compensation	\$0.00	\$487.55	\$487.55	(\$487.55)	\$0.00	(\$487.55)	0.00%
100.1111.0240.000.000.000	Contractual Employee Benefits	\$31,500.00	\$20,925.16	\$20,925.16	\$10,574.84	\$0.00	\$10,574.84	33.57%
100.1111.0242.000.000.000	CEB/in Lieu of Health Benefits	\$0.00	\$9,899.99	\$9,899.99	(\$9,899.99)	\$0.00	(\$9,899.99)	0.00%
100.1111.0311.000.000.000	Instruction Services	\$0.00	\$279.20	\$279.20	(\$279.20)	\$0.00	(\$279.20)	0.00%
100.1111.0312.000.000.000	Instructional Programs Improve	\$2,500.00	\$284.97	\$284.97	\$2,215.03	\$0.00	\$2,215.03	89.60%
100.1111.0340.000.000.000	Travel	\$0.00	\$371.64	\$371.64	(\$371.64)	\$0.00	(\$371.64)	0.00%
100.1111.0410.000.000.000	Consumable Supplies and Mater	\$1,000.00	\$2,685.71	\$2,685.71	(\$1,685.71)	\$0.00	(\$1,685.71)	-168.57%
100.1111.0410.000.020.000	Consumable Supplies and Mater	\$0.00	\$1,427.51	\$1,427.51	(\$1,427.51)	\$0.00	(\$1,427.51)	0.00%
100.1111.0420.000.000.000	Textbooks	\$1,000.00	\$650.67	\$650.67	\$349.33	\$0.00	\$349.33	34.93%

SILETZ VALLEY SCHOOL

Board Folder

Fiscal Year: 2019-2020

From Date: 7/1/2019 To Date: 6/30/2020

- Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.1111.0440.000.000.000	Periodicals	\$0.00	\$773.64	\$773.64	(\$773.64)	\$0.00	(\$773.64)	0.00%
100.1111.0470.000.000.000	Computer Software	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.1111.0480.000.000.000	Computer Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	FUNCTION: Primary, K-3 - 1111	\$325,834.55	\$375,311.23	\$375,311.23	(\$49,476.68)	\$1,416.26	(\$50,892.94)	-15.62%
100.1112.0111.000.000.000	Licensed Salaries	\$91,107.06	\$100,684.63	\$100,684.63	(\$9,577.57)	\$0.00	(\$9,577.57)	-10.51%
100.1112.0121.000.000.000	Substitutes - Licensed	\$3,000.00	\$1,243.14	\$1,243.14	\$1,756.86	\$0.00	\$1,756.86	58.56%
100.1112.0122.000.054.000	Substitutes - Classified	\$0.00	\$500.25	\$500.25	(\$500.25)	\$0.00	(\$500.25)	0.00%
100.1112.0210.000.000.000	Public Employees Retirement Sy	\$24,216.26	\$17,179.14	\$17,179.14	\$7,037.12	\$0.00	\$7,037.12	29.06%
100.1112.0220.000.000.000	Social Security Administration	\$6,969.69	\$7,253.30	\$7,253.30	(\$283.61)	\$0.00	(\$283.61)	-4.07%
100.1112.0230.000.000.000	Social Security Administration	\$0.00	\$38.26	\$38.26	(\$38.26)	\$0.00	(\$38.26)	0.00%
100.1112.0231.000.000.000	Worker's Compensation	\$856.41	\$772.46	\$772.46	\$83.95	\$0.00	\$83.95	9.80%
100.1112.0231.000.054.000	Worker's Compensation	\$0.00	\$4.05	\$4.05	(\$4.05)	\$0.00	(\$4.05)	0.00%
100.1112.0232.000.000.000	Unemployment Compensation	\$2,059.02	\$2,844.42	\$2,844.42	(\$785.40)	\$0.00	(\$785.40)	-38.14%
100.1112.0232.000.054.000	Unemployment Compensation	\$0.00	\$15.01	\$15.01	(\$15.01)	\$0.00	(\$15.01)	0.00%
100.1112.0240.000.000.000	Contractual Employee Benefits	\$9,000.00	\$10,234.08	\$10,234.08	(\$1,234.08)	\$0.00	(\$1,234.08)	-13.71%
100.1112.0312.000.000.000	Instructional Programs Improve	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
100.1112.0410.000.000.000	Consumable Supplies and Materi	\$1,000.00	\$618.35	\$618.35	\$381.65	\$0.00	\$381.65	38.17%
100.1112.0420.000.000.000	Textbooks	\$1,000.00	\$232.00	\$232.00	\$768.00	\$0.00	\$768.00	76.80%
100.1112.0430.000.000.000	Computer Software	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.1112.0480.000.000.000	Computer Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	FUNCTION: Intermediate Programs - 1112	\$143,708.44	\$141,619.09	\$141,619.09	\$2,089.35	\$0.00	\$2,089.35	1.45%
100.1121.0111.000.000.000	Licensed Salaries	\$174,227.56	\$157,163.15	\$157,163.15	\$17,064.41	\$0.00	\$17,064.41	9.79%
100.1121.0112.000.050.000	Classified Salaries	\$0.00	\$7,168.03	\$7,168.03	(\$7,168.03)	\$0.00	(\$7,168.03)	0.00%
100.1121.0121.000.000.000	Substitutes - Licensed	\$4,000.00	\$10,032.66	\$10,032.66	(\$6,032.66)	\$0.00	(\$6,032.66)	-150.82%
100.1121.0210.000.000.000	Public Employees Retirement Sy	\$50,786.32	\$37,887.18	\$37,887.18	\$12,899.14	\$0.00	\$12,899.14	25.40%
100.1121.0220.000.000.000	Social Security Administration	\$13,328.41	\$12,465.00	\$12,465.00	\$863.41	\$0.00	\$863.41	6.48%
100.1121.0220.000.050.000	Social Security Administration	\$0.00	\$548.37	\$548.37	(\$548.37)	\$0.00	(\$548.37)	0.00%
100.1121.0231.000.000.000	Worker's Compensation	\$1,637.74	\$1,265.00	\$1,265.00	\$372.74	\$0.00	\$372.74	22.76%
100.1121.0231.000.050.000	Worker's Compensation	\$0.00	\$56.66	\$56.66	(\$56.66)	\$0.00	(\$56.66)	0.00%
100.1121.0232.000.000.000	Unemployment Compensation	\$3,937.54	\$4,888.27	\$4,888.27	(\$950.73)	\$0.00	(\$950.73)	-24.15%
100.1121.0232.000.050.000	Unemployment Compensation	\$0.00	\$215.04	\$215.04	(\$215.04)	\$0.00	(\$215.04)	0.00%
100.1121.0240.000.000.000	Contractual Employee Benefits	\$19,012.50	\$6,108.75	\$6,108.75	\$12,903.75	\$0.00	\$12,903.75	67.87%
100.1121.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$6,750.06	\$6,750.06	(\$6,750.06)	\$0.00	(\$6,750.06)	0.00%
100.1121.0242.000.050.000	CEB/In Lieu of Health Benefits	\$0.00	\$1,337.38	\$1,337.38	(\$1,337.38)	\$0.00	(\$1,337.38)	0.00%
100.1121.0312.000.000.000	Instructional Programs Improve	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
100.1121.0340.000.000.000	Travel	\$0.00	\$156.60	\$156.60	(\$156.60)	\$0.00	(\$156.60)	0.00%
100.1121.0410.000.000.000	Consumable Supplies and Materi	\$1,000.00	\$906.40	\$906.40	\$93.60	\$0.00	\$93.60	9.36%
100.1121.0420.000.000.000	Textbooks	\$1,000.00	\$867.12	\$867.12	\$132.88	\$0.00	\$132.88	13.29%
100.1121.0470.000.000.000	Computer Software	\$3,000.00	\$147.15	\$147.15	\$2,852.85	\$0.00	\$2,852.85	95.10%
100.1121.0480.000.000.000	Computer Hardware	\$3,000.00	\$1,369.82	\$1,369.82	\$1,630.18	\$0.00	\$1,630.18	54.34%
	FUNCTION: Middle/Junior High Programs - 1121	\$277,430.07	\$249,332.64	\$249,332.64	\$28,097.43	\$0.00	\$28,097.43	10.13%
100.1131.0111.000.000.000	Licensed Salaries	\$210,881.63	\$193,136.97	\$193,136.97	\$17,744.66	\$0.00	\$17,744.66	8.41%
100.1131.0112.000.000.000	Classified Salaries	\$0.00	\$30,703.97	\$30,703.97	(\$30,703.97)	\$0.00	(\$30,703.97)	0.00%
100.1131.0121.000.000.000	Substitutes - Licensed	\$15,000.00	\$12,573.89	\$12,573.89	\$2,426.11	\$0.00	\$2,426.11	16.17%
100.1131.0122.000.000.000	Substitutes - Classified	\$0.00	\$40.25	\$40.25	(\$40.25)	\$0.00	(\$40.25)	0.00%
100.1131.0210.000.000.000	Public Employees Retirement Sy	\$63,164.62	\$55,085.74	\$55,085.74	\$8,098.88	\$0.00	\$8,098.88	12.82%
100.1131.0220.000.000.000	Social Security Administration	\$16,132.44	\$17,353.82	\$17,353.82	(\$1,221.38)	\$0.00	(\$1,221.38)	-7.57%
100.1131.0231.000.000.000	Worker's Compensation	\$1,982.29	\$1,799.94	\$1,799.94	\$182.35	\$0.00	\$182.35	9.20%

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Subtotal by Collapse Mask
 Include pre encumbrance
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 Filter Encumbrance Detail by Date Range
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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
100.1131.0232.000.000.000	Unemployment Compensation	\$4,802.55	\$6,805.29	\$6,805.29	(\$2,002.74)	\$0.00	(\$2,002.74) -41.70%
100.1131.0240.000.000.000	Contractual Employee Benefits	\$0.00	\$10,800.12	\$10,800.12	(\$10,800.12)	\$0.00	(\$10,800.12) 0.00%
100.1131.0240.000.050.000	Contractual Employee Benefits	\$25,087.50	\$0.00	\$0.00	\$25,087.50	\$0.00	\$25,087.50 100.00%
100.1131.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$15,125.06	\$15,125.06	(\$15,125.06)	\$0.00	(\$15,125.06) 0.00%
100.1131.0312.000.000.000	Instructional Programs Improve	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00 100.00%
100.1131.0374.000.000.000	Other Tuition	\$2,000.00	\$3,500.72	\$3,500.72	(\$1,500.72)	\$0.00	(\$1,500.72) -75.04%
100.1131.0410.000.000.000	Consumable Supplies and Materi	\$6,400.94	\$4,060.62	\$4,060.62	\$2,340.32	\$0.00	\$2,340.32 36.56%
100.1131.0420.000.000.000	Textbooks	\$2,500.00	\$13.86	\$13.86	\$2,486.14	\$0.00	\$2,486.14 99.45%
100.1131.0470.000.000.000	Computer Software	\$3,750.00	\$4,500.00	\$4,500.00	(\$750.00)	\$0.00	(\$750.00) -20.00%
100.1131.0480.000.000.000	Computer Hardware	\$3,750.00	\$2,051.94	\$2,051.94	\$1,698.06	\$0.00	\$1,698.06 45.28%
100.1131.0640.000.000.000	Dues and Fees	\$2,500.00	\$187.50	\$187.50	\$2,312.50	\$0.00	\$2,312.50 92.50%
100.1131.0640.000.000.000	FUNCTION: High School Programs - 1131	\$362,971.97	\$357,739.69	\$357,739.69	\$5,232.28	\$0.00	\$5,232.28 1.44%
100.2112.0112.000.000.000	Classified Salaries	\$24,637.60	\$24,738.85	\$24,738.85	(\$101.25)	\$0.00	(\$101.25) -0.41%
100.2112.0122.000.000.000	Substitutes - Classified	\$1,500.00	\$218.50	\$218.50	\$1,281.50	\$0.00	\$1,281.50 85.43%
100.2112.0210.000.000.000	Public Employees Retirement Sy	\$6,548.67	\$6,548.65	\$6,548.65	\$0.02	\$0.00	\$0.02 0.00%
100.2112.0220.000.000.000	Social Security Administration	\$1,884.78	\$1,909.29	\$1,909.29	(\$24.51)	\$0.00	(\$24.51) -1.30%
100.2112.0231.000.000.000	Worker's Compensation	\$231.59	\$200.60	\$200.60	\$30.99	\$0.00	\$30.99 13.38%
100.2112.0232.000.000.000	Unemployment Compensation	\$640.58	\$748.70	\$748.70	(\$108.12)	\$0.00	(\$108.12) -16.88%
100.2112.0240.000.000.000	Contractual Employee Benefits	\$4,950.00	\$0.00	\$0.00	\$4,950.00	\$0.00	\$4,950.00 100.00%
100.2112.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$4,950.00	\$4,950.00	(\$4,950.00)	\$0.00	(\$4,950.00) 0.00%
100.2112.0410.000.000.000	Consumable Supplies and Materi	\$1,300.00	\$120.73	\$120.73	\$1,179.27	\$0.00	\$1,179.27 90.71%
100.2112.0410.000.000.000	FUNCTION: Attendance Services - 2112	\$41,693.22	\$39,435.32	\$39,435.32	\$2,257.90	\$0.00	\$2,257.90 5.42%
100.2120.0111.000.000.000	Licensed Salaries	\$62,604.70	\$0.00	\$0.00	\$62,604.70	\$0.00	\$62,604.70 100.00%
100.2120.0210.000.000.000	Public Employees Retirement Sy	\$16,640.33	\$0.00	\$0.00	\$16,640.33	\$0.00	\$16,640.33 100.00%
100.2120.0220.000.000.000	Social Security Administration	\$4,789.26	\$0.00	\$0.00	\$4,789.26	\$0.00	\$4,789.26 100.00%
100.2120.0231.000.000.000	Worker's Compensation	\$588.48	\$0.00	\$0.00	\$588.48	\$0.00	\$588.48 100.00%
100.2120.0232.000.000.000	Unemployment Compensation	\$1,627.72	\$0.00	\$0.00	\$1,627.72	\$0.00	\$1,627.72 100.00%
100.2120.0240.000.000.000	Contractual Employee Benefits	\$4,950.00	\$0.00	\$0.00	\$4,950.00	\$0.00	\$4,950.00 100.00%
100.2120.0410.000.000.000	Consumable Supplies and Materi	\$1,477.74	\$0.00	\$0.00	\$1,477.74	\$0.00	\$1,477.74 100.00%
100.2120.0640.000.000.000	Dues and Fees	\$0.00	\$534.00	\$534.00	(\$534.00)	\$0.00	(\$534.00) 0.00%
100.2120.0640.000.000.000	FUNCTION: Guidance Services - 2120	\$92,678.23	\$92,144.23	\$92,144.23	\$534.00	\$0.00	\$92,144.23 99.42%
100.2129.0111.000.000.000	Licensed Salaries	\$65,759.25	\$0.00	\$0.00	\$65,759.25	\$0.00	\$65,759.25 100.00%
100.2129.0210.000.000.000	Public Employees Retirement Sy	\$17,478.81	\$0.00	\$0.00	\$17,478.81	\$0.00	\$17,478.81 100.00%
100.2129.0220.000.000.000	Social Security Administration	\$5,030.58	\$0.00	\$0.00	\$5,030.58	\$0.00	\$5,030.58 100.00%
100.2129.0231.000.000.000	Worker's Compensation	\$618.14	\$0.00	\$0.00	\$618.14	\$0.00	\$618.14 100.00%
100.2129.0232.000.000.000	Unemployment Compensation	\$1,709.74	\$0.00	\$0.00	\$1,709.74	\$0.00	\$1,709.74 100.00%
100.2129.0240.000.000.000	Contractual Employee Benefits	\$5,400.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$5,400.00 100.00%
100.2129.0410.000.000.000	Consumable Supplies and Materi	\$1,066.95	\$0.00	\$0.00	\$1,066.95	\$0.00	\$1,066.95 100.00%
100.2129.0410.000.000.000	FUNCTION: Other Guidance Services - 2129	\$97,063.47	\$97,063.47	\$97,063.47	\$0.00	\$0.00	\$97,063.47 100.00%
100.2310.0112.000.000.000	Classified Salaries	\$0.00	\$780.00	\$780.00	(\$780.00)	\$0.00	(\$780.00) 0.00%
100.2310.0220.000.000.000	Social Security Administration	\$0.00	\$59.64	\$59.64	(\$59.64)	\$0.00	(\$59.64) 0.00%
100.2310.0231.000.000.000	Worker's Compensation	\$0.00	\$5.88	\$5.88	(\$5.88)	\$0.00	(\$5.88) 0.00%
100.2310.0232.000.000.000	Unemployment Compensation	\$0.00	\$23.40	\$23.40	(\$23.40)	\$0.00	(\$23.40) 0.00%
100.2310.0340.000.000.000	Travel	\$3,500.00	\$2,635.32	\$2,635.32	\$864.68	\$0.00	\$864.68 24.71%
100.2310.0340.000.000.000	FUNCTION: Board of Education Services - 2310	\$3,500.00	\$3,504.24	\$3,504.24	(\$4.24)	\$0.00	(\$4.24) -0.12%
100.2410.0112.000.000.000	Classified Salaries	\$21,588.00	\$32,514.35	\$32,514.35	(\$10,926.35)	\$0.00	(\$10,926.35) -50.61%

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100.2410.0113.000.000.000	Administrators	\$93,000.00	\$95,000.00	\$95,000.00	(\$2,000.00)	\$0.00	(\$2,000.00)	-2.15%
100.2410.0121.000.000.000	Substitutes - Licensed	\$5,000.00	\$2,486.25	\$2,486.25	\$2,513.75	\$0.00	\$2,513.75	50.28%
100.2410.0122.000.000.000	Substitutes - Classified	\$0.00	\$684.25	\$684.25	(\$684.25)	\$0.00	(\$684.25)	0.00%
100.2410.0210.000.000.000	Public Employees Retirement Sy	\$35,525.99	\$36,207.59	\$36,207.59	(\$681.60)	\$0.00	(\$681.60)	-1.92%
100.2410.0220.000.000.000	Social Security Administration	\$8,765.98	\$9,932.71	\$9,932.71	(\$1,166.73)	\$0.00	(\$1,166.73)	-13.31%
100.2410.0231.000.000.000	Worker's Compensation	\$1,077.13	\$986.23	\$986.23	\$90.90	\$0.00	\$90.90	8.44%
100.2410.0232.000.000.000	Unemployment Compensation	\$2,589.69	\$3,895.19	\$3,895.19	(\$1,305.50)	\$0.00	(\$1,305.50)	-50.41%
100.2410.0240.000.000.000	Contractual Employee Benefits	\$9,900.00	\$4,950.00	\$4,950.00	\$4,950.00	\$0.00	\$4,950.00	50.00%
100.2410.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$7,650.00	\$7,650.00	(\$7,650.00)	\$0.00	(\$7,650.00)	0.00%
100.2410.0311.000.000.000	Instructional Services	\$0.00	\$675.00	\$675.00	(\$675.00)	\$0.00	(\$675.00)	0.00%
100.2410.0312.000.000.000	Instructional Programs Improve	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	100.00%
100.2410.0340.000.000.000	Travel	\$3,000.00	\$431.85	\$431.85	\$2,568.15	\$0.00	\$2,568.15	85.61%
100.2410.0353.000.000.000	Postage	\$1,350.00	\$1,919.77	\$1,919.77	(\$569.77)	\$0.00	(\$569.77)	-42.21%
100.2410.0354.000.000.000	Advertising	\$650.00	\$1,102.51	\$1,102.51	(\$452.51)	\$0.00	(\$452.51)	-69.62%
100.2410.0390.000.000.000	Other General Professional and	\$0.00	\$6,258.70	\$6,258.70	(\$6,258.70)	\$0.00	(\$6,258.70)	0.00%
100.2410.0410.000.000.000	Consumable Supplies and Materi	\$0.00	\$24,208.81	\$24,208.81	(\$6,208.81)	\$0.00	(\$6,208.81)	-34.49%
100.2410.0411.000.000.000	Meetings/Meals	\$2,000.00	\$20.03	\$20.03	\$1,979.97	\$0.00	\$1,979.97	99.00%
100.2410.0440.000.000.000	Periodicals	\$0.00	\$313.95	\$313.95	(\$313.95)	\$0.00	(\$313.95)	0.00%
100.2410.0470.000.000.000	Computer Software	\$0.00	\$3,101.84	\$3,101.84	(\$3,101.84)	\$0.00	(\$3,101.84)	0.00%
100.2410.0480.000.000.000	Computer Hardware	\$2,000.00	\$33,691.20	\$33,691.20	(\$31,691.20)	\$0.00	(\$31,691.20)	-1594.56%
100.2410.0640.000.000.000	Dues and Fees	\$2,700.00	\$6,418.46	\$6,418.46	(\$3,718.46)	\$0.00	(\$3,718.46)	-137.72%
	FUNCTION: Office of the Principal Services - 2410	\$213,646.79	\$272,448.69	\$272,448.69	(\$58,801.90)	\$0.00	(\$58,801.90)	-27.52%
100.2520.0112.000.000.000	Classified Salaries	\$44,880.00	\$0.00	\$0.00	\$44,880.00	\$0.00	\$44,880.00	100.00%
100.2520.0210.000.000.000	Public Employees Retirement Sy	\$11,929.10	\$0.00	\$0.00	\$11,929.10	\$0.00	\$11,929.10	100.00%
100.2520.0220.000.000.000	Social Security Administration	\$3,433.32	\$0.00	\$0.00	\$3,433.32	\$0.00	\$3,433.32	100.00%
100.2520.0231.000.000.000	Worker's Compensation	\$421.87	\$0.00	\$0.00	\$421.87	\$0.00	\$421.87	100.00%
100.2520.0240.000.000.000	Unemployment Compensation	\$1,166.88	\$0.00	\$0.00	\$1,166.88	\$0.00	\$1,166.88	100.00%
100.2520.0240.000.000.000	Contractual Employee Benefits	\$5,400.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$5,400.00	100.00%
100.2520.0351.000.000.000	Telephone	\$0.00	\$288.00	\$288.00	(\$288.00)	\$0.00	(\$288.00)	0.00%
100.2520.0381.000.000.000	Audit Services	\$20,000.00	\$20,140.00	\$20,140.00	(\$140.00)	\$0.00	(\$140.00)	-0.70%
100.2520.0390.000.000.000	Other General Professional and	\$15,000.00	\$51,720.30	\$51,720.30	(\$36,720.30)	\$2.50	(\$36,722.80)	-244.82%
100.2520.0640.000.000.000	Dues and Fees	\$1,745.13	\$1,403.57	\$1,403.57	\$341.56	\$0.00	\$341.56	19.57%
	FUNCTION: Fiscal Services - 2520	\$103,976.30	\$73,551.87	\$73,551.87	\$30,424.43	\$2.50	\$30,421.93	29.26%
100.2540.0323.000.000.000	Alarm/Security	\$15,000.00	\$1,768.00	\$1,768.00	\$13,232.00	\$3,232.00	\$10,000.00	66.67%
100.2540.0324.000.000.000	Rentals	\$16,000.00	\$13,317.76	\$13,317.76	\$2,682.24	\$10,427.50	(\$7,745.26)	-48.41%
100.2540.0326.000.000.000	Fuel	\$27,000.00	\$23,321.74	\$23,321.74	\$3,678.26	\$0.00	\$3,678.26	13.62%
100.2540.0327.000.000.000	Water and Sewage	\$20,000.00	\$17,677.50	\$17,677.50	\$2,322.50	\$2,322.50	\$0.00	0.00%
100.2540.0328.000.000.000	Garbage	\$7,825.00	\$8,294.21	\$8,294.21	(\$469.21)	\$0.00	(\$469.21)	-6.00%
100.2540.0329.000.000.000	Other Property Services	\$31,000.00	\$23,735.66	\$23,735.66	\$7,264.34	\$6,264.34	\$1,000.00	3.23%
100.2540.0351.000.000.000	Telephone	\$4,900.00	\$4,486.96	\$4,486.96	\$403.04	\$0.00	\$403.04	8.23%
100.2540.0640.000.000.000	Dues and Fees	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	100.00%
	FUNCTION: Operation and Maintenance of Plant Services - 2540	\$124,425.00	\$92,611.83	\$92,611.83	\$31,813.17	\$22,246.34	\$9,566.83	7.69%
100.2542.0322.000.000.000	Repairs and Maintenance Serv	\$0.00	\$1,000.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
	FUNCTION: Care and Upkeep of Buildings Services - 2542	\$0.00	\$1,000.00	\$1,000.00	(\$1,000.00)	\$0.00	(\$1,000.00)	0.00%
100.2543.0112.000.000.000	Classified Salaries	\$70,376.80	\$85,877.85	\$85,877.85	(\$15,501.05)	\$0.00	(\$15,501.05)	-22.03%
100.2543.0122.000.000.000	Substitutes - Classified	\$3,500.00	\$13,567.51	\$13,567.51	(\$10,067.51)	\$0.00	(\$10,067.51)	-287.64%
100.2543.0210.000.000.000	Public Employees Retirement Sy	\$21,356.51	\$28,516.61	\$28,516.61	(\$7,160.10)	\$0.00	(\$7,160.10)	-33.53%

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100.2543.0220.000.000.000	Social Security Administration	\$5,383.83	\$6,390.81	\$6,390.81	(\$1,006.98)	\$0.00	(\$1,006.98)	-16.70%
100.2543.0231.000.000.000	Worker's Compensation	\$4,143.48	\$3,952.42	\$3,952.42	\$191.06	\$0.00	\$191.06	4.61%
100.2543.0232.000.000.000	Unemployment Compensation	\$1,829.80	\$2,506.25	\$2,506.25	(\$676.45)	\$0.00	(\$676.45)	-36.97%
100.2543.0240.000.000.000	Contractual Employee Benefits	\$10,800.00	\$9,900.00	\$9,900.00	\$900.00	\$0.00	\$900.00	8.33%
100.2543.0340.000.000.000	Travel	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
100.2543.0410.000.000.000	Consumable Supplies and Mater	\$6,599.04	\$0.00	\$0.00	\$6,599.04	\$0.00	\$6,599.04	100.00%
	FUNCTION: Care and Upkeep of Grounds Services - 2543	\$124,739.46	\$150,711.45	\$150,711.45	(\$25,971.99)	\$0.00	(\$25,971.99)	-20.82%
100.2544.0112.000.000.000	Classified Salaries	\$32,780.80	\$33,304.82	\$33,304.82	(\$524.02)	\$0.00	(\$524.02)	-1.60%
100.2544.0122.000.000.000	Substitutes - Classified	\$3,500.00	\$2,992.50	\$2,992.50	\$507.50	\$0.00	\$507.50	14.50%
100.2544.0210.000.000.000	Public Employees Retirement Sy	\$10,499.69	\$11,440.53	\$11,440.53	(\$940.84)	\$0.00	(\$940.84)	-8.96%
100.2544.0220.000.000.000	Social Security Administration	\$2,507.73	\$2,654.02	\$2,654.02	(\$146.29)	\$0.00	(\$146.29)	-5.83%
100.2544.0231.000.000.000	Worker's Compensation	\$2,655.24	\$2,027.88	\$2,027.88	\$627.36	\$0.00	\$627.36	23.63%
100.2544.0232.000.000.000	Unemployment Compensation	\$652.30	\$1,040.83	\$1,040.83	(\$388.53)	\$0.00	(\$388.53)	-22.12%
100.2544.0240.000.000.000	Contractual Employee Benefits	\$5,400.00	\$5,400.00	\$5,400.00	\$0.00	\$0.00	\$0.00	0.00%
100.2544.0322.000.711.000	Repairs and Maintenance Serv	\$15,000.00	\$31,372.75	\$31,372.75	(\$16,372.75)	\$0.00	(\$16,372.75)	-109.15%
100.2544.0340.000.000.000	Travel	\$0.00	\$611.94	\$611.94	(\$611.94)	\$0.00	(\$611.94)	0.00%
100.2544.0410.000.000.000	Consumable Supplies and Mater	\$20,343.12	\$7,054.20	\$7,054.20	\$13,288.92	\$0.00	\$13,288.92	65.32%
	FUNCTION: Maintenance - 2544	\$93,538.88	\$97,899.47	\$97,899.47	(\$4,360.59)	\$0.00	(\$4,360.59)	-4.66%
100.2550.0330.000.000.000	Student Transportation Service	\$54,000.00	\$22,601.70	\$22,601.70	\$31,398.30	\$0.00	\$31,398.30	58.15%
	FUNCTION: Student Transportation Services - 2550	\$54,000.00	\$22,601.70	\$22,601.70	\$31,398.30	\$0.00	\$31,398.30	58.15%
100.2669.0359.000.000.000	Other Communication Services	\$9,000.00	\$8,406.79	\$8,406.79	\$593.21	\$1,011.28	(\$418.07)	-4.65%
	FUNCTION: Other Technology Services - 2669	\$9,000.00	\$8,406.79	\$8,406.79	\$593.21	\$1,011.28	(\$418.07)	-4.65%
100.6000.0820.000.000.000	Reserved for Next Year	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
	FUNCTION: Contingencies - 6000	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
100.7000.0820.000.000.000	Reserved for Next Year	\$117,242.24	\$0.00	\$0.00	\$117,242.24	\$0.00	\$117,242.24	100.00%
	FUNCTION: Unappropriated Ending Fund Balance - 7000	\$117,242.24	\$0.00	\$0.00	\$117,242.24	\$0.00	\$117,242.24	100.00%
	FUND: General Fund - 100	\$0.00	\$0.00	\$0.00	\$0.00	\$24,676.38	(\$24,676.38)	0.00%

SILETZ VALLEY SCHOOL

Board Folder

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Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range

Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
206.0000.1740.000.000.000	Fees	(\$9,750.00)	(\$5,875.00)	(\$5,875.00)	(\$3,875.00)	\$0.00	(\$3,875.00)	39.74%
206.0000.1920.000.000.000	Contributions and Donations Fr	(\$96,400.00)	(\$96,400.00)	(\$96,400.00)	\$0.00	\$0.00	\$0.00	0.00%
206.0000.1990.000.000.000	Miscellaneous	\$0.00	(\$1,299.55)	(\$1,299.55)	\$1,299.55	\$0.00	\$1,299.55	0.00%
206.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	(\$14,894.74)	\$14,894.74	\$0.00	\$14,894.74	0.00%
206.0000.9101.003.000.000	CASH	\$0.00	\$0.00	\$11,131.35	(\$11,131.35)	\$0.00	(\$11,131.35)	0.00%
206.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$15,168.93	\$29,379.50	(\$29,379.50)	\$0.00	(\$29,379.50)	0.00%
206.0000.9105.000.000.000	Washington Federal Money Marke	\$0.00	(\$10,129.62)	(\$11,757.86)	\$11,757.86	\$0.00	\$11,757.86	0.00%
206.0000.9421.000.000.000	ACCOUNTS PAYABLE	\$0.00	\$8,070.17	(\$748.77)	\$748.77	\$0.00	\$748.77	0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$106,150.00)	(\$90,465.07)	(\$90,465.07)	(\$15,684.93)	\$0.00	(\$15,684.93)	14.78%
206.1122.0150.000.000.000	Coaching/Athletics	\$9,050.00	\$8,250.00	\$8,250.00	\$800.00	\$0.00	\$800.00	8.84%
206.1122.0210.000.000.000	Public Employees Retirement Sy	\$0.00	\$1,891.63	\$1,891.63	(\$1,891.63)	\$0.00	(\$1,891.63)	0.00%
206.1122.0220.000.000.000	Social Security Administration	\$682.33	\$631.17	\$631.17	\$61.16	\$0.00	\$61.16	8.83%
206.1122.0231.000.000.000	Worker's Compensation	\$85.07	\$63.74	\$63.74	\$21.33	\$0.00	\$21.33	25.07%
206.1122.0232.000.000.000	Unemployment Compensation	\$235.30	\$247.51	\$247.51	(\$12.21)	\$0.00	(\$12.21)	-5.19%
206.1122.0318.000.000.000	Professional and Improvement C	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
206.1122.0324.000.230.000	Rentals	\$2,000.00	\$605.00	\$605.00	\$1,395.00	\$0.00	\$1,395.00	69.75%
206.1122.0340.000.000.000	Travel	\$4,467.72	\$70.30	\$70.30	\$4,397.42	\$0.00	\$4,397.42	98.43%
206.1122.0410.000.000.000	Consumable Supplies and Materi	\$1,626.65	\$1,097.15	\$1,097.15	\$529.50	\$0.00	\$529.50	32.55%
206.1122.0460.000.000.000	Non-consumable Items	\$1,525.00	\$0.00	\$0.00	\$1,525.00	\$0.00	\$1,525.00	100.00%
206.1122.0640.000.000.000	Dues and Fees	\$4,475.00	\$2,321.75	\$2,321.75	\$2,153.25	\$0.00	\$2,153.25	48.12%
206.1122.0640.000.230.000	Dues and Fees	\$0.00	\$889.50	\$889.50	(\$889.50)	\$0.00	(\$889.50)	0.00%
	FUNCTION: Middle/Junior High School Extra-curricular - 1122	\$25,157.07	\$16,067.75	\$16,067.75	\$9,089.32	\$0.00	\$9,089.32	36.13%
206.1132.0150.000.000.000	Coaching/Athletics	\$23,500.00	\$24,475.00	\$24,475.00	(\$975.00)	\$0.00	(\$975.00)	-4.15%
206.1132.0210.000.000.000	Public Employees Retirement Sy	\$6,246.30	\$2,219.44	\$2,219.44	\$4,026.86	\$0.00	\$4,026.86	64.47%
206.1132.0220.000.000.000	Social Security Administration	\$1,797.75	\$1,872.31	\$1,872.31	(\$74.56)	\$0.00	(\$74.56)	-4.15%
206.1132.0231.000.000.000	Worker's Compensation	\$220.90	\$185.07	\$185.07	\$35.83	\$0.00	\$35.83	16.22%
206.1132.0232.000.000.000	Unemployment Compensation	\$611.00	\$734.27	\$734.27	(\$123.27)	\$0.00	(\$123.27)	-20.18%
206.1132.0318.000.000.000	Professional and Improvement C	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
206.1132.0322.000.000.000	Repairs and Maintenance Servc	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
206.1132.0324.000.000.000	Rentals	\$2,000.00	\$2,980.00	\$2,980.00	(\$980.00)	\$0.00	(\$980.00)	-49.00%
206.1132.0330.000.000.000	Student Transportation Service	\$0.00	\$10,129.62	\$10,129.62	(\$10,129.62)	\$0.00	(\$10,129.62)	0.00%
206.1132.0340.000.000.000	Travel	\$16,305.48	\$9,171.96	\$9,171.96	\$7,133.52	\$0.00	\$7,133.52	43.75%
206.1132.0345.000.000.000	Travel	\$4,500.00	\$584.64	\$584.64	\$3,915.36	\$0.00	\$3,915.36	87.01%
206.1132.0410.000.000.000	Consumable Supplies and Materi	\$3,311.50	\$7,166.82	\$7,166.82	(\$3,855.32)	\$219.37	(\$4,074.69)	-123.05%
206.1132.0411.000.000.000	Meetings/Meals	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
206.1132.0460.000.000.000	Non-consumable Items	\$3,025.00	\$0.00	\$0.00	\$3,025.00	\$1,729.20	\$1,295.80	42.84%
206.1132.0541.000.000.000	Initial and Additional Equipme	\$0.00	\$1,003.44	\$1,003.44	(\$1,003.44)	\$0.00	(\$1,003.44)	0.00%
206.1132.0640.000.000.000	Dues and Fees	\$14,975.00	\$13,874.75	\$13,874.75	\$1,100.25	\$0.00	\$1,100.25	7.35%
	FUNCTION: High School Extra-curricular - 1132	\$80,992.93	\$74,397.32	\$74,397.32	\$6,595.61	\$1,948.57	\$4,647.04	5.74%
	FUND: Middle School Athletics - 206	\$0.00	\$0.00	\$0.00	\$0.00	\$1,948.57	(\$1,948.57)	0.00%

SILETZ VALLEY SCHOOL

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From Date: 7/1/2019 To Date: 6/30/2020

Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
208.0000.1920.000.000.000	Contributions and Donations Fr	(\$185,600.00)	(\$195,600.00)	(\$195,600.00)	\$10,000.00	\$0.00	\$10,000.00	-5.39%
208.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	(\$57,809.78)	\$7,809.78	\$0.00	\$57,809.78	0.00%
208.0000.9101.003.000.000	CASH	\$0.00	\$0.00	\$312,988.84	(\$312,988.84)	\$0.00	(\$312,988.84)	0.00%
208.0000.9104.000.000.000	Washington Federal Checking	\$0.00	(\$105,835.42)	(\$354,041.18)	\$354,041.18	\$0.00	\$354,041.18	0.00%
208.0000.9191.001.000.000	Advances/Deposits	\$0.00	\$0.00	(\$595.00)	\$595.00	\$0.00	\$595.00	0.00%
208.0000.9421.000.000.000	ACCOUNTS PAYABLE	\$0.00	\$1,627.88	(\$4,750.42)	\$4,750.42	\$0.00	\$4,750.42	0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$185,600.00)	(\$299,807.54)	(\$299,807.54)	\$114,207.54	\$0.00	\$114,207.54	-61.53%
208.1111.0111.000.000.000	Licensed Salaries	\$3,159.85	\$31,711.56	\$31,711.56	(\$28,551.71)	\$0.00	(\$28,551.71)	-903.59%
208.1111.0112.000.000.000	Classified Salaries	\$0.00	\$4,763.45	\$4,763.45	(\$4,763.45)	\$0.00	(\$4,763.45)	0.00%
208.1111.0210.000.000.000	Public Employees Retirement Sy	\$913.20	\$9,635.26	\$9,635.26	(\$8,722.06)	\$0.00	(\$8,722.06)	-955.11%
208.1111.0220.000.000.000	Social Security Administration	\$241.73	\$2,773.15	\$2,773.15	(\$2,531.42)	\$0.00	(\$2,531.42)	-1047.21%
208.1111.0231.000.000.000	Worker's Compensation	\$29.70	\$276.79	\$276.79	(\$247.09)	\$0.00	(\$247.09)	-831.95%
208.1111.0232.000.000.000	Unemployment Compensation	\$71.41	\$1,087.45	\$1,087.45	(\$1,016.04)	\$0.00	(\$1,016.04)	-1422.83%
208.1111.0240.000.000.000	Contractual Employee Benefits	\$1,649.84	\$0.00	\$0.00	\$1,649.84	\$0.00	\$1,649.84	100.00%
208.1111.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$2,855.27	\$2,855.27	(\$2,855.27)	\$0.00	(\$2,855.27)	0.00%
	FUNCTION: Primary, K-3 - 1111	\$6,065.73	\$53,102.93	\$53,102.93	(\$47,037.20)	\$0.00	(\$47,037.20)	-775.46%
208.1112.0111.000.000.000	Licensed Salaries	\$3,159.85	\$32,161.56	\$32,161.56	(\$29,001.71)	\$0.00	(\$29,001.71)	-917.82%
208.1112.0112.000.000.000	Classified Salaries	\$0.00	\$4,763.45	\$4,763.45	(\$4,763.45)	\$0.00	(\$4,763.45)	0.00%
208.1112.0210.000.000.000	Public Employees Retirement Sy	\$913.20	\$9,754.85	\$9,754.85	(\$8,841.65)	\$0.00	(\$8,841.65)	-968.21%
208.1112.0220.000.000.000	Social Security Administration	\$241.73	\$2,807.58	\$2,807.58	(\$2,565.85)	\$0.00	(\$2,565.85)	-1061.45%
208.1112.0231.000.000.000	Worker's Compensation	\$29.70	\$280.05	\$280.05	(\$250.35)	\$0.00	(\$250.35)	-842.93%
208.1112.0232.000.000.000	Unemployment Compensation	\$71.41	\$1,100.94	\$1,100.94	(\$1,029.53)	\$0.00	(\$1,029.53)	-1441.72%
208.1112.0240.000.000.000	Contractual Employee Benefits	\$1,649.84	\$0.00	\$0.00	\$1,649.84	\$0.00	\$1,649.84	100.00%
208.1112.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$2,907.01	\$2,907.01	(\$2,907.01)	\$0.00	(\$2,907.01)	0.00%
	FUNCTION: Intermediate Programs - 1112	\$6,065.73	\$53,775.44	\$53,775.44	(\$47,709.71)	\$0.00	(\$47,709.71)	-786.55%
208.1121.0111.000.000.000	Licensed Salaries	\$3,160.80	\$33,044.16	\$33,044.16	(\$29,883.36)	\$0.00	(\$29,883.36)	-945.44%
208.1121.0112.000.000.000	Classified Salaries	\$0.00	\$4,764.97	\$4,764.97	(\$4,764.97)	\$0.00	(\$4,764.97)	0.00%
208.1121.0210.000.000.000	Public Employees Retirement Sy	\$913.47	\$9,989.87	\$9,989.87	(\$9,076.40)	\$0.00	(\$9,076.40)	-993.62%
208.1121.0220.000.000.000	Social Security Administration	\$241.80	\$2,875.21	\$2,875.21	(\$2,633.41)	\$0.00	(\$2,633.41)	-1089.09%
208.1121.0231.000.000.000	Worker's Compensation	\$29.71	\$286.83	\$286.83	(\$257.12)	\$0.00	(\$257.12)	-865.43%
208.1121.0232.000.000.000	Unemployment Compensation	\$71.43	\$1,127.59	\$1,127.59	(\$1,056.16)	\$0.00	(\$1,056.16)	-1478.59%
208.1121.0240.000.000.000	Contractual Employee Benefits	\$1,650.33	\$0.00	\$0.00	\$1,650.33	\$0.00	\$1,650.33	100.00%
208.1121.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$2,986.88	\$2,986.88	(\$2,986.88)	\$0.00	(\$2,986.88)	0.00%
	FUNCTION: Middle/Junior High Programs - 1121	\$6,067.54	\$55,075.51	\$55,075.51	(\$49,007.97)	\$0.00	(\$49,007.97)	-807.71%
208.1131.0111.000.000.000	Licensed Salaries	\$4,035.98	\$10,685.77	\$10,685.77	(\$6,649.79)	\$0.00	(\$6,649.79)	-164.76%
208.1131.0210.000.000.000	Public Employees Retirement Sy	\$1,292.72	\$2,780.49	\$2,780.49	(\$1,487.77)	\$0.00	(\$1,487.77)	-115.09%
208.1131.0220.000.000.000	Social Security Administration	\$308.75	\$800.20	\$800.20	(\$491.46)	\$0.00	(\$491.46)	-159.17%
208.1131.0231.000.000.000	Worker's Compensation	\$37.94	\$79.29	\$79.29	(\$41.35)	\$0.00	(\$41.35)	-108.99%
208.1131.0232.000.000.000	Unemployment Compensation	\$91.21	\$313.89	\$313.89	(\$222.68)	\$0.00	(\$222.68)	-244.14%
208.1131.0240.000.000.000	Contractual Employee Benefits	\$450.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	100.00%
208.1131.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$1,150.84	\$1,150.84	(\$1,150.84)	\$0.00	(\$1,150.84)	0.00%
208.1131.0410.000.000.000	Consumable Supplies and Materi	\$1,505.05	\$0.00	\$0.00	\$1,505.05	\$0.00	\$1,505.05	100.00%
208.1131.0470.000.000.000	Computer Software	\$3,500.00	\$1,326.90	\$1,326.90	\$2,173.10	\$0.00	\$2,173.10	62.09%
208.1131.0480.000.000.000	Computer Hardware	\$4,000.00	\$209.08	\$209.08	\$3,790.92	\$0.00	\$3,790.92	94.77%
	FUNCTION: High School Programs - 1131	\$15,221.65	\$17,346.46	\$17,346.46	(\$2,124.81)	\$0.00	(\$2,124.81)	-13.96%
208.1420.0111.000.000.000	Licensed Salaries	\$3,500.00	\$1,900.00	\$1,900.00	\$1,600.00	\$0.00	\$1,600.00	45.71%

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- Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
208.1420.0130.000.000.000	Additional Salary	\$0.00	\$3,800.00	\$3,800.00	(\$3,800.00)	\$0.00	0.00%
208.1420.0210.000.000.000	Public Employees Retirement Sy	\$0.00	\$1,618.61	\$1,618.61	(\$1,618.61)	\$0.00	0.00%
208.1420.0220.000.000.000	Social Security Administration	\$0.00	\$426.38	\$426.38	(\$426.38)	\$0.00	0.00%
208.1420.0231.000.000.000	Worker's Compensation	\$0.00	\$43.87	\$43.87	(\$43.87)	\$0.00	0.00%
208.1420.0232.000.000.000	Unemployment Compensation FUNCTION: Middle/Junior High - 1420	\$0.00	\$167.21	\$167.21	(\$167.21)	\$0.00	0.00%
		\$3,500.00	\$7,956.07	\$7,956.07	(\$4,456.07)	\$0.00	-127.32%
208.2130.0390.000.000.000	Other General Professional and FUNCTION: Health Services - 2130	\$5,500.00	\$0.00	\$0.00	\$5,500.00	\$0.00	100.00%
		\$5,500.00	\$0.00	\$0.00	\$5,500.00	\$0.00	100.00%
208.2310.0345.000.000.000	Travel	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	100.00%
208.2310.0384.002.000.000	Negotiation Services FUNCTION: Board of Education Services - 2310	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	100.00%
		\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	100.00%
208.2410.0410.000.000.000	Consumable Supplies and Materi	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	100.00%
208.2410.0470.000.000.000	Computer Software FUNCTION: Office of the Principal Services - 2410	\$0.00	\$4,100.40	\$4,100.40	(\$4,100.40)	\$0.00	0.00%
		\$8,000.00	\$4,100.40	\$4,100.40	\$3,899.60	\$0.00	48.75%
208.2541.0651.000.000.000	Liability Insurance FUNCTION: Service Area Direction - 2541	\$33,000.00	\$36,852.00	\$36,852.00	(\$3,852.00)	\$0.00	-11.67%
		\$33,000.00	\$36,852.00	\$36,852.00	(\$3,852.00)	\$0.00	-11.67%
208.2542.0410.000.000.000	Consumable Supplies and Materi FUNCTION: Care and Upkeep of Buildings Services - 2542	\$7,912.60	\$146.79	\$146.79	\$7,765.81	\$0.00	98.14%
		\$7,912.60	\$146.79	\$146.79	\$7,765.81	\$0.00	98.14%
208.2544.0410.000.000.000	Consumable Supplies and Materi FUNCTION: Maintenance - 2544	\$13,166.75	\$12,100.24	\$12,100.24	\$1,066.51	\$0.00	8.10%
		\$13,166.75	\$12,100.24	\$12,100.24	\$1,066.51	\$0.00	8.10%
208.2552.0322.000.000.000	Repairs and Maintenance Serv	\$1,500.00	\$640.00	\$640.00	\$860.00	\$0.00	57.33%
208.2552.0610.000.000.000	Redemption of Principal FUNCTION: Vehicle Operation Services - 2552	\$45,600.00	\$42,811.70	\$42,811.70	\$2,788.30	\$2,788.30	0.00%
		\$47,100.00	\$43,451.70	\$43,451.70	\$3,648.30	\$2,788.30	1.83%
208.2660.0390.000.000.000	Other General Professional and FUNCTION: Technology Services - 2660	\$19,000.00	\$15,900.00	\$15,900.00	\$3,100.00	\$2,100.00	5.26%
		\$19,000.00	\$15,900.00	\$15,900.00	\$3,100.00	\$2,100.00	5.26%
208.5110.0610.000.000.000	Redemption of Principal FUNCTION: Long-Term Debt Service - 5110	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	100.00%
		\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	100.00%
	FUND: Confederated Tribes of Siletz - 208	\$0.00	\$0.00	\$0.00	\$0.00	\$4,888.30	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
225.0000.1990.000.000.000	Miscellaneous	(\$5,250.00)	\$0.00	\$0.00	(\$5,250.00)	\$0.00	100.00%
225.0000.5200.000.000.000	Interfund Transfers	(\$5,437.20)	\$0.00	\$0.00	(\$5,437.20)	\$0.00	100.00%
225.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	\$12,471.68	(\$12,471.68)	\$0.00	0.00%
225.0000.9104.000.000.000	Washington Federal Checking	\$0.00	(\$12,488.56)	(\$38,953.39)	\$38,953.39	\$0.00	0.00%
225.0000.9105.000.000.000	Washington Federal Money Marke	\$0.00	\$0.00	\$13,993.15	(\$13,993.15)	\$0.00	0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$10,687.20)	(\$12,488.56)	(\$12,488.56)	\$1,801.36	\$0.00	-16.86%
225.1112.0111.000.000.000	Licensed Salaries	\$2,550.00	\$3,400.00	\$3,400.00	(\$850.00)	\$0.00	-33.33%
225.1112.0210.000.000.000	Public Employees Retirement Sy	\$557.69	\$602.48	\$602.48	(\$44.79)	\$0.00	-8.03%
225.1112.0220.000.000.000	Social Security Administration	\$195.08	\$238.63	\$238.63	(\$43.55)	\$0.00	-22.32%
225.1112.0231.000.000.000	Worker's Compensation	\$23.97	\$25.51	\$25.51	(\$1.54)	\$0.00	-6.42%
225.1112.0232.000.000.000	Unemployment Compensation	\$66.30	\$93.57	\$93.57	(\$27.27)	\$0.00	-41.13%
225.1112.0340.000.000.000	Travel	\$62.57	\$0.00	\$0.00	\$62.57	\$0.00	100.00%
225.1112.0410.000.000.000	Consumable Supplies and Mater	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	100.00%
	FUNCTION: Intermediate Programs - 1112	\$3,505.61	\$4,360.19	\$4,360.19	(\$854.58)	\$0.00	-24.38%
225.1121.0111.000.000.000	Licensed Salaries	\$2,550.00	\$2,550.00	\$2,550.00	\$0.00	\$0.00	0.00%
225.1121.0210.000.000.000	Public Employees Retirement Sy	\$557.69	\$677.79	\$677.79	(\$120.10)	\$0.00	-21.54%
225.1121.0220.000.000.000	Social Security Administration	\$195.08	\$194.64	\$194.64	\$0.44	\$0.00	0.23%
225.1121.0231.000.000.000	Worker's Compensation	\$23.97	\$19.08	\$19.08	\$4.89	\$0.00	20.40%
225.1121.0232.000.000.000	Unemployment Compensation	\$66.30	\$76.32	\$76.32	(\$10.02)	\$0.00	-15.11%
225.1121.0340.000.000.000	Travel	\$62.57	\$0.00	\$0.00	\$62.57	\$0.00	100.00%
225.1121.0410.000.000.000	Consumable Supplies and Mater	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	100.00%
	FUNCTION: Middle/Junior High Programs - 1121	\$3,505.61	\$3,517.83	\$3,517.83	(\$12.22)	\$0.00	-0.35%
225.1131.0111.000.000.000	Licensed Salaries	\$2,550.00	\$2,550.00	\$2,550.00	\$0.00	\$0.00	0.00%
225.1131.0210.000.000.000	Public Employees Retirement Sy	\$557.69	\$816.75	\$816.75	(\$259.06)	\$0.00	-46.45%
225.1131.0220.000.000.000	Social Security Administration	\$195.08	\$195.06	\$195.06	\$0.02	\$0.00	0.01%
225.1131.0231.000.000.000	Worker's Compensation	\$23.97	\$18.98	\$18.98	\$4.99	\$0.00	20.82%
225.1131.0232.000.000.000	Unemployment Compensation	\$235.30	\$76.50	\$76.50	\$158.80	\$0.00	67.49%
225.1131.0340.000.000.000	Travel	\$63.94	\$0.00	\$0.00	\$63.94	\$0.00	100.00%
225.1131.0410.000.000.000	Consumable Supplies and Mater	\$50.00	\$953.25	\$953.25	(\$903.25)	\$0.00	-1806.50%
	FUNCTION: High School Programs - 1131	\$3,675.98	\$4,610.54	\$4,610.54	(\$934.56)	\$0.00	-25.42%
	FUND: Smite Program - 225	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
227.0000.4700.000.000.000	Grants-In-Aid From the Federal	(\$51,850.00)	\$0.00	\$0.00	(\$51,850.00)	\$0.00	100.00%
227.0000.5200.000.000.000	Interfund Transfers	(\$15,216.86)	\$0.00	\$0.00	(\$15,216.86)	\$0.00	100.00%
227.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	(\$32,483.58)	\$32,483.58	\$0.00	0.00%
227.0000.9101.003.000.000	CASH	\$0.00	\$0.00	\$155,920.96	(\$155,920.96)	\$0.00	0.00%
227.0000.9104.000.000.000	Washington Federal Checking	\$0.00	(\$27,444.71)	(\$469,878.05)	\$469,878.05	\$0.00	0.00%
227.0000.9105.000.000.000	Washington Federal Money Marke	\$0.00	\$30,752.88	\$300,341.64	(\$300,341.64)	\$0.00	0.00%
227.0000.9153.001.000.000	Accounts Receivable	\$0.00	(\$30,752.88)	\$18,654.32	(\$18,654.32)	\$0.00	0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$67,066.86)	(\$27,444.71)	(\$27,444.71)	(\$39,622.15)	\$0.00	59.08%
227.1272.0112.000.000.000	Classified Salaries	\$39,970.14	\$16,494.30	\$16,494.30	\$23,475.84	\$0.00	58.73%
227.1272.0122.000.000.000	Substitutes - Classified	\$0.00	\$115.00	\$115.00	(\$115.00)	\$0.00	0.00%
227.1272.0210.000.000.000	Public Employees Retirement Sy	\$10,624.06	\$4,318.42	\$4,318.42	\$6,305.64	\$0.00	59.35%
227.1272.0220.000.000.000	Social Security Administration	\$3,057.72	\$1,270.61	\$1,270.61	\$1,787.11	\$0.00	58.45%
227.1272.0231.000.000.000	Worker's Compensation	\$375.72	\$131.21	\$131.21	\$244.51	\$0.00	65.08%
227.1272.0232.000.000.000	Unemployment Compensation	\$1,039.22	\$530.46	\$530.46	\$508.76	\$0.00	48.96%
227.1272.0240.000.000.000	Contractual Employee Benefits	\$9,000.00	\$900.00	\$900.00	\$8,100.00	\$0.00	90.00%
227.1272.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$3,600.00	\$3,600.00	(\$3,600.00)	\$0.00	0.00%
	FUNCTION: Title I - 1272	\$64,066.86	\$27,360.00	\$27,360.00	\$36,706.86	\$0.00	57.29%
227.2240.0410.000.000.000	Consumable Supplies and Materi	\$1,000.00	\$249.98	\$249.98	\$750.02	\$0.00	75.00%
227.2240.0411.000.000.000	Meetings/Meals	\$2,000.00	(\$165.27)	(\$165.27)	\$2,165.27	\$0.00	108.26%
	FUNCTION: Instructional Staff Development - 2240	\$3,000.00	\$84.71	\$84.71	\$2,915.29	\$0.00	97.18%
	FUND: Title 1A - - 227	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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231.0000.9101.003.000.000	CASH	\$0.00	\$0.00	\$1,218.59	(\$1,218.59)	\$0.00	(\$1,218.59)	0.00%
231.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$0.00	(\$1,218.59)	\$1,218.59	\$0.00	\$1,218.59	0.00%
	FUNCTION: UNDESIGNATED - 0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FUND: Title IA-D Priority/Focus Improvement - 231	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
234.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	\$730.13	(\$730.13)	\$0.00	(\$730.13)	0.00%
234.0000.9101.003.000.000	CASH	\$0.00	\$0.00	\$35,788.08	(\$35,788.08)	\$0.00	(\$35,788.08)	0.00%
234.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$0.00	(\$68,444.77)	\$68,444.77	\$0.00	\$68,444.77	0.00%
234.0000.9105.000.000.000	Washington Federal Money Marke	\$0.00	\$0.00	\$28,043.94	(\$28,043.94)	\$0.00	(\$28,043.94)	0.00%
234.0000.9153.000.000.000	Accounts Receivable	\$0.00	\$0.00	\$3,882.62	(\$3,882.62)	\$0.00	(\$3,882.62)	0.00%
	FUNCTION: UNDESIGNATED - 0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FUND: Title 1A-D Priority/Focus Improvement Prog 5 - Fair - 234	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
235.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	(\$17,128.18)	\$17,128.18	\$0.00	\$17,128.18	0.00%
235.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$0.00	\$16,593.29	(\$16,593.29)	\$0.00	(\$16,593.29)	0.00%
235.0000.9105.000.000.000	Washington Federal Money Marke	\$0.00	\$671.24	\$4,417.51	(\$4,417.51)	\$0.00	(\$4,417.51)	0.00%
235.0000.9153.000.000.000	Accounts Receivable	\$0.00	(\$671.24)	(\$3,882.62)	\$3,882.62	\$0.00	\$3,882.62	0.00%
	FUNCTION: UNDESIGNATED - 0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FUND: Mentoring, Monitoring, & Acceleration Grant - 235	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
236.0000.1920.000.000.000	Contributions and Donations Fr	(\$8,250.00)	(\$7,500.00)	(\$7,500.00)	(\$750.00)	\$0.00	(\$750.00)	9.09%
236.0000.5200.000.000.000	Interfund Transfers	(\$13,850.00)	\$0.00	\$0.00	(\$13,850.00)	\$0.00	(\$13,850.00)	100.00%
236.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	\$21,958.96	(\$21,958.96)	\$0.00	(\$21,958.96)	0.00%
236.0000.9104.000.000.000	Washington Federal Checking	\$0.00	(\$13,204.00)	(\$38,425.34)	\$38,425.34	\$0.00	\$38,425.34	0.00%
236.0000.9105.000.000.000	Washington Federal Money Marke	\$0.00	\$7,500.00	\$15,750.00	(\$15,750.00)	\$0.00	(\$15,750.00)	0.00%
236.0000.9421.000.000.000	ACCOUNTS PAYABLE	\$0.00	\$4,987.62	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$22,100.00)	(\$8,216.38)	(\$8,216.38)	(\$13,883.62)	\$0.00	(\$13,883.62)	62.82%
236.1111.0410.000.000.000	Consumable Supplies and Materi	\$0.00	\$105.96	\$105.96	(\$105.96)	\$0.00	(\$105.96)	0.00%
	FUNCTION: Primary, K-3 - 1111	\$0.00	\$105.96	\$105.96	(\$105.96)	\$0.00	(\$105.96)	0.00%
236.1121.0340.000.000.000	Travel	\$4,500.00	\$332.42	\$332.42	\$4,167.58	\$0.00	\$4,167.58	92.61%
236.1121.0410.000.000.000	Consumable Supplies and Materi	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
236.1121.0640.000.000.000	Dues and Fees	\$2,800.00	\$4,559.00	\$4,559.00	(\$1,759.00)	\$0.00	(\$1,759.00)	-62.82%
	FUNCTION: Middle/Junior High Programs - 1121	\$7,400.00	\$4,891.42	\$4,891.42	\$2,508.58	\$0.00	\$2,508.58	33.30%
236.1131.0340.000.000.000	Travel	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
236.1131.0410.000.000.000	Consumable Supplies and Materi	\$200.00	\$30.00	\$30.00	\$170.00	\$0.00	\$170.00	85.00%
236.1131.0640.000.000.000	Dues and Fees	\$10,000.00	\$3,189.00	\$3,189.00	\$6,811.00	\$0.00	\$6,811.00	68.11%
	FUNCTION: High School Programs - 1131	\$14,700.00	\$3,219.00	\$3,219.00	\$11,481.00	\$0.00	\$11,481.00	78.10%
	FUND: AVID Grant - 236	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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237.0000.1960.000.000.000	Recovery of Prior Years' Expen	\$0.00	(\$83,083.19)	(\$83,083.19)	\$83,083.19	\$0.00	883,083.19 0.00%
237.0000.3299.000.000.000	Other Restricted Grants-In-Aid	(\$43,875.77)	(\$61,226.54)	(\$61,226.54)	\$17,350.77	\$0.00	\$17,350.77 -39.55%
237.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$3,351.48	\$3,351.48	(\$3,351.48)	\$0.00	(\$3,351.48) 0.00%
237.0000.9153.000.000.000	Accounts Receivable	\$0.00	\$61,226.54	\$61,226.54	(\$61,226.54)	\$0.00	(\$61,226.54) 0.00%
237.0000.9421.000.000.000	ACCOUNTS PAYABLE	\$0.00	(\$100.00)	(\$100.00)	\$100.00	\$0.00	\$100.00 0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$43,875.77)	(\$79,831.71)	(\$79,831.71)	\$35,955.94	\$0.00	\$35,955.94 -81.95%
237.1131.0111.000.000.000	Licensed Salaries	\$19,439.88	\$20,939.87	\$20,939.87	(\$1,499.99)	\$0.00	(\$1,499.99) -7.72%
237.1131.0210.000.000.000	Public Employees Retirement Sy	\$5,167.12	\$3,014.14	\$3,014.14	\$2,152.98	\$0.00	\$2,152.98 41.67%
237.1131.0220.000.000.000	Social Security Administration	\$1,487.15	\$1,601.90	\$1,601.90	(\$114.75)	\$0.00	(\$114.75) -7.72%
237.1131.0231.000.000.000	Worker's Compensation	\$182.73	\$159.33	\$159.33	\$23.40	\$0.00	\$23.40 12.81%
237.1131.0232.000.000.000	Unemployment Compensation	\$439.34	\$628.20	\$628.20	(\$188.86)	\$0.00	(\$188.86) -42.99%
237.1131.0240.000.000.000	Contractual Employee Benefits	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00 100.00%
237.1131.0242.000.000.000	CEB/in Lieu of Health Benefits	\$0.00	\$1,687.50	\$1,687.50	(\$1,687.50)	\$0.00	(\$1,687.50) 0.00%
237.1131.0310.000.000.000	Instructional, Professional a	\$2,500.00	\$279.20	\$279.20	\$2,220.80	\$0.00	\$2,220.80 88.83%
237.1131.0322.000.000.000	Repairs and Maintenance Servc	\$0.00	\$7,695.65	\$7,695.65	(\$7,695.65)	\$0.00	(\$7,695.65) 0.00%
237.1131.0345.000.000.000	Travel	\$0.00	\$4,589.30	\$4,589.30	(\$4,589.30)	\$0.00	(\$4,589.30) 0.00%
237.1131.0410.000.000.000	Consumable Supplies and Materi	\$8,959.55	\$7,333.03	\$7,333.03	\$1,626.52	\$0.00	\$1,626.52 18.15%
237.1131.0420.000.000.000	Textbooks	\$1,000.00	\$5,998.50	\$5,998.50	(\$4,998.50)	\$0.00	(\$4,998.50) -499.85%
237.1131.0460.000.000.000	Non-consumable Items	\$0.00	\$16,670.11	\$16,670.11	(\$16,670.11)	\$0.00	(\$16,670.11) 0.00%
237.1131.0470.000.000.000	Computer Software	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
237.1131.0480.000.000.000	Computer Hardware	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
237.1131.0541.000.000.000	Initial and Additional Equipme	\$0.00	\$277.90	\$277.90	(\$277.90)	\$0.00	(\$277.90) 0.00%
	FUNCTION: High School Programs - 1131	\$43,875.77	\$70,874.63	\$70,874.63	(\$26,998.86)	\$0.00	(\$26,998.86) -61.53%
237.2410.0410.000.000.000	Consumable Supplies and Materi	\$0.00	\$134.61	\$134.61	(\$134.61)	\$0.00	(\$134.61) 0.00%
	FUNCTION: Office of the Principal Services - 2410	\$0.00	\$134.61	\$134.61	(\$134.61)	\$0.00	(\$134.61) 0.00%
237.2544.0122.000.000.000	Substitutes - Classified	\$0.00	\$3,768.75	\$3,768.75	(\$3,768.75)	\$0.00	(\$3,768.75) 0.00%
237.2544.0220.000.000.000	Social Security Administration	\$0.00	\$288.31	\$288.31	(\$288.31)	\$0.00	(\$288.31) 0.00%
237.2544.0231.000.000.000	Worker's Compensation	\$0.00	\$212.43	\$212.43	(\$212.43)	\$0.00	(\$212.43) 0.00%
237.2544.0232.000.000.000	Unemployment Compensation	\$0.00	\$113.06	\$113.06	(\$113.06)	\$0.00	(\$113.06) 0.00%
237.2544.0322.000.000.000	Repairs and Maintenance Servc	\$0.00	\$4,171.00	\$4,171.00	(\$4,171.00)	\$0.00	(\$4,171.00) 0.00%
237.2544.0410.000.000.000	Consumable Supplies and Materi	\$0.00	\$268.92	\$268.92	(\$268.92)	\$0.00	(\$268.92) 0.00%
	FUNCTION: Maintenance - 2544	\$0.00	\$8,822.47	\$8,822.47	(\$8,822.47)	\$0.00	(\$8,822.47) 0.00%
	FUND: CTE - HSS Measure 98 - 237	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%

SILETZ VALLEY SCHOOL

Board Folder

Fiscal Year: 2019-2020

From Date: 7/1/2019 To Date: 6/30/2020

- Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
238.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	(\$3,377.14)	\$3,377.14	\$0.00	\$3,377.14 0.00%
238.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$0.00	\$3,377.14	(\$3,377.14)	\$0.00	(\$3,377.14) 0.00%
	FUNCTION: UNDESIGNATED - 0000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
	FUND: Rural School Grant - 238	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%

SILETZ VALLEY SCHOOL

Board Folder

Fiscal Year: 2019-2020

From Date: 7/1/2019 To Date: 6/30/2020

- Subtotal by Collapse Mask Include pre encumbrance Print accounts with zero balance Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
251.0000.3299.000.000.000	Other Restricted Grants-In-Aid	(\$25,138.12)	(\$41,829.08)	(\$41,829.08)	\$16,690.96	\$0.00	\$16,690.96 -66.40%
251.0000.5200.000.000.000	Interfund Transfers	(\$12,644.67)	\$0.00	\$0.00	(\$12,644.67)	\$0.00	(\$12,644.67) 100.00%
251.0000.5400.000.000.000	Resources - Beginning Fund Bal	\$0.00	\$0.00	(\$5,210.39)	\$5,210.39	\$0.00	\$5,210.39 0.00%
251.0000.9104.000.000.000	Washington Federal Checking	\$0.00	\$10,995.95	\$4,835.39	(\$4,835.39)	\$0.00	(\$4,835.39) 0.00%
251.0000.9153.000.000.000	Accounts Receivable	\$0.00	\$30,458.13	\$41,829.08	(\$41,829.08)	\$0.00	(\$41,829.08) 0.00%
	FUNCTION: UNDESIGNATED - 0000	(\$37,782.79)	(\$375.00)	(\$375.00)	(\$37,407.79)	\$0.00	(\$37,407.79) 99.01%
251.1111.0111.000.000.000	Licensed Salaries	\$25,138.12	\$0.00	\$0.00	\$25,138.12	\$0.00	\$25,138.12 100.00%
251.1111.0210.000.000.000	Public Employees Retirement Sy	\$6,681.71	\$0.00	\$0.00	\$6,681.71	\$0.00	\$6,681.71 100.00%
251.1111.0220.000.000.000	Social Security Administration	\$1,923.07	\$0.00	\$0.00	\$1,923.07	\$0.00	\$1,923.07 100.00%
251.1111.0231.000.000.000	Worker's Compensation	\$236.30	\$0.00	\$0.00	\$236.30	\$0.00	\$236.30 100.00%
251.1111.0232.000.000.000	Unemployment Compensation	\$653.59	\$0.00	\$0.00	\$653.59	\$0.00	\$653.59 100.00%
251.1111.0240.000.000.000	Contractual Employee Benefits	\$3,150.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$3,150.00 100.00%
251.1111.0242.000.000.000	CEB/In Lieu of Health Benefits	\$0.00	\$375.00	\$375.00	(\$375.00)	\$0.00	(\$375.00) 0.00%
	FUNCTION: Primary, K-3 - 1111	\$37,782.79	\$375.00	\$375.00	\$37,407.79	\$0.00	\$37,407.79 99.01%
	FUND: PEEK-8 Grant - 251	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%

SILETZ VALLEY SCHOOL

Board Folder

Fiscal Year: 2019-2020

From Date: 7/1/2019 To Date: 6/30/2020

- Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Bud
	Grand Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$31,513.25	0.00%

End of Report

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: SVS - JUNE FINANCIAL

TOPIC: CHECKS AND DEPOSITS

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

SVS Checking Account

Check numbers & deposits that were processed from June 1 through June 30, 2020.

Check numbers 2023-2049 (27 AP checks) and 6414-6427 (14 payroll checks) for a total of \$38,495.54

25 Payroll direct deposit (June 25) for a total of \$59,002.60

17 Payroll direct deposit (June 26- July check) for a total of \$38,858.30

Employer paid payroll expenses total of \$84,037.75

SVS Checking Account Deposits

2 Deposits #78-79 for a total of \$73,520.00

1 Transfer from SVS Money Market to Checking in the amount of \$150,000.00

SVS MM Account

1 Deposits #86 for a total of \$7,500.00

RECOMMENDATION:

Need to be acknowledge in minutes

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: 2020-2021 BANK SIGNERS

TOPIC: 2020-2021 BANK SIGNERS

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Approval of Bank Signers for All Washington Federal Accounts:

Stuart Whitehead
Christina Bushnell
Mike Darcy
Samuel Tupou

RECOMMENDATION:

Approve Bank Signers for 2020-2021

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: PERSONNEL CHANGES

TOPIC: PERSONNEL CHANGES

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

PERSONNEL CHANGES FOR 2020-2021

RECOMMENDATION:

Approve Personnel Changes

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: 2020-2021 OPERATION BLUEPRINT FOR SCHOOL REENTRY

TOPIC: 2020-2021 OPERATION BLUEPRINT FOR SCHOOL REENTRY

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

2020-2021 BLUEPRINT FOR SCHOOL REENTRY

RECOMMENDATION:

APPROVE THE 2020-2021 BLUEPRINT FOR SCHOOL REENTRY

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 6/30/2020

Under ODE’s *Ready Schools, Safe Learners* guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the *Ready Schools, Safe Learners* guidance document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	SILETZ VALLEY SCHOOL
Key Contact Person for this Plan	SAM TUPOU
Phone Number of this Person	541-444-1100
Email Address of this Person	stupou@siletzvalleyschools.org
Sectors and position titles of those who informed the plan	Sam Tupou, Superintendent/Principal; Casey Jackson, Dean of Students; Christina Bushnell, HR Director; Patrick McKnight, Athletic Director; Teaching Staff, Classified Staff, and Parents and Community members (surveys)
Local public health office(s) or officers(s)	Lincoln County Public Health
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Sam Tupou
Intended Effective Dates for this Plan	August 31, 2020 – June 18, 2021
ESD Region	LBI. ESD

¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a government-to-government basis.

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

We conducted technology surveys in the spring, posted and shared health and safety information on the school's website, shared and discussed the safely reopening of school in the fall with the school board and teachers and classified staff in planning meetings.

We also conducted a parent survey this summer asking for feedback and input in preparing for the safe reopening of school for the 2020-2021 school year. (Results will be shared with the community at www.siletzschools.org.)

Lastly, we credit ODE, Tigard-Tualatin, Newberg, Redmond and Mapleton school districts for their contributions in writing this plan, whether or not they were aware we "borrowed" information for completing this plan.

3. Indicate which instructional model will be used.

On-Site Learning Hybrid Learning Comprehensive Distance Learning

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-15 in the initial template) and submit online. (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning. Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

SILETZ VALLEY SCHOOL selects Comprehensive Distance Learning as the school's instructional mode of delivering instruction during the first nine weeks of the 2020-2021 school year beginning September 14, 2020 through November 6, which is the first quarter of the school year. The Oregon Governor put in place specific metrics for schools and counties to meet before any in-person learning can take place. *

Because of the uncertainties around when it is safe for students to fully return to in-person learning, and because there is a lot of unknown, still, about the spread of the coronavirus and its potential impact on our students, staff and school community, we are selecting CDL for the first nine weeks of school (first quarter) in order for Staff to receive proper training on OHA/ODE requirements regarding:

1. Public Health Protocols
 - b. Planning for and managing communicable diseases
 - c. Dealing with high-risk population
 - d. Planning for appropriate physical distancing
 - e. Establishing stable cohorts
 - f. Communicating public health information to staff and community
 - g. Safe entry and screening protocols and procedures
 - h. Dealing with visitors and volunteers
 - i. Proper face coverings and PPE requirements, and
 - j. Isolation measures and exclusion protocols.

2. Facilities and School Operations

- a. Enrollment procedures
- b. Attendance and record keeping measures
- c. Use of technology
- d. School specific functions and facility features (hand-washing equipment, hallway transition, etc.)
- e. Classroom setup, materials and scheduled cleaning and sanitization routine
- f. Use of playgrounds, fields, recess, breaks and restrooms
- g. Transportation
- h. Cleaning, disinfecting, and ventilating procedures, and
- i. Other health procedures.

3. Response to Outbreak

- a. Prevention and planning, including coordinating with LPHA and establishing emergency response network
- b. Following response protocols, and
- c. Planning for recovery after an outbreak and reentry procedures.



Describe how your school's model aligns to the Comprehensive Distance Learning Guidance. In completing this part of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Please name any requirements you need ODE to review for any possible accommodations.

We have reviewed and followed the Comprehensive Distance Learning Guidance as described in the blueprint and ODE guidance.

SVS has adopted a 4.5 days' schedule with 4 classes per quarter. Below is a detailed outline for teachers to provide instruction and coursework to students:

- Adoption of online curriculum supports such as Edmentum
- Transition to a 4.5 days a week instructional time for students in order to allow for more focused instructional times
- Transition to a 4 course schedule to allow students more comprehensive work loads
- Provide a 1:1 ratio for electronic devices to students
- Continue to work with the Special Education Dept. through Lincoln County School District to provide supports and services to students
- Continue to provide Title I and ELD services
- Provide supports for students with 504 plans
- Teachers will use an equitable lens for attendance, grading and assessment
- Support Social and Emotional learning and growth needs of all students
- Provide daily meal services

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

Comprehensive Distance Learning will be our instructional model for the first nine weeks of the 2020-2021 school year. During this time period, we will continue to monitor State and County case data and other metrics for any changes that might impact our current plan(s). At such times when ODE, LPHA, LCSD and/or other authorized agencies deem that children are safe to return to in-person learning, we will reconsider and determine the best course of action, including communicating the timeframe for the safe return to in-person learning, whether hybrid or on-site learning models.

*[NOTE: The information filled out below, which was first intended for reopening school under the Hybrid Model. This Hybrid Model plan is and will be in effect should the school transition back to utilizing a Hybrid or On-Site learning models. At such time when it is safe to transition into

one of these two models, we will resume operation using the guidance and planning protocols as described.]

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting.	Siletz Valley School follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Division.
<input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.	Siletz Valley School follows the published Communicable Disease Management Plan.
<input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with the <i>Ready Schools, Safe Learners</i> guidance and other guidance from OHA.	SVS designates the Principal to establish, implement and enforce physical distancing requirements:
<input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.	The school administration received regular information and updates from the LPHA and from the district nurse that helped inform the plan. The school nurse's assistant (Patricia Mills) in conjunction with the district nurse provide support and resources to the school.
<input checked="" type="checkbox"/> Process and procedures established to train all staff in sections 1 - 3 of the <i>Ready Schools, Safe Learners</i> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.	SVS will set aside a portion of Teacher Inservice to train all Staff in Section 1-3 of the guidance.
<input type="checkbox"/> Protocol to notify the local public health authority (<u>LPHA Directory by County</u>) of any confirmed COVID-19 cases among students or staff.	The school nurse's aide will work closely with the district's nurse in reporting to the LPHA any confirmed cases among students and staff.
<input type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.	The school's maintenance and facility manager will schedule janitorial and maintenance staff for systematic disinfection of classrooms, offices, bathrooms and activities areas. Classrooms will need to be disinfected after students leave to PE, recess or other scheduled activities. Staff will also be asked to assist the maintenance crew whenever possible to help with disinfecting their classrooms. Office staff will regularly disinfect their own office space. Maintenance will regularly clean and disinfect bathrooms. Portable hand washing stations have been ordered for the activity areas. Assigned staff will assist teachers and/or maintenance staff with disinfecting activity areas.
<input type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students.	The school nurse's aide will work closely with the district's nurse in reporting to the LPHA any confirmed cases among students and staff.
<input type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.	The school's nurse's aide will work closely with the district's nurse in cooperating with the LPHA recommendations and provide all logs and information in a timely manner. Contact tracing logs will be kept for each student/cohort.

<p>X Protocol for screening students and staff for symptoms (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance).</p>	<p>Screening/Isolation: Visual screening of all students and staff is outlined in 1e. Potentially symptomatic students will be isolated following guidance outlined in 1h. Staff will be trained and supported using guidelines on how to screen and how to respond if someone is symptomatic.</p>
<p>X Protocol to isolate any ill or exposed persons from physical contact with others.</p>	<p>The school nurse's aide will isolate any ill or exposed person(s) from physical contact with others in the school's Health Room. Contact tracing logs will be kept for each student/cohort.</p>
<p>X Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the <i>Ready Schools, Safe Learners</i> guidance).</p>	<p>The school will communicate potential cases to the community via letters, school's website and if necessary through the One Call Now phone messaging, which includes text and email.</p>
<p>X Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official.</p> <ul style="list-style-type: none"> ● If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1e of the <i>Ready Schools, Safe Learners</i> guidance), the daily log may be maintained for the cohort. ● If a student(s) is not part of a stable cohort, then an individual student log must be maintained. 	<p>The school's nurse's aide will work closely with the district's nurse and with the LPHA official to create a system for maintaining daily logs for students/cohorts for contact tracing. Contact tracing logs will be kept for each student/cohort.</p>
<p>X Required components of individual daily student/cohort logs include:</p> <ul style="list-style-type: none"> ● Child's name ● Drop off/pick up time ● Parent/guardian name and emergency contact information ● All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student 	<p>The school's nurse's aide will work closely with the district's nurse and with the LPHA official to create a system for maintaining daily logs for students/cohorts for contact tracing, cleaning, and responding to possible outbreaks.</p>
<p>X Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.</p>	<p>NOTE: Prior to employees returning to the school building, the Principal will:</p>
<p>X Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.</p>	<ol style="list-style-type: none"> 1. Setup screening procedures for staff (Check-in sheet) 2. Review Communicable Disease Plan and Human Resource information and staff related questions 3. Provide training on safety protocols (masks, physical distancing, sanitation and disinfection, key contact person(s) and where to find information)
<p>X Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance).</p>	

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>X Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.</p>	<p>All staff and students will be given the opportunity to self-identify as vulnerable or living with vulnerable family member.</p>
<p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p>	<p>Medically Fragile, Complex and Nursing-Dependent Student</p>
<p>X All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services. 3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and 	<ul style="list-style-type: none"> ● The school nurse's aide will work with the district nurse to address families and their health care providers to determine the best option for any student who is medically fragile, complex or nursing dependent ● Students will have the option to remain in distance learning instruction developed in partnership with the school team, with regular check-ins. ● Students who experience disability and are on IEPs or 504s will be provided Free and Appropriate Education (FAPE) as required by the individual's plan. ● Students with language services will continue to receive ESOL services.

continuous professional nursing services.

X Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:

- Communicate with parents and health care providers to determine return to school status and current needs of the student.
- Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
- Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
- The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
- Service provision should consider health and safety as well as legal standards.
- Work with an interdisciplinary team to meet requirements of ADA and FAPE.
- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Refer to updated state and national guidance and resources such as:
 - U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.
 - ODE guidance updates for Special Education. Example from March 11, 2020.
 - OAR 581-015-2000 Special Education, requires districts to provide 'school health services and school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education.'
 - OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.

- We will provide our high-risk population full access to instruction and support services in the classroom or other designated settings (i.e. Sped services, etc.) by providing additional protection with physical barriers. As far as recess and other activities goes, we will do the same by providing EPP, social distancing and barriers when necessary.

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. <input type="checkbox"/> Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible. <input type="checkbox"/> Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. <input type="checkbox"/> Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). <input type="checkbox"/> Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't	The school will follow OHA/ODE Requirements regarding Physical Distancing. School lead staff will: <ul style="list-style-type: none"> • Designate entries and exits, signs for direction and flow of foot traffic, physical distancing areas, restricted areas, remove fabric covered furniture, to help maintain the health and safety of students and staff while at school • Provide outlined areas within the classroom for student seating • Teachers use A/B block schedule where only half the number of students are present in the building at any one time • Designate lunch areas to encourage physical distancing (i.e. classrooms, student lounge, small gym, outside when the weather permits, etc.)

employ punitive discipline.

Schedule in daily instruction on social distancing

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"><input type="checkbox"/> Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.<ul style="list-style-type: none">• The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.<input type="checkbox"/> Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance).<input type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.<input type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.<input type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and more.<input type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.	<p>The school will follow OHA/ODE Requirements regarding Cohorting.</p> <p>Students will be divided into two small-sized stable cohorts within the allowable square footage requirements.</p> <p>Transportation Cohort: This is a stable group of students using the bus each day.</p> <p>K-5 Cohort: Because of our small sized groups (one class per grade level) students will be assigned to their regular grade-level cohort and teacher.</p> <p>6-12 Cohort: Students will be assigned to four 100 minute classes per day with their regular teacher in order to limit and minimize the number of transition during the day.</p>

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"><input type="checkbox"/> Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.<ul style="list-style-type: none">• Consider sharing school protocols themselves.<input type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.<ul style="list-style-type: none">• Consult with your LPHA on what meets the definition of "close contact."<input type="checkbox"/> Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.<input type="checkbox"/> Provide all information in languages and formats accessible to the school community.	<p>The school will follow OHA/ODE Requirements regarding Public Health Communication.</p> <p>A letter outlining the instructional model, the rationale and vision behind it and specific infection control measures will be shared with families through print and electronically when available.</p> <p>Additional communication regarding protocols will be shared with families and staff in August prior to the start of on-site instruction.</p> <p>Updated communication will be shared with families on a regular basis as often as needed depending on the urgency of the information and the need to disseminate the information.</p>

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"><input type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows:<ul style="list-style-type: none">• Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.• Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC.• In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of	<p>The school will follow OHA/ODE Requirements regarding Entry and Screening.</p> <p>Students will be directed to stay home if they, or anyone in their homes have or display symptoms.</p> <p>Arrival and Entry</p> <ul style="list-style-type: none">• K-5 Elementary students will enter through the main office door (lower entry), screened and proceed towards the K-5 hallway (left hallway).• 6-8 Middle School students will enter through the main office door (lower entry), screened and proceed towards the middle school annex building through the right side hallway• 9-12 High School students will enter the high school through the upstairs entryway

<p><u>OHA/ODE Communicable Disease Guidance.</u></p> <ul style="list-style-type: none"> Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> Trouble breathing Persistent pain or pressure in the chest New confusion or inability to awaken Bluish lips or face Other severe symptoms <p><input type="checkbox"/> Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian.</p> <ul style="list-style-type: none"> Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <i>Ready Schools, Safe Learners</i> guidance) and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. 	<p>Screening Upon Entry. The nurse's aide or designated staff will be responsible for visually screening all incoming students and staff upon entering the school building every day as well as throughout the day to check for signs of symptoms or to follow up with reports from staff or other persons.</p> <ul style="list-style-type: none"> Staff will be assigned to each entry door to visually and/or verbally screen students, staff, any visitors or volunteers. Designated staff will log all individuals entering and exiting the premise. <i>(We'll avoid sign-ins to limit physical contact with pen and paper or other community-type materials and supplies)</i> Students will wash hands at an assigned location either a classroom or restroom. If screening reveal that a student may display symptoms, the student is immediately directed to the nursing station for an Initial Isolation Screening. If symptoms are confirmed, the school nurse will be contacted and follow the established protocol from CDC (see section 1.a.). Transportation protocols must be followed or home contact
<p><input type="checkbox"/> Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.</p> <p><input type="checkbox"/> Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.</p> <p><input type="checkbox"/> Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</p>	<p>appropriate site (home, clinic, etc.).</p> <p>The school will follow LPHA advice on restricting from school any student or staff known to have been exposed to the virus within the preceding 14 calendar days.</p> <p>Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication will be excluded from school.</p> <p>Hand hygiene and other products will be placed near entryways and made available to students, staff, approved volunteers and limited visitors.</p>

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</p> <p><input type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit.</p> <p><input type="checkbox"/> Visitors must wear face coverings in accordance with OHA and <u>CDC</u> guidelines.</p> <p><input type="checkbox"/> Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.</p>	<p>The school will follow OHA/ODE Requirements regarding Visitors and Volunteers.</p> <p>Generally, visitors will be discouraged to visit or not allowed at all although there may be pre-approved administrative exceptions.</p> <p>School will have face coverings available to visitors as needed, screening upon entry into the building by the school assistant nurse, and hand washing will be required upon entry.</p>

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Face coverings or face shields for:</p> <ul style="list-style-type: none"> Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> This can include staff who support personal care, feeding, or instruction requiring direct physical contact. Staff who will sustain close contact and interactions with students. Bus drivers. Staff preparing and/or serving meals. <p><input type="checkbox"/> Face shields, face coverings or clear plastic barriers for:</p>	<p>The school will follow OHA/ODE Requirements regarding Face Coverings, Face Shields, and Clear Plastic Barriers.</p> <p>Facial Coverings Facial coverings are required for:</p> <ul style="list-style-type: none"> All Siletz Valley School students and staff, including itinerant staff (LCS and ESD staff) Staff or individuals entering the school building may choose to

- Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.
- Front office staff.

- Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.
- Students who choose not to wear face coverings must be provided access to instruction.
- ADA accommodations: If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.

supply their own on PPE and facial coverings as long as it meets CDC/OHA requirements; however, the school will make available facial coverings and gloves for staff and visitors.

Face Masks/Shields

Face masks/shields will be provided and required for designated healthroom providers when administering medication or providing direct services or other essential service:

- Front office staff
- Speech language pathologist
- Special Education self-contained staff
- Isolation room/nursing station staff

NOTE: Face coverings are required for use by children but should not prohibit or prevent access to instruction or activities. Students shall not be disciplined for not adhering to the face covering rules.

Required face coverings will change in accordance to new face covering requirements and guidelines.

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day. <input type="checkbox"/> Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. <ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. • Consider required physical arrangements to reduce risk of disease transmission. • Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. <input type="checkbox"/> Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields. <ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE. 	<p>The school will follow OHA/ODE Requirements regarding isolation Measures.</p> <p>A primary isolation space will be designated for isolating students and who are symptomatic. Staff will have a separate isolation space.</p> <ul style="list-style-type: none"> • Symptomatic students will remain at school until a designated adult can pick up and transport the student from school. • A designated staff will be assigned to supervise symptomatic students, wearing facial protection and maintaining physical distancing. • Staff will wear PPE • Logs will be maintained for every student entering the isolation space and nurse's station: <ul style="list-style-type: none"> o Name o Reported symptoms/reason for visiting health room o Action taken o Other relevant information

- If able to do so safely, a symptomatic individual should wear a face covering.
 - To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.
- Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.
- Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.
- Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.
 - If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - Alternatively, a person who had a positive viral test may return to school when they have received two ~~separate COVID-19 tests that are 24 hours apart and 72 hours have passed since fever is gone, without use of fever-reducing medicine, and other symptoms are improving.~~
 - If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).
- Record and monitor the students and staff being isolated or sent home for the LPHA review.

Parents or guardians of sick students will be contacted to come pick up their sick kid. Sick staff will be asked to leave school if they are able to drive. Otherwise, medical transport will be called to transport to the health care facility. Sick students or staff will be required to stay home in accordance to OHA/ODE Requirements and Guidelines.



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the *Ready Schools, Safe Learners* guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

OHA/ODE Requirements

- Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines.
- Do not dis-enroll students for non-attendance if they meet the following conditions:
- Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or
 - Have COVID-19 symptoms for 10 consecutive school days or longer.

Hybrid/Onsite Plan

- The school will follow OHA/ODE Requirements regarding Enrollment.
- The school will enroll all students following the standard ODE guidelines unless high-risk or have the symptoms for 10 consecutive days or longer.
- Students and families will be given the option to remain on CDL if the school is allowed to resume on-site in-person learning or hybrid model.
 - At-risks students will have the same option

- Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.

- No student will be will be dis-enrolled for non-attendance if they meet the following conditions:
 - Identified as vulnerable or considered to be part of a population vulnerable to infection with COVID-19
 - Have COVID-19 symptoms for the past 14 days

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> On-Site school students: Full-time and part-time students follow normal reporting policy and procedures. <input type="checkbox"/> Full-Time Online and/or Hybrid school students: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting. <ul style="list-style-type: none"> • Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect. • For the purposes of this section, please use the following definition and clarification: Online and/or Hybrid Check-in: The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day. • The student must check-in at least twice a week with their teacher(s) of record on at least two separate weekdays in order to be counted as present for all five days of that week. • If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are five days scheduled in the week). • The student must be counted as absent for the entire week (five days, if there are five days scheduled in the week) if they do not report in at all during the week. • Note: If a district schedule is based on a four-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (four days) and once a week to be counted as present for half of the week (two days). • Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary). <input type="checkbox"/> Part-time students receiving online and/or hybrid instruction (not college courses): Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 	<p>The school will follow OHA/ODE Requirements regarding Attendance.</p> <ul style="list-style-type: none"> • Attendance will be taken twice per week following ODE guidance. • Attendance policies and plans will encourage staff and students to stay home if they or someone in their household is sick. • Teachers will notify the principal when the absence rate has increased by 20% or more • The principal will report this increase to the district nurse. <hr/> <ul style="list-style-type: none"> • Twice a week check in for students attending the hybrid model (when it's safe to return to the hybrid or on-site model) • For students in the hybrid model who are absent for two days may still be counted as present if they meet one other method of two-way communication, which includes: <ul style="list-style-type: none"> ◦ Live Google Classroom sessions ◦ Submission of assignments ◦ Email communication with the teacher(s) ◦ Phone communication with the teacher(s) • For students in full online distance learning (CDL), two-way communication on two of the four days of online learning may include: <ul style="list-style-type: none"> ◦ Live Google Classroom sessions ◦ Submission of assignments ◦ Email communication with the teacher(s) ◦ Phone communication with the teacher(s) <p>Note: The school attendance team will meet weekly to review individual's attendance as well as the school's weekly attendance data and overall trends.</p>

4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to one hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	<p>The school will follow OHA/ODE Requirements regarding Technology. All students will be issued a learning device at the beginning of school for the entire year.</p> <ul style="list-style-type: none"> We have a procedure in place for return, inventory, updating and redistributing devices. Clean and sanitize equipment before issuing, returning, repairing, inventorying or redistributing

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. <input type="checkbox"/> Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. <input type="checkbox"/> Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing. <input type="checkbox"/> Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. <input type="checkbox"/> Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.	<ul style="list-style-type: none"> Handwashing: All people on campus will be advised and encouraged to wash their hands frequently. Hand washing stations will be placed near playground and outdoor activity areas to encourage regular hand washing. Equipment: All staff will be directed to sanitize equipment after each use (i.e. copy machine, office telephone, two-way radios, paper cutter, laminator, etc.) Events: Events and school-related activities will be canceled or modified as needed if not meeting physical distancing requirements. Transitions/Hallways: Signage and directional markers will be placed at appropriate locations to direct the flow of foot traffic. Block scheduling will be used to limit the number of cross-stabbed cohort contacts and transitions throughout the day. Personal Property: Personal property will need to be labeled and not shared with others.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. <input type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times. <input type="checkbox"/> Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> Eliminate shared pen and paper sign-in/sign-out sheets. Ensure hand sanitizer is available if signing children in or out on an electronic device. 	<p>The school will follow OHA/ODE Requirements regarding Arrival and Dismissal.</p> <p>Arrival and Dismissal</p> <ul style="list-style-type: none"> K-5 Elementary students will arrive through the main office door (lower entry), screened and proceed towards the K-5 hallway (left hallway). 6-8 Middle School students will arrive through the main office door (lower entry), screened and proceed towards the middle school annex building through the right side hallway 9-12 High School students will arrive the high school through the upstairs entryway.

- Install hand sanitizer dispensers near all entry doors and other high-traffic areas.
- Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

- ALL three cohort groups will be dismissed using the same entrance/arrival entry points.

Screening Upon Entry. The nurse's aide or designated staff will be responsible for visually screening all incoming students and staff upon entering the school building every day as well as throughout the day to check for signs of symptoms or to follow up with reports from staff or other persons.

- Staff will be assigned to each entry door to visually and/or verbally screen students, staff, any visitors or volunteers.
- Designated staff will log all individuals entering and exiting the premise. *(We'll avoid sign-ins to limit physical contact with pen and paper or other community-type materials and supplies)*
- Students will wash hands at an assigned location either a classroom or restroom.
- If screening reveal that a student may display symptoms, the student is immediately directed to the nursing station for an Initial Isolation Screening. If symptoms are confirmed, the school nurse will be contacted and follow the established

- Transportation protocols must be followed or home contact will be made to arrange transportation of the student to the appropriate site (home, clinic, etc.).

- Separate ES, MS and HS entrances with assigned staff supervisors
- Scheduled bathroom breaks and pick-up times to stagger traffic and hallway congregations

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times. <input type="checkbox"/> Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. <input type="checkbox"/> Handwashing: Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<ul style="list-style-type: none"> • Seating: Students will be assigned to the same seat at all times and maintain appropriate physical distancing guidelines. Appropriate signage will be posted to facilitate seating arrangements. • Materials: Classroom materials and supplies will need to be cleaned frequently and discourage sharing. • Handwashing: All people on campus will be advised and encouraged to wash their hands frequently. Hand washing stations will be placed near playground and outdoor activity areas to encourage regular hand washing. Appropriate signage will be posted at handwashing locations. • Environment: All upholstered furniture and soft covering will be removed.

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's <u>Specific Guidance for Outdoor Recreation Organizations</u>). <input type="checkbox"/> After using the restroom students must wash hands with soap and water for 20 seconds. <input type="checkbox"/> Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before and after 	<p>The school will follow OHA/ODE Requirements regarding Playgrounds, Fields, Recess, Breaks, and Restrooms.</p> <ul style="list-style-type: none"> • The playground is closed to the public and appropriate signage will be posted until further notice. • All playground equipment will be disinfected daily by assigned staff and between each cohort

- using playground equipment.
- Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use.
- Cleaning requirements must be maintained (see section 2j of the *Ready Schools, Safe Learners* guidance).
- Maintain physical distancing requirements, stable cohorts, and square footage requirements.
- Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.
- Clean all outdoor equipment between cohorts.

- Hand sanitizer will be available at/on the playground/recess area(s).
- Designated areas will be marked and taped off for various cohorts.
- Students must wash hands before and after using playground equipment.
- If more than one cohort group is scheduled for recess or other activities, both cohorts will maintain social distancing.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Include meal services/nutrition staff in planning for school reentry. <input type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer for 20 seconds and should be encouraged to do so after. <input type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. <input type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. <input type="checkbox"/> Adequate cleaning of tables between meal periods. 	<p>The school will follow OHA/ODE Requirements regarding Meal Service and Nutrition.</p> <ul style="list-style-type: none"> • K-5 - All meals will be eaten in the classroom • MS and HS meals will be staggered in time and location to minimize contact • Each student will not share utensils, foods or drinks during meals • Each table/desk will be cleaned by classroom staff prior to students consuming meals.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service. <input type="checkbox"/> Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> • If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. • If arriving at school, notify staff to begin isolation measures. • If transporting for dismissal and the student displays an onset of symptoms, notify the school. <input type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. <input type="checkbox"/> Drivers wear face shields or face coverings. <input type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). 	<p>The school will follow OHA/ODE Requirements and in conjunction with the district and First Students regarding Transportation. *</p> <p>*Siletz Valley School does not provide student transportation. Transportation is contracted to and provided by First Students bus company.</p>

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, 	<p>The school will follow OHA/ODE Requirements regarding Cleaning, Disinfection, and Ventilation.</p>

<p>art supplies) between uses multiple times per day. Maintain clean and disinfected (<u>CDC guidance</u>) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. <input type="checkbox"/> To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds. <input type="checkbox"/> Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. <input type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. <input type="checkbox"/> Facilities should be cleaned and disinfected at least daily to prevent transmission (see <u>CDC's guidance on cleaning and disinfecting public spaces</u>). <input type="checkbox"/> Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see <u>CDC's guidance on ventilation and filtration</u> and <u>American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance</u>). 	<p>Cleaning, Sanitizing and Disinfecting</p> <ul style="list-style-type: none"> • All frequently touched surfaces (i.e. playground equipment, door handles, sink handles, drinking fountains) and communal and shared objects (i.e. art supplies, sporting equipment, toys, games) will be regularly cleaned. <p>Ventilation and Airflow</p> <ul style="list-style-type: none"> • The maintenance staff will regularly inspect at least monthly air flow, ventilation, and heating system. • Windows and doors will be opened to the extent possible, weather permitting, to increase the flow of air circulation while maintain appropriate temperatures and student and staff comfort.
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2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs. <input type="checkbox"/> Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). 	<p>The school will follow OHA/ODE Requirements and in conjunction with the district regarding Health Services.</p> <ul style="list-style-type: none"> • Setup two health spaces for non-COVID needs and another for COVID-related. • SVS will modify its scheduled plans for preventative health services such as dental and vision screenings. • Licensed health professionals will be sought out for input and guidance when determining school health service priorities.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. <input type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts. 	<p>The school will follow OHA/ODE Requirement and work closely with the LPHA regarding Prevention and Planning in Response to an Outbreak.</p> <ul style="list-style-type: none"> • A Safety/Crisis Team will develop reporting form to include: <ul style="list-style-type: none"> o District reporting, contacts with LPHA, parent communications and involved stakeholders. o Prepare letters to inform parents and families o Track all symptomatic and confirmed cases

- Monitor positive case patterns provided by the LPHA and/or LCSD.

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <input type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input type="checkbox"/> Continue to provide instruction to students. <input type="checkbox"/> Communicate with parents and staff regarding On-Site instruction to resume and relevant timelines with families. 	<p>The school will follow OHA/ODE Requirement, the school's outbreak protocol, and will work closely with the LPHA regarding Prevention and Planning and Response to an Outbreak. *</p> <ul style="list-style-type: none"> • A Safety/Crisis Response Team will provide guidance and direction in response to safety concerns or an outbreak. • Provide clear responses to: <ul style="list-style-type: none"> ○ Person(s) with a confirmed reported positive result ○ A reported exposure to a confirmed positive case ○ A cluster of two or more positive cases in a cohort, school or district. • The school will designate staff who will communicate directly with the Lincoln County Public health Agency.
	<p>NOTE: In the event of a school closure due to an outbreak during on-site learning, learning plans will be temporary.</p> <ul style="list-style-type: none"> • Notify parents, LCSD, LPHA and ODE • Dismiss all students and staff (except essential staff) • Modify, postpone, or cancel large school events, and • Initiate the Comprehensive Distance Learning Model (CDL) and schedule.

3c. RECOVERY AND REENTRY


OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. <input type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<p>The school will follow OHA/ODE Requirement and work closely with the LPHA regarding Prevention and Planning, Response, and Recovery and Reentry in Response to an Outbreak.</p> <p>During and after an outbreak, Siletz Valley School will:</p> <ul style="list-style-type: none"> • Follow the published Communicable Disease Guidelines from the Oregon Department of Education, Oregon Health Authority as well as the Lincoln County School District's Communicable Disease Management Plan. • Follow SVS School Board Policies GBEB, JHCCA and GBEB/JHCCA-AR. • Consult with Lincoln County Public Health Agency to determine when returning to in-person instruction is safe and appropriate. • Deep clean and disinfect all sites where a positive case has been reported. • Follow approved and proper guidance on cleaning, sanitizing and disinfecting surfaces. • Communicate to parents and families a response to the outbreak, plan for cleaning and disinfecting, plans for temporary distance learning plans, and the criteria and timeline for re-entry and resuming school.





ASSURANCES


*This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.
Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.
This section does not apply to private schools.*


- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.


4. Equity


5. Instruction


6. Family and Community Engagement


7. Mental, Social, and Emotional Health


8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: 2020-2021 REVISED SCHOOL CALENDAR

TOPIC: 2020-2021 REVISED SCHOOL CALENDAR

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Approval of the Revised 2020-2021 School Calendar

RECOMMENDATION:

Adopt 2020-2021 Revised School Calendar

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

SILETZ VALLEY SCHOOL 2020-21 -- 4-1/2 DAY HYBRID SCHOOL CALENDAR - (Rev. Aug-11-20)

2020								JULY
SUN	MON	TUE	WED	THU	FRI	SAT	SAT	4
								4 Independence Day - HOLIDAY (Observe 5th)
AUGUST								
A	2	3	4	5	6	7	8	
U	9	10	11	12	13	14	15	11-14 Student Registration Days
G	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						31 Teacher In-Service Week -- All teachers report (No Students)
SEPTEMBER								
S			1	2	3	4	5	1-3 Teacher In-Service Week -- All teachers report (No Students)
E	6	7	8	9	10	11	12	7 Labor Day - HOLIDAY (No School)
P	13	14	15	16	17	18	19	10-11 Back-to-School Informational / Orientation
	20	21	22	23	24	25	26	14 Online School Starts (Full-day)
	27	28	29	30				
OCTOBER								
O					1	2	3	
C	4	5	6	7	8	9	10	9 School Improvement Day* (No Students)
T	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	21-22 Parent-Teacher Conferences (Wed. eve. & all day Thur.)
	25	26	27	28	29	30	31	22-23 No Students on 22 and 23 (Thur. and Fri.)**
NOVEMBER								
N	1	2	3	4	5	6	7	6 End of First Quarter
O	8	9	10	11	12	13	14	11 Veterans Day - HOLIDAY (No School)
V	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	23-27 Thanksgiving Break (No School) 26th HOLIDAY (27th non-contract)
	29	30						
DECEMBER								
D			1	2	3	4	5	
E	6	7	8	9	10	11	12	
C	13	14	15	16	17	18	19	18 Winter Music Program
	20	21	22	23	24	25	26	21-31 Winter Holiday Break - 25th HOLIDAY
	27	28	29	30	31			
2021								JANUARY
J						1	2	1 New Year's Day - HOLIDAY
A	3	4	5	6	7	8	9	4 School Resumes
N	10	11	12	13	14	15	16	18 Martin Luther King Day (Non-contract tchg staff)(No School)
	17	18	19	20	21	22	23	28 End of 2nd Quarter
	24	25	26	27	28	29	30	29 Records/Planning Day (No Students)
	31							
FEBRUARY								
F		1	2	3	4	5	6	
E	7	8	9	10	11	12	13	8 School Improvement Day* (No Students)
B	14	15	16	17	18	19	20	15 Presidents' Day - HOLIDAY (No School)
	21	22	23	24	25	26	27	
	28							
MARCH								
M		1	2	3	4	5	6	
A	7	8	9	10	11	12	13	8 School Improvement Day* (No Students)
R	14	15	16	17	18	19	20	17-18 Parent-Teacher Conferences (Wed. eve. & all day Thur.)
	21	22	23	24	25	26	27	18-19 No Students on 18 and 19 (Thur. and Fri.)**
	28	29	30	31				22-26 Spring Break
APRIL								
A					1	2	3	
P	4	5	6	7	8	9	10	8 End of 3rd Quarter
R	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	1	
MAY								
M	2	3	4	5	6	7	8	
A	9	10	11	12	13	14	15	
Y	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	24 School Improvement Day* (No Students)
	30	31						31 Memorial Day - HOLIDAY (No School)
JUNE								
J			1	2	3	4	5	10 Seniors Last Day
U	6	7	8	9	10	11	12	12 High School Graduation
N	13	14	15	16	17	18	19	16 Eighth Grade Promotion
	20	21	22	23	24	25	26	17 End of 4th Qtr.; Last Day for Students - (Half Day)
	27	28	29	30				18 Records Day/Teachers Last Day - No Students

Half-day Friday
 School Improvement / Records Day (No Students)*
 No School (Shaded Days)
Bold Conference Days (No school) - Conference days count as instructional time
 ** Conference Trade Days (No School) - Teachers work Wednesday and Thursday evenings in lieu of Friday
 Days included in instructional time calculation
 30 hours staff development count toward instructional hours
 8 School Improvement Days (4 in-service & 4 sch. improv. days)
 8 Federal Holidays (Contracted days)
 2 Observed holidays (Non-contracted days) MLK & Fri. after Thanksgiving

Approved 6/23/20; Rev. 8/11/20

Student Contact (Days in Session) OAR 581-23-006 (1) (d) Scheduled days where students are under guidance/direction of teachers.
 This calendar is subject to modification based on budget changes and/or school board action.
 The latest calendar may be found on the School's website at: www.siletzschools.org

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: 2020-2021 Staff Handbook

TOPIC: 2020-2021 Staff Handbook

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

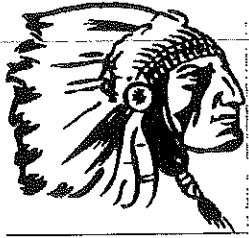
DESCRIPTION OF AGENDA ITEM:

Adopt revision to 2020-2021 Staff Handbook

RECOMMENDATION:

Adopt revision to 2020-2021 Staff Handbook

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No



SILETZ VALLEY SCHOOL STAFF HANDBOOK

2020-2021



Approved August 11, 2020

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PREFACE

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

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

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

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

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

Superintendent or Designee

Mission

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

Goals

- To graduate healthy, productive, and responsible citizens
- To provide a high-quality educational experience for each student
- To instill an appreciation for community and culture

History

Siletz Valley School was opened in 1937 and part of the Lincoln County School District. In 1983, the high school was closed. In 2003, the remaining K-8 grades were also closed. In 2003, the community, through a concerted effort with the tribe, applied for and received a charter to open the K-8 school as SVS. In 2006, the same process was used for re-opening the high school as Siletz Valley Early College Academy (SVECA). Since then time, two independently public schools were chartered through the Lincoln County School District. On July 1, 2019, SVECA merged with SVS to form a K-12 school governed by a five-member elected board and administered by a superintendent/principal and administrative staff.

Building Hours

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

STAFF ORGANIZATION

Administration

Superintendent/Principal	Sam Tupou
Business/HR Manager	Christina Bushnell
Dean of Students/Asst. Admin.....	Casey Jackson
Administrative Assistant.....	Desire' Watson
Attendance and Registrar.....	Katie Lindstrom
Athletic Director.....	Patrick Mcknight
School Counselor	Staff
AVID/Title I Coordinator.....	Barb Sutherland

Elementary School Teachers

Kindergarten	Virginia Thompson
First Grade	Holly Shank
Second Grade	Ashley Van Vlack
Third Grade	Elizabeth Guilford
Fourth Grade	Nicole Scheidler
Fifth Grade	Debra Barnes

Middle School Teachers

Sixth Grade (ELA)	Nicole Reid
Seventh Grade (Science).....	Brian Arnold
Eighth Grade (Math).....	Cindy McGraw
Social Studies.....	Cindy McGraw
Dee Ni Language & Culture.....	Theresa Smith
K-8 Physical Education	Katie Huss

High School Teachers

Language Arts	Trina Kosydar
Math	Jingyi You
Science.....	Korey Cimock
Social Studies	Theresa Smith
HS Health/PE	Katie Huss
CTE.....	Terry Barlow
Culture K-12.....	Theresa Smith
Credit Recovery 6-12.....	Barbara Sutherland

Special Education Staff

Teacher	Amanda Covington
Assistants.....	Kerry Parrish, Patti Reed
Speech Pathologist	District Staff

Title Programs & Other Support Services Staff

Title I Coordinator	Barb Sutherland
Title I Assistants	Theresa Young, Sheri Southwell
Title VI Indian Education Specialist.....	Crystal Taylor, Felisha Howell
Title IX Equal Educ. Opportunity	Counselor
Instructional Assistants.....	Shelly Dockins,
Section 504 Coordinator.....	Counselor
Testing Coordinator	Shelly Dockins
TAPP Program	Fish Martinez
PBS/SST Committees.....	Staff

Facilities

Maintenance and Grounds.....	Joe Bailey, Tim Terris, Dave Etherly
Kitchen	Sodexo Staff

GENERAL INFORMATION

See front office for schedules and for building maps

BOARD MEMBERS

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

- Stuart Whitehead
- Christina Bushnell
- Mike Darcy
- Larry Parker
- Reggie Butler Jr.
- Sam Tupou, Board Clerk/Supt.

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

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

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

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

The school doors are opened to students between the hours of 7:30am and 3:30pm.

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

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

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

STAFF OPERATIONS

ABSENCES

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

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

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

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

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

ABUSE OF A CHILD REPORTING (Child Abuse Hotline – 1-866-303-4643)

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

Any staff member who has reasonable cause or reasonable suspicion to believe that a child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community Human Services, or local law enforcement agency. The administrator is also to be immediately informed. In the event the designated person is the suspected abuser, the Board chair shall receive the report of abuse. **1 (866) 303-4643**

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

Oregon law recognizes these types of abuse:

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

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

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

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

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

ANIMALS IN PUBLIC CHARTER SCHOOL PROPERTY

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

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

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

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

Animals may NOT be transported on a school bus.

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

CARE/USE OF PUBLIC CHARTER SCHOOL PROPERTY

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

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

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

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

CASH IN PUBLIC CHARTER SCHOOL BUILDINGS

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

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

CHECKOUT

Workday Checkout

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

Year-end Checkout

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

All staff will complete the following checkout procedures:

Checkout List for Staff

The following items are to be signed off by counseling staff:

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

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

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

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

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

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

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

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

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

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

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

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

CLASSROOM SECURITY

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

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

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

HBV*/Bloodborne Pathogens Training and Immunization

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

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

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

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

Infection Control Procedures

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

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV**, HBV and/or bloodborne pathogens;
2. Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own Band-Aids. If assistance is required, Band-Aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
6. In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the public charter school as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant*** following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the public charter school's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;

10. Needles, syringes, broken glassware and other sharp objects found on public charter school property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan;
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

* HBV – Hepatitis B Virus

** HIV – Human Immunodeficiency Virus

*** Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

For information on Head Lice (PEDICUPOSIS) , see page 25

COMPLAINTS

Student/Parent Complaints

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

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

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

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

Staff Complaints

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

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

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

COMPUTER USE

Staff may be permitted to use the public charter school's electronic communications system only to conduct business related to the management or instructional needs of the public charter school or to conduct research related to education consistent with the public charter school's mission and goals. Personal use of public charter school computers, including internet and email access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGEC) guidance (e.g. "occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the public charter school, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity"). Such use is restricted to the employee's own time.

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

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

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

CONFERENCES

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

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

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

COPYRIGHT

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

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

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

"Fair use" guidelines are as follows:

Fair Use

1. Printed Materials

a. Permissible uses – public charter school employees may:

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

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

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

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

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

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

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

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

2. Sheet and Recorded Music

a. Permissible uses – public charter school employees may:

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

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

- 1) Copy to create or replace or substitute for anthologies, compilations or collective works;

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

3. Television Off-the-Air Recording

a. Permissible uses – public charter school employees may:

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

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

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

- 1) Record off-air programs in anticipation of an educator’s requests;
- 2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- 3) Use the recording for instruction after 45 consecutive calendar days;
- 4) Hold the recording for weeks or indefinitely because:
 - i. Units needing the program concepts are not taught within the 45-day use period;
 - ii. An interruption or technical program delayed its use; or
 - iii. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.
- 5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- 6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;

- 7) Exchange program(s) with other schools in the district where the public charter school is located, or other schools, without the approval of the media teacher. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
- 8) Use the recording for public or commercial viewing;
- 9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools;
- 10) The downloading of programs originally intended for sale or pay for use from the internet.
- 11) "Pay" programs received via satellite dish are also subject to these prohibitions.

4. Rental, Purchase and Use of Video Recordings

a. Permissible uses – public charter school employees may:

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

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

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

5. Computer Software

a. Permissible uses – public charter school employees may:

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

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

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

- 8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- 9) Make multiple copies of the printed documentation that accompanies copyrighted software.

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

6. Reproduction of Works for Libraries/Media Centers

a. Permissible uses – public charter school employees may:

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

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

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

7. Performances

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

8. Violations

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

CRIMINAL RECORDS CHECKS/FINGERPRINTING

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

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

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

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

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

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

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

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

Processing/Reporting

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

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

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

Termination of Employment or Withdrawal of Employment Contract/Offer

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

Appeals

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

DAILY ANNOUNCEMENTS/EMAIL

A daily announcement is prepared by office staff and announced over the intercom and posted on the school's web page. All staff is asked to provide time at the beginning of class each day to hear the daily bulletin to help keep students

informed about public charter school and school activities and to help promote the school's effort to recognize the accomplishments of staff and students.

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

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

1. Take action with regard to the employee determined to be appropriate, which may include discipline up to and including dismissal; and/or
2. Require satisfactory participation by the employee in drug abuse assistance or rehabilitation 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 public charter schools or selected school or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate.

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

AM Radios

FM Radios

TV Stations

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

EMERGENCY PROCEDURES AND DISASTER PLANS

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

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

EVALUATION OF STAFF

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

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

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

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

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

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

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

FAIR LABOR STANDARDS ACT

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

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

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

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

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

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

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

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

Eligibility

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

Length/Purpose of Leave

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

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

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

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

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

Calculating the 12-Month Period for Leave

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

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

Paid/Unpaid Leave

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

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

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

Application

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

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

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

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

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

Medical Certification

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

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

Under state law, the public charter school may require a second opinion and designate the health care provider. Should the two opinions conflict, the public charter school may require a third opinion and that the two providers designate the third health care provider. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the public charter school.

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

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

Continuation of Health Insurance Benefits

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

Return to Work

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

FUND RAISING

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

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

Fund-raising request forms are available in the office.

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

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

GIFTS AND SOLICITATIONS

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

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

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

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

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

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

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

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

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

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

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

HAZING/HARASSMENT/INTIMIDATION/MENACING/CYBERBULLYING

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

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

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

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

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

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

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

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

IDENTIFICATION BADGES

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

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

The public charter school will not disclose a duplicate of the photography used on the badge or card.

INJURY/ILLNESS REPORTS

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on public charter school property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the administrator immediately.

Reports will cover property damage as well as personal injury.

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

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the building safety officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law. Fatalities or catastrophes will be reported within eight hours. An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or equivalent medical facility.

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

INVENTORY

See office staff for inventory list

JOB SHARING

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

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

providing the total dollar amount does not exceed the amount designated for one staff employee in a non-job sharing position.

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

KEYS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned to students or to individuals not employed by the public charter school. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.;
4. Lost or stolen keys must be reported to the administrator within 24 hours of discovery of the loss or theft so that measures may be taken to protect public charter school property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued within 72 hours;
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
 - a. Room or other keys – \$10;
 - b. Master key – \$45;
 - c. Maximum charge – \$60.
7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the administrator to keep their keys, as appropriate.

LESSON PLANS

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

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

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

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

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

LICENSE/REGISTRATION REQUIREMENTS

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

In the event the public charter school is required to forfeit any State School Fund moneys as a result of a teacher failure to meet license/registration requirements as set forth by the Teacher Standards and Practices Commission (TSPC), the public charter school is entitled to recover one-half of the amount of the forfeiture from the teacher whose

unlicensed/unregistered status caused the forfeiture. Recovery may not exceed one-half of the amount forfeited that is attributable to the particular licensed/registered person.

MATERIALS DISTRIBUTIONS

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

MEETINGS

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

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

PARENTAL RIGHTS/SURVEYS

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

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

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

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

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

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

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

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

PEDICUPOSIS (Head Lice) (Code: JHCCF) (Also SEE Communicable Diseases – Page 9)

(A student with nits and/or infested with live lice will be allowed to remain in the school.)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school.

The suggested school measures for head lice control, as provided in *Head Lice Guidance* published by the Oregon Department of Education and the Oregon Health Authority, Public Health Division,¹ shall be followed.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

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

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

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

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

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

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the public charter school environment, are subject to disciplinary action up to and including dismissal. A “disruption” for purposes of this policy includes, but is not limited to; one or more 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 which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries. A referral to law enforcement officials may also be made.

PERSONAL PROPERTIES

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

PERSONAL REFERENCES FOR EMPLOYMENT

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

PERSONNEL RECORDS

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

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

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

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

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

PETTY CASH

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

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

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

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

See Master Schedule and School Calendar

PROGRESS/REPORT CARDS

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

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

Forms are available in the office.

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

PURCHASE ORDERS

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

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

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

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

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

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

RELEASE OF GENERAL STAFF INFORMATION

A staff members or volunteer's address, personal electronic mail address, date of birth, social security number and personal phone number contained in personnel records maintained by the public charter school are exempt from public disclosure. Such information will be released by the public charter school only upon written permission of the staff member or volunteer, unless otherwise accepted by law.

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

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

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

RESEARCH/COPYRIGHTS AND PATENTS

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

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

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

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

RESIGNATION OF STAFF

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

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

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

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

RETIREMENT

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

SAFETY COMMITTEE

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

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

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

SEXUAL CONDUCT (Reporting Requirements) 1 (866) 303-4643

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

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

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

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

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

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

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

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

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

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

Mandatory reporter guidelines require a call to the Child Abuse Hotline in Lincoln County at 1 (866) 303-4643. The principal could also be notified, but that call needs to be made.

SEXUAL HARRASSMENT

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

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

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

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

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

Step 1

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

Step 2

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

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

Step 3

If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the administrator or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The administrator or

designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the complainant within 10 working days.

Step 4

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working days conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

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

SPECIAL INTEREST MATERIALS

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

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

STAFF CONDUCT

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

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

Application of Rules

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

Definitions

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

1. "Administrator" means any supervisory educator who holds a valid Oregon administrative license or registration.
2. "Competent" means discharging required duties as set forth in these rules.
3. "Educator" means any licensed or registered person, who is authorized to be engaged in the instructional program including teaching, counseling, administering and supervising.
4. "Ethical" means conforming to the professional standards of conduct set forth in these rules.
5. "Sexual contact" means includes:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;
 - b. Causing, encouraging or permitting a student to touch the breast or sexual or other intimate parts of the educator;
 - c. Sexual advances or requests for sexual favors directed toward a student;
 - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment; or
 - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment.
6. "Sexual harassment" means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.
7. "Teacher" means any person who holds a teacher's license as provided in ORS 342.125.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

The competent teacher demonstrates:

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

Supervision and Evaluation

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

The competent teacher demonstrates:

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

Management Skills

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

The competent teacher demonstrates skills in:

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

Human Relations and Communication

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

The competent teacher demonstrates:

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

The Ethical Educator

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

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

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

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

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

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

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

STAFF DEVELOPMENT

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

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

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

Professional growth application forms are available in the school office.

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

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

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

STAFF DRESS AND GROOMING

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

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

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

STAFF ETHICS

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

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

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

STAFF HEALTH AND SAFETY

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

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

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

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the public charter school;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall nor 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 COMMUNITY ACTIVITIES

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

STAFF INVOLVEMENT IN DECISION MAKING

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

STAFF/PARENT RELATIONS

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

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

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

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

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

STAFF ROOM

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

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

Students are not permitted in the staff room.

SUPERVISION OF STUDENTS

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

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

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

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

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

TEACHING ABOUT RELIGION

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

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

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

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

- (1) The historical and contemporary values and the origin of religious holidays should be explained in an unbiased and objective manner without sectarian indoctrination;
- (2) Music, art, literature and drama having religious themes or bases are permitted and encouraged as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;
- (3) The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays include Christmas, Easter, Passover, Hanukkah and Thanksgiving.

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

TOBACCO-FREE ENVIRONMENT

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

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

TUTORING

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

USE OF PRIVATE VEHICLES FOR PUBLIC CHARTER SCHOOL BUSINESS

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

VOLUNTEERS

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

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

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

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

WEAPONS

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

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

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

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING PRESCRIPTION/NONPRESCRIPTION MEDICINES TO STUDENTS

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

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

Training will provide an overview of applicable provisions of Oregon law, administrative rules, public charter school policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

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

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

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

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

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

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

ASSIGNMENT OF STUDENTS TO CLASSES

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

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

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

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

CHAPERONES

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

CLASS INTERRUPTIONS

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

COMMUNICABLE DISEASES/STUDENT

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

CORPORAL PUNISHMENT

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

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

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

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;

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

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

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

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

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

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

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

EMERGENCY DRILLS

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

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

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

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

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

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc. along the way;
2. Close windows, turn off lights and leave door unlocked;
3. Take attendance book;
4. Escort class to at least 100 feet from the building and take attendance. Report any accounted students to the administrator or designee;

5. Upon "all clear" signal, announced by administration, not on bell/alarm signal, escort students directly back to class. Check attendance.

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

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

FEATURE FILMS/VIDEOS

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

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

The following information should be included:

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

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

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

FIELD TRIPS AND SPECIAL EVENTS

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

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

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

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

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

GRADING

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

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

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

Letter grades will be used as follows:

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

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

Grading will be conducted on a nine-week basis.

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

1. Identification of how the attendance and class participation is related to the instructional goals of the subject or course;
2. Parents and students will be informed;
3. Procedures in due process are available to the student when the grade is reduced or credit denied for attendance rather than academic reasons;
4. Reasons for nonattendance are considered and the grade is not reduced or credit denied based upon absences due to:
 - a. Religious reasons;
 - b. A student's disability; or
 - c. An excused absence, as determined by the public charter school's policy.

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

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

HOMEWORK

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

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

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

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

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

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

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

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

MAKE-UP WORK

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

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

MEDIA ACCESS TO STUDENTS

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

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

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

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

NONSCHOOL-SPONSORED STUDY AND TOURS/TRIPS/COMPETITIONS

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

Students who raise funds for their personal participation in such activities may not raise 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.

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

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

PROGRAM EXEMPTIONS

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

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

RELEASE TIME FOR RELIGIOUS INSTRUCTIONS

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

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

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

RESTRAINT AND SECLUSION

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

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

RESUSCITATION DECISIONS/LIFE-SUSTAINING EMERGENCIES

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

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

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

RETENTION OF STUDENTS

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

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

SENIOR TRIPS

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

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

STUDENT ACTIVITY FUNDS

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

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

STUDENT CONDUCT

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

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

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

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

STUDENT DETENTION

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

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

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

STUDENT DISCIPLINE

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

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

Minor Violations

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

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

Severe Violations

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

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

STUDENT DISMISSAL PRECAUTIONS

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

STUDENT/PARENT HANDBOOK

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

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

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

STUDENT PERFORMANCES

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

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

Designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior administrator approval. The adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the public charter school. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

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

STUDENT WITHDRAWAL FROM SCHOOL

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

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

VISITORS

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

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

SPECIAL PROGRAMS**ASSESSMENT PROGRAMS**

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

Assessment results are used to measure the academic content of standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education. Additional services, alternative educational or other

public school options are made available to any student who has not met or has exceeded all of the state-required academic content standards.

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

1. Criterion-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. Optional school-wide and grade level-wide assessments as recommended by the superintendent and as approved by the Board.

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

BILINGUAL EDUCATION ENGLISH LANGUAGE LEARNERS

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

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

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

BREAKFAST/LUNCH PROGRAMS

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

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

CRISIS PREVENTION/RESPONSE PROGRAM

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

HEALTH-SERVICES PROGRAMS

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

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

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

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

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

ORS 329.025 requires:

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

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

HOMEBOUND INSTRUCTION

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

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

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

HOME TUTORING SERVICES

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

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

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

LIBRARY/MEDIA SUPPORT SERVICES

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

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

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

PREGNANT/PARENTING STUDENT PROGRAMS

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

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

SPECIAL EDUCATION SERVICES

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

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

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

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

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

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

TALENTED AND GIFTED PROGRAMS (TAG)

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

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

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

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

TITLE I PROGRAMS

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

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

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

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

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: 2020-2021 HR MANUAL

TOPIC: 2020-2021 HR MANUAL

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Adopt revision to 2020-2021 HR Manual

RECOMMENDATION:

Adopt revision to 2020-2021 HR Manua

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

SILETZ VALLEY SCHOOL
HUMAN RESOURCES MANUAL

2020-2021

SILETZ VALLEY SCHOOL

(Adopted – August 11, 2020)

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ARTICLE I
DEFINITIONS AND PURPOSE

Section 1. Definitions

1. Siletz Valley Schools: Siletz Valley School will be referred to as Siletz Valley School or School.
2. Board: The elected governing body of Siletz Valley Schools
3. School Superintendent: Individual given full responsibilities and authority to direct and coordinate the operations of the school program.
4. Full Time Employee: An employee scheduled to work the equivalent of at least four (4) hours per day for the student school year. Said employee shall receive their designated hourly rate of pay and also be eligible for all contractual benefits.
5. Part Time Employee: An employee scheduled to work less than four (4) hours per day for the student school year. Said employee shall receive the hourly rate of pay only and no other contractual benefits.
6. Temporary Employee: An employee hired to temporarily fill a vacancy lasting 60 days or less. Said employee shall not receive any contractual benefits.
7. Emergency Hire Employee: An employee hired for an extra help assignment of 160 hours or less in the same assignment during the school year, or hired to replace an absent employee. Said employee shall not receive any contractual benefits.
8. Substitute Employee: An employee hired to replace an absent employee. Said employee shall receive the substitute rate of pay only and no other contractual benefits.
9. Professional Employee: An employee who is not required by law to have a professional certificate for job qualification, but is expected to perform duties assigned that would equal those of a certified professional. Said employee shall receive an hourly rate of pay and contractual benefits.
10. Classified Employee: An employee who is not required by law to have a professional certificate for job qualification. Said employee shall receive an hourly rate of pay and contractual benefits. Said employee is contracted for the school year only, unless modified through an employment contract addendum.
11. Certified Employee: An employee who is required by law to have a professional certificate for job qualification. Said employee shall receive the hourly rate of pay and contractual benefits. Said employee is contracted for 185 days only, unless modified through an employment contract addendum. Said employee must provide a copy of certification to the Personnel Office by the first day of employment.
12. Twelve-month Employee: An employee, typically an administrator, who is employed 260 days. Said employee is eligible for accrued sick and annual leave.
13. Classification: Employees will be assigned to a classification category from the school pay classification plan, according to verified years of experience within their field. Certified employees are also eligible to be placed accordingly for verified academic credits.
14. Annual Leave: Granted leave time with pay to provide qualifying employees with periods of rest and recreation in recognition of services performed.
15. Involuntary Termination: An employee dismissed from employment for cause in accordance with the provisions of the Personnel Policies and Procedures.
16. Resignation: The complete severance of the employer and employee relationship as initiated by and of free will of the employee.
17. Lay Off: The discontinuance or abolishment of a position or termination of an employee from a position due to lack of funds, change in position status, reorganization or lack of work.
18. Leave without Pay: An employee may be granted leave without pay for a specified period of time. Benefits are not guaranteed beyond 30 days of leave.
19. Promotion: The act of being raised in position, grade or rank by administrative order, but not necessarily requiring an increase in salary.
20. Suspension: The temporary removal of an employee from the performance of his/her employment duties, responsibilities and corresponding temporary cessation of compensation.

21. Tardy: Absent from assigned work site for a period of fifteen (15) minutes after the assigned hour of arrival for the particular employee.
22. Contractual Benefits: Benefits that include medical, dental, retirement, holiday pay, sick and annual leave, when applicable.

Adopted: 02/20/04 Amended: ~~09/23/08; 08/30/12~~, 8/11/20

Section 2. Purpose

1. The general purpose of these policies is to establish a system of personnel administration that meets the social, economic and program needs of the Siletz Valley Schools. This system includes procedures for describing work organization, filling vacancies, managing and compensating the work force and maintaining necessary records. Processes include position classification, recruiting, selecting, training and paying employees.

The policies and procedures will assist the school in achievement of the goals and objectives of all school programs and projects; and provide a guide by which all school projects can function as coordinated and consistent elements in unity and harmony. These policies shall be followed by all school employees.

ARTICLE II RIGHTS OF THE BOARD

Rights of the Board

The board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Organizations By-Laws and by applicable state and federal laws.

ARTICLE III EMPLOYMENT PRACTICES

Employment Practices

All personnel actions, hiring, promotions, demotions and consideration for developmental opportunities, under the provisions of these policies will be on merit and fitness. The guiding principles for the Siletz Valley School Personnel system will be:

1. Recruiting, selecting and advancing employees on the basis of their relative abilities, knowledge

- and skills, including open consideration of the qualified applicants for initial appointment;
- 2. Providing training for employees, as needed, to assure high quality performance;
- 3. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and terminating employees whose inadequate performance cannot be corrected;
- 4. Assuring fair treatment of applicants and employees in all aspects of personnel administration and in the terms, conditions and privileges of employees without regard to political affiliation, family ties, age, race, color, national origin, sex, handicaps or religious creed and with proper regard for their privacy and constitutional rights as citizens. Discrimination on these bases will be prohibited except where specific age, sex or physical ability constitutes a bona fide occupational qualification and is necessary to proper and efficient administration; and
- 5. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or nomination for office.

Conflicts of Interest and Nepotism

- a. The immediate family is considered to be the following:
 Husband, Wife, Sister, Brother, Grandparents, Father, Mother, Daughter, Aon
- b. No employee may be assigned to a unit supervised by a member of his/her immediate family.
- c. No member of a committee or board shall participate in voting which recommends or participates in the selection of an applicant who is a member of the immediate family of such board or committee member.

ARTICLE IV

AUTHORITY AND RESPONSIBILITY

Sound management requires that the role of each segment of the Siletz Valley School be clearly specified with respect to the personnel system operation. The final authority and responsibility for personnel functions remains with the Board. However, the following administrative functions are delegated as outlined below:

- 1. Personnel Committee
 - A. Committee will consist of the following:
 - a. Superintendent
 - b. Board Representative
 - c. Program Representative (certified, classified staff member)
 - B. Meet at such time and place as needed. Meetings will be called by the Superintendent. The members will serve without additional compensation.
 - C. Hearings and investigations conducted by or for the Personnel Committee will not be bound by technical rules and evidence. Informality of hearings or investigative proceedings will not invalidate any order, decision, rule or regulations made, approved, or confirmed by the Committee acting as a

body.

- a. Any order, decision, rule or regulation of a committee member conducting any hearings or investigation alone shall have no force or effect unless or until concurred on by a majority of committee members present.
 - b. In the course of such hearings or investigation, the Personnel Committee has power to require the attendance and testimony of any Siletz Valley Schools' employee(s) or other person(s), and the production of books, records, and papers relevant to the inquiry. Each committee member will have the power to administer oaths in connection with such hearings or investigations.
 - c. Minutes will be taken by the Committee for all such hearings and investigations.
2. The Superintendent will provide technical personnel services in support of the Personnel Committee. The Superintendent shall provide advice and leadership in applying sound personnel management practices to the Siletz Valley Schools' operations. Technical assistance includes:
- a. Provide technical job analysis.
 - b. Provide technical recruitment, screening, evaluation, and referral services in support of merit-based selection processes at entry and promotional levels.
 - c. Maintain personnel records for all Siletz Valley Schools employees.
3. Siletz Valley School is responsible for applying sound personnel management practices in accordance with applicable laws and regulations, including these personnel policies and procedures. The Superintendent shall have authority and responsibility subject to the above directives to:
- a. Administer discipline within the school and maintain documentation of actions.
 - b. Take suspension, demotion and discharge for cause actions within the schools and maintain documentation of actions taken.
 - c. Provide information and advice about work requirements and the kind of competence needed for work performance to support classification, selection, and other personnel processes.
 - d. Evaluate performance of subordinates.
 - e. Give consideration for promotion within the organization on the basis of merit and efficiency.
4. Supervisors are responsible for insuring the provision of services to Siletz Valley Schools, and at the same time they are responsible for directing and supporting the most valuable resources, its employees. Supervisory personnel duties are:
- a. Clearly advise each employee as to whom he/she is responsible.
 - b. Explain responsibilities, requirements, and related duties of the position to the employee as related to said employee's job description.
 - c. Give individual orientation to assist him/her in adjusting to the employment situation, and on-the-job or special training by the supervisor.
 - d. Define standards of performance defined for each employee. Continuously appraise his/her work performance.
 - e. Give consideration for promotion within the organization on the basis of merit and efficiency.
 - f. Receive suggestions for improving efficiency and working conditions from the employee.

5. Penalties:

Any employee or other person who intentionally, willfully, or fraudulently violates any of the provisions of the governing law or these rules will be subject to dismissal, demotion, suspension, disqualification or other disciplinary penalties as provided by governing law, applicable rules, and such other measures as the Board may provide.

Adopted: 02/20/04

Amended: ~~09/23/08; 08/30/12~~, 08/11/20

ARTICLE V
MAINTENANCE OF STAFFING PLAN

To facilitate the maintenance of the staffing plan, the following procedures will be accomplished when a position becomes vacant.

I. Before the decision is made to fill an existing vacant position, the Superintendent needs to resolve the following questions:

a. Job Restructuring:

Can the duties of the position be allocated to other positions in the organizational unit or elsewhere so as to enhance the duties of other positions?

b. Eliminating the Need for the Position:

Can the workflow or workload of the organizational unit be streamlined to eliminate the need for this position?

2. Once the decision is made to fill the position, the following steps will be followed:

a. The Superintendent will prepare a Job Description listing the specific duties to be performed. This action will note any changes in the position or reaffirm the existing duties and responsibilities. When doing this, no reference should be made to a salary schedule.

b. The Superintendent will begin recruiting to fill the vacancy from within or outside the Siletz Valley Schools' workforce.

ARTICLE VI
EMPLOYMENT

Section 1. Employment Generally

1. Equal opportunity/nondiscrimination as prescribed in these policies and procedures will be used in filling vacancies. (See Article III, Employment Practices)
2. The Superintendent, in concurrence with the Interview Committee, shall submit in writing all hiring recommendations to the School Board for approval.
3. Transfers from one position to another within the schools, whether promotional or lateral, will be regulated by rules and regulations spelled out in Job Vacancy Procedures. (See Article VI, Section 2)

Section 2. Job Vacancy Procedures

1. All permanent job vacancies shall be formally announced and advertised for a reasonable period of such duration deemed necessary to attract qualified applicants, but not less than five (5) working days. An opening date and closing date for submission of applications or resumes shall be set for each job vacancy and shall appear on all job announcements.
2. Persons may be reinstated on layoff status without competitive selection at the discretion of the Superintendent with the concurrence of the School Board.

3. Transfers:

Active employees of the organization may request a transfer into an available position. Available vacancy positions will be classified "Competitive" and "Non-Competitive."

- a) Competitive Transfer: An employee, within the school, may submit an application which will be considered by the Interview Committee, in conjunction with consideration for all other submitted applications, for a possible transfer.
- b) Non-Competitive Transfer: An employee of the school system may request a transfer to fill a vacancy position which the Superintendent determines will benefit the school system and better meet the school's needs.

Section 3. Screening and Interviewing

1. The Superintendent or designee will determine basic eligibility of applicants based on a review of candidate application, resume, letter of interest, or placement file.
2. Once determined as basically eligible, candidates may be further evaluated by:
 - a. Testing (such as keyboarding).
 - b. Informal Oral Interview: to assess the degree to which the critical Knowledge, Abilities, Skills and Attitudes, as described in the job description, are met or surpassed.
3. The Superintendent or designee will prepare a list of qualified candidates based on the aforementioned screening criteria.
4. Three to five candidates from the qualified list, if possible, will be formally interviewed.
5. The Interview Committee will conduct the interviews based on the selection criteria as a basis for discussion. Once the recommendation has been established, the Superintendent or designee will contact the listed references to establish the general effectiveness of the applicant as an employee.

6. The Superintendent, in conjunction with the Interview Committee, will recommend candidates for hire to the School Board. (See Article VI, Section 1, #2)
7. Final approval to employ personnel will be made by the School Board on the recommendation of the Superintendent.
8. After the decision for appointment has been made by the Superintendent, applicants who were not selected for the announced vacancy will be notified in a timely manner.

Section 4. Appointment

Appointments will be made based on qualifications and subject to budget constraints and program requirements. No position will be considered guaranteed beyond the period designated on the Employment Hire Letter. Appointment for one contract period does not automatically guarantee a person will receive an appointment for a subsequent contract.

1. All new employees and changes in employee status will be implemented by use of the Employment Hire Letter.
2. The Employment Agreement and/or Addendum shall include: job title, status, salary, and total contract days.
3. Employee's considered for re-appointment (continued employment) shall be given an intent to return request by the Superintendent no later than April 30th. If the request is not received by the Superintendent by May 15th, it will be assumed that the employee does not wish to be considered for re-appointment. A letter addressing the Superintendent's decision for re-appointment will be sent to the employee by May 30th. This, however, does not guarantee the employee the same job title for the subsequent year.

Section 5. New Employee Probationary Procedures

1. Newly appointed employees will be subject to an initial 90-day probation period. The initial probationary period will be considered a part of the examination process, and will be used to evaluate employees for regular status placement. The work and conduct of probationary employees will be evaluated and recorded on a performance evaluation form.
2. During the course of the initial probationary period, contractual benefits shall be awarded. Medical, dental, and other identified benefits will become effective as soon as the insurance carrier allows.
3. Upon successful completion of a probationary period, the employee will be granted regular status in the position in which the probationary period was served.
4. If at any time during the initial probationary period the supervisor determines that the services of the employee have been unsatisfactory, an employee may be terminated from his/her position without the right of appeal. The employee will be notified in writing of his/her failure during their initial probationary period, which shall list all reasons.

Any employee transferring into a new position may be placed on a new 90-day probation period, depending on the supervisor's discretion.

Adopted: 02/20/04 Amended: 09/23/08; 08/30/12

ARTICLE VII
MANAGING THE WORK FORCE

Section 1. General

Superintendent will give new employees a position orientation and a description of the responsibilities of the position. The employees will accept total commitment to these duties in exchange for pay and benefits.

Section 2. Attendance

1. All employees shall follow the approved School Calendar. (See Appendix B)
2. ~~All employees' contracted day shall be no longer than eight (8) hours in length, including the duty free thirty minute lunch period, except as indicated differently on the individual Employment Hire Letter. All employees contracted week shall not be longer than forty (40) hours in length. A work schedule shall be provided to all employees at the beginning of the school year and will be subject to change as necessary by the school.~~
3. Teaching staff (teachers and assistants) shall be in their assigned room for the benefit of students, parents and community members no less than thirty (30) minutes before the beginning of the school day and no less than thirty (30) minutes after the dismissal of the students.
4. An employee unable to report for duty on a workday must notify the Office of that fact no later than sixty (60) minutes before the beginning of work and of the reason they are unable to report to work. Failure to do so without good reason may result in disciplinary action by the supervisor.
5. All unauthorized and unreported absences will be considered absence without leave and deduction of payroll will be made. Such absence will be grounds for disciplinary action by the supervisor.
6. Absence without leave for three (3) consecutive working days is an automatic resignation from services.

Section 3. Training and Career Development

1. Every effort will be made to provide each employee with the necessary information and skills to do his/her work efficiently and effectively. Each employee will be encouraged to develop his/her skills to the maximum extent possible through on and off duty training programs. Opportunities for job advancement, enrichment, and/or job rotation will be offered to employees as circumstances and sound management procedures permit. Professional goals will become a part of the employee's files.
2. All classified teaching assistants who do not have degrees shall carry on a reasonable program of study toward the attainment of a valid AA degree. Reasonable program is interpreted to mean the securing of at least ten (10) quarter hours of college credit within a twelve (12) month period.

In addition, special certification (Pass ORELA or other endorsements) must be obtained by all professional staff with special skills where certified employees do not have the knowledge or expertise.

3. All certified staff is expected to keep themselves informed of essential instructional improvement through professional study, group discussions, school visitations and travel. All certified staff shall maintain an active license through the Teacher Standards and Practices Commission (TSPC).

Section 4. New Employee Orientation

1. Each new employee will receive basic information as to hours of work, working conditions, benefits, etc., prior to the first day of employment.
2. Special care will be given to ensure that employees subject to hazardous or special working conditions as described in safety or other pertinent regulations, law, etc., are promptly and adequately briefed concerning these conditions or requirements.
3. General information concerning employment will be provided to all new employees through individual or group briefings or through prepared materials. Such presentations and/or materials will be provided and kept under direction of the Superintendent.
4. The length of a new employee's probationary period and conditions pertaining to the performance evaluation during probation will be fully explained to the employee when he/she enters on duty.
5. An orientation checklist, available in Appendix A, will be explained to and signed by the employee before it is placed in the individual's personnel file.

Section 5. Performance Evaluation

1. It shall be the policy of Siletz Valley Schools that each employee shall be evaluated. Performance evaluation is the continuing process of measuring an employee's services.
2. The process:
 - a. Provides the employee with areas of strengths and weaknesses in the performance of their duties assigned.
 - b. Allows the employee and supervisor to plan development activities, which will bring performance up to the standards of the supervisor, and program requirements.
 - c. Provides the supervisor with a formal process for feedback from employees.
3. Performance evaluation provides:
 - a. Data on which to base individual personnel decisions: promotions, demotions, transfers, merit pay, bonuses and/or other recognition.
 - b. Data on which to base personnel decisions such as group training needs, organization restructuring, and work force expansion.
4. The performance evaluation process will include formal evaluations annually as of April 15th of each school year. No single observation shall be less than thirty (30) minutes in length.
5. The evaluator is encouraged to record both positive and critical observations in conjunction with discussing them with the employee involved. To be effective, an individual performance evaluation must be:
 - a. Based on standards of performance and duties of which the employee is aware.
 - b. Job-related, both as to the position and the overall function of the organization.
 - c. Based on criteria, which actually reflect differences in performance.
 - d. Substantiated, be specific, and based on an observable incident.
6. The organization's performance evaluation system must reflect:

- a. Consistency.
 - b. Freedom from bias or prejudice.
 - c. Provisions for follow-up actions to correct deficiencies identified.
7. The employee performance evaluation reports will be filed in the employee's personnel file. The employee shall be given a copy of their evaluation within five (5) working days after the report is completed.
8. Every employee whose work is unsatisfactory based on the evaluation criteria will be notified through a completed evaluation of stated areas along with a suggested specific and reasonable program that will assist the employee with improvement. This evaluation will serve as a basis for disciplinary probation or plan of assistance (POA). All employees who are placed on this disciplinary probation (POA) will be given ninety (90) days to demonstrate improvement in the identified areas of deficiencies. If satisfactory improvements have not been made at the end of the ninety (90) days, the employee will not be recommended for re-hire for the following year and immediate termination may take place.

Section 6. Professional Conduct/Staff Ethics (GBC)

Whether an employee is on or off duty, the employee will comply with and conduct oneself in a professional manner that reflect Siletz Valley Schools' standards and expectations defined in policy. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times. Listed below are types of behavior and conduct that Siletz Valley Schools considers inappropriate and which could lead to disciplinary action up to and including termination of employment without warning, at the sole discretion of the Siletz Valley Schools Board. This list should not be viewed as being all-inclusive:

- a. Falsify or omit material information from school records or statement required of or submitted by the employee.
- b. Use language or actions which are offensive or profane.
- c. Carry or smoke any kind of lighted pipe, cigar, cigarette or any other lighted smoking equipment or material; or chew or sniff a tobacco product on school property, including vehicles. This is a "Tobacco-Free Environment" and shall be treated as such.
- d. Take, use, convert or possess without authorization, equipment, materials or services of an individual or of the school for purposes not related to the school.
- e. Carry a weapon on school's time or premises.
- f. Illegally manufacture, distribute, dispense, possess or use any controlled substance.
- g. Threaten, intimidate, harass (including sexual harassment), coerce or abuse, either physically or verbally, another employee, patron or student.
- h. Distribute materials, circulate petitions or collect contributions on the employer's time or premises without proper authorization.
- i. Employees shall not disclose confidential information gained by virtue of their employment. Divulging information to anyone other than the designated person(s) will be considered a violation of professional conduct.
- j. Any criticism of other staff members will not be tolerated. Constructive criticism directed toward the improvement of the school is to be in writing and made directly to the Superintendent who has responsibility for improving the situation.
- k. Employees shall recognize, respect and maintain the line of authority. Concerns, questions and grievances must be directed to the Superintendent.
- l. Employees shall inform their building office of their whereabouts. Absences from the building must have the Superintendent's approval.
- m. Mandatory reporter guidelines require a call to the **Child Abuse Hotline in Lincoln County at 1**

(866) 303-4643. The principal could also be notified, but that call needs to be made.

- n. Employees shall not publicly criticize, gossip, or spread rumors of incidents or of students' actions that reflect negatively on the school. Each Employee is expected to conduct herself/himself at all times in a way that best represents the employee of Siletz Valley School
- o. Employees shall dress in a professional manner. Discretion in style of dress and behavior is essential to the efficient operation of Siletz Valley Schools. Employees are expected to use good judgment in their choice of work clothes.
- p. Employees are expected to maintain professional relationships with students. As an integral member of an educational institution, each employee is expected to accept certain responsibilities, adhere to acceptable educational and business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of students and co-workers, but also demands that both in the work environment and in the employee's personal life, the employee refrains from any behavior that might be harmful to the employee, students, co-workers and/or Siletz Valley School, or that might be viewed unfavorably by parents or by the community at large. Obviously, sexual relationships with students are prohibited, as are social or other relationships, which are overly personal, intimate or unprofessional.
- q. If the employee's performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of Siletz Valley School, based on violations either of the above or any other school policies, rules or regulations, the employee will be subject to disciplinary action up to and including dismissal.
- r. Corporal Punishment - JGA: The use of corporal punishment in any form is strictly prohibited in the public charter school. The public charter school shall inform all staff members and volunteers of this policy.
- s. First Aid – EBBA: In case of sudden illness or injury to a student or staff member, first aid will be given by a school staff. Further medical attention to students is the parent's responsibility, or of someone the parents designate in case of emergency.

Section 7. Discipline

- 1. The supervisor will be the primary initiator in disciplinary actions.
- 2. Discipline will be administered in a constructive and progressive manner.
- 3. Disciplinary measures will encourage correction of the problem. In the event that employee(s) continues to exhibit unsatisfactory behavior, progressively more severe measures will be applied.
- 4. Supervisory reactions to unacceptable behavior must be controlled. If the act merely warrants an oral reprimand, this can be accomplished in good taste by the supervisor. Incidents which possibly warrant more severe measures require even more sound judgment on the part of the supervisor. Caution must be used throughout to ensure that both employee and administration rights are protected.
- 5. Supervisor guidelines to follow:
 - a. Respect the dignity of the individual and talk with him/her in private.
 - b. Get all available facts before taking disciplinary action.
 - c. Listen to all sides of the story and give the employee a chance to be heard.
 - d. Make certain that a reprimand is deserved; be thorough in explaining the action you are contemplating.
 - e. Be firm, but fair, and show how the situation can be prevented from reoccurring.
- 6. The steps outlined as follows are guidelines for all supervisors and administrators to use in implementing disciplinary measures. Depending on the severity of the infraction(s) and the employee behavior, the supervisor may go directly to any step he/she feels appropriate for good management options:

- a. Oral Reprimand: Whenever grounds for disciplinary action exists and the supervisor determines that more severe action is not immediately necessary, the supervisor will orally communicate to the employee the supervisor's observations and concerns.
 - b. Written Reprimand: The written reprimand is a more severe action and is justified for employee actions of a more severe nature or behavior which has been repeated after an oral reprimand.
 - c. Suspension: The supervisor may recommend to suspend an employee without pay for up to, but not to exceed, 10 working days as a disciplinary measure for cause.
 - d. Probation: The supervisor may place an employee on disciplinary probation for a period of not more than ninety (90) calendar days. Such action must be in writing and must contain the specific conduct for which the employee is being placed on probation. Also included will be the specific criteria which must be met before an employee can be removed from probation. All employees who are placed on probation shall use their designated probationary period to demonstrate improvement. If no improvements are made by the end of the designated probationary period, the supervisor may recommend that said employee be released from employment.
 - e. Demotion: The supervisor may recommend the demotion of any employee in his/her employment for either the good of the program or for disciplinary measure for cause.
 - f. Dismissal: A supervisor may recommend dismissal as a disciplinary measure for cause.
7. It is the responsibility of supervisors to provide and follow up with the proper written documentation for:

Oral reprimand Written reprimand Suspension Probation Demotion Dismissal

These actions will be documented by a memorandum addressed to the employee. The supervisor should have the employee sign his/her signature on the letter to show they have read and acknowledge receipt of the letter and the basis of the reprimand. If the employee refuses to sign, the supervisor shall have a witness available to confirm that the employee has received the memorandum and is aware of its contents. A copy of the signed memorandum shall go to the employee and the original shall be placed in the employee's personnel file. The sequence of discipline is normally a-f (above); however, the severity of the infraction may allow the supervisor to proceed to any element in the series. Steps c, d, e and f must have the Superintendent's written approval prior to being presented to the employee.

- 8. Where the Superintendent determines that immediate termination is necessary because the employee poses a real threat to the physical safety of personnel/pupils, property of the school, or would so impair the operation of the programs as to render impractical his/her continued employment, termination would be immediate.
- 9. The Superintendent shall provide written notice to the terminated employee stating the grounds for the termination. The notice shall state that the employee may, within seven (7) calendar days of receipt of termination notice, request a hearing. The hearing request must be in written form and submitted to the Superintendent for the Board of Directors review. Upon receiving the written request, the Superintendent shall schedule a hearing within ten (10) working days. Failure to request such a hearing within the designated seven (7) calendar days shall constitute a waiver of the right to appeal and no further recourse may be had.

The request for a hearing shall be utilized by all regular employees that have encountered

disciplinary actions. Any decision made by the Board shall be final and the employee shall have no other appeal rights. Probationary employees do not have appeal rights for disciplinary actions.

10. School Board Responsibilities:

The Board will hear appeals and render a binding decision on the following matters, but only after the Superintendent has rendered a decision:

- a. Matters pertaining to alleged discrimination in employment from applicants or employees;
- or
- b. Matters pertaining to dismissal or layoffs.
- c. The Board reserves the right to reverse, affirm, or let stand the decision made by the Superintendent.
- d. The Board shall have sixty (20) days from the date of the hearing to consider the matter presented.

Section 8. Termination from Employment

1. Resignation:

- a. An employee desiring to resign will notify his/her immediate supervisor in writing with 60 days' notice specifying the effective date. Failure for a licensed employee to give at least 60 days' notice, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. However, waiver of required notice may be granted by the Superintendent.
- b. Any employee who has submitted a resignation will be required to perform duties until resignation becomes effective. However, the supervisor may recommend termination sooner if the employee is not performing duties assigned.

2. Involuntary Termination (Dismissal):

- a. A position may be discontinued or abolished, or an employee may be terminated because of lack of funds, change in duties, reorganization, or lack of work.
- b. When more than one employee is involved, the Superintendent will establish a list showing the order in which employees are to be laid off. Determination as to which employees are to be laid off will be based upon:
 - i) Employees who are least effective as reflected by their performance evaluation; and
 - ii) Employees with the most seniority will be given consideration depending on their effectiveness to the program.
- c. Layoffs will be authorized by the Superintendent only.
- d. Applications of employees who are laid off, upon written request of the employee, will be placed in the active candidate file.

3. Disability:

- a. An employee may be separated for disability when he/she cannot perform the required duties and functions because of physical or mental impairments.
- b. Separation due to physical or mental incapacitation will be made after all accrued leave has

been used.

4. Death:

- a. Separation will be effective as of the date of death.
- b. All compensation and accrued annual leave will be paid to the estate or beneficiary of the employee except for such sums which, by law, must be paid directly to the surviving spouse.

5. Exit Interview:

On the final separation date of the employee, the Superintendent will conduct an exit interview. The employee will be informed of their rights regarding re-employment possibilities, conversion of insurance plans to individual private plans and assisted with any other questions related to the employment with the School. Before the departing employee is given his/her final paycheck, they must return all equipment, keys, and items that have been checked out to them, and any debts they may owe the School must be satisfied at this time. As per Federal law COBRA paper will be offered to employees at this time.

6. Records:

- a. The reason for termination will be thoroughly documented in the employee's personnel file.
- b. This file will be maintained as per federal guidelines following the separation date and will remain available for no less than five (5) years after the separation date.

Section 9. Drug-Free Workplace

The Drug-Free Workplace Act (Public Law 100-690, Title V, Subtitle D) requires that directly funded federal grant recipients notify their employees in writing that drug abuse in the workplace is prohibited, as follows:

- a. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverages is prohibited in Siletz Valley Schools or in any of its workplaces. Conviction of an employee of Siletz Valley for violation of such prohibition will result in disciplinary action up to and including termination. As a condition of employment, each employee must abide by the terms of this statement, and must notify his/her employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Reporting by employees to the Superintendent, of any conviction for violation of criminal drug statutes while in the workplace will be done within five (5) days of the conviction. Upon notification, the Superintendent, or designee, will notify the federal granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace as per federal statute (Public Law 100-690, Title V, Subtitle D, the Drug-Free Workplace Act).

Within thirty (30) days after receiving notice of a criminal drug statute conviction for a violation occurring in the workplace, the Superintendent, or designee, will:

- i. Require the convicted employee to satisfactorily participate in an approved rehabilitation program; or
- ii. Take appropriate personnel action against the convicted employee up to and including termination.

- c. As a condition of continued employment, and based upon reasonable cause or well-founded suspicion of illegal use, possession or intoxication on-duty, employees may be required to undergo immediate and/or periodic medical examinations and/or alcohol and drug screenings at times specified by Siletz Valley Schools and by health care professionals or testing specialists specified by Siletz Valley Schools. In connection with these examinations, employees may be required to provide access to their medical records and drug and alcohol records, if requested. Further, it should be understood that Siletz Valley Schools will receive a full report from its examining physicians and/or testing specialists regarding the outcome of required testing and screening procedures. All medical examinations and alcohol and drug screenings and tests required by Siletz Valley Schools are paid for in full by Siletz Valley Schools. All information regarding the medical history and condition of employees will be maintained in separate confidential files, except that:
1. Supervisors may be told, if there is a need to know, or necessary accommodations and/or restrictions on the work and duty of the employee;
 2. First aid and safety personnel may also be told, when appropriate;
 3. Worker's compensation offices, second injury funds, and similar agencies may be informed in accordance to applicable law;
 4. Government officials investigating compliance with applicable law may be provided relevant information on request;
 5. Relevant information may be provided to insurance companies where a medical examination is required for health or life insurance.
- d. Within five (5) days after examination or testing, the employee will be notified of the results. The Siletz Valley School will:
1. Require the employee to satisfactorily participate in an approved rehabilitation program; or
 2. Take appropriate personnel action as outlined in the "Drug-Free Workplace Act."

Section 10. Troubled Employee

The term "troubled employee" shall refer to an employee who has medical, health, or personal problems that affect their performance of employment; i.e. drug or alcohol dependence, or criminal acts, but is not limited to these things.

1. An employee having problems with drugs/alcohol, who has not participated in the aforementioned Drug-Free Workplace testing screening section, may request, of their own volition, a written leave of absence to seek medical treatment. Upon receiving a request for leave, the employee must provide written documentation from a certified treatment facility to the Superintendent to verify program entrance.
2. Once the Superintendent has verification the employee is seeking treatment, the Superintendent will decide whether to grant the employee leave of absence without pay and how long the employee leave shall be. All medical, dental and life insurance benefits will remain effective during leave of absence if the employee makes their full premium payments. Employee shall return upon written documentation of successful completion of treatment, but not guaranteed the same position that was vacated.
3. An employee involved in or accused of an unlawful act from a State or Federal Law Agency shall follow the steps outlined below:

- a. The employee shall immediately report the accusation in writing to their supervisor.
- b. An employee will be immediately placed on administrative leave of absence and may or may not receive pay until determination of severity of criminal act can be determined.
- c. Once determination is made from either said agencies, the employee may remain on administrative leave of absence until proven guilty or not guilty.
- d. If found to be guilty, the employee may be requested to resign or be terminated, depending on the severity of the criminal act.
- e. If found not guilty, the employee may be returned to their prior assignment.
- f. If at any point, there is a violation of "Ethical Educator and Professional Practices" as outlined by Oregon Teacher Standards and Practices Commission (TSPC), the employee may be terminated following proper due process.

Section 11. Sexual Harassment: GBN/JBA:

This policy as well as the complaint procedure will be made available to all students, parents of students and staff in student/parent and staff handbooks. A copy of the policy can be obtained from the school's office.

No student or staff member should be subjected to harassment at school or work for any reason. Therefore, it is the policy of Siletz Valley School Board that all employees will deal with all persons in ways which convey respect and consideration for all individuals. This is true regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility or defamation directed at anyone, whether verbal or physical, will not be tolerated and constitute grounds for disciplinary action.

Any staff member who has been found to have sexually harassed another will be subject to disciplinary action and/or discharge. The staff member may also be subject to civil or criminal prosecution.

Adopted: 02/20/04 Amended: 09/23/08; 08/30/12; 8/26/14

ARTICLE VIII
PAY AND BENEFITS

The Siletz Valley School Board is responsible for implementing a fair and equitable pay system and a benefits package which contributes to the overall satisfaction of current and prospective employees.

Section 1. Pay system

1. The pay system is designed for:

- a. Equitable internal relationships between classes;
 - b. Equal pay for equal work;
 - c. Rewarding employees for outstanding or superior performance;
 - d. Adaptation to meet changing economic and employment conditions;
 - e. Pay rates are in accordance with Federal minimum wage standards.
2. The School shall establish, based on fiscal year allocations, an annual salary schedule for all positions. These salary schedules shall be subject to annual review and modifications as necessary for the continued improvement of the education program.

3. Merit:

Employees whose performance is established as being above average may be awarded a merit step increase by the Superintendent with the approval of the School Board. This increase will be tied to a written evaluation and will reward those employees who significantly contribute to the School's improved productivity and effectiveness.

4. Promotion:

Employees who are promoted to a new position will be assigned to the entry appointment level of the new range or an appropriate pay step level to ensure at least a one-step pay increase.

5. Step Increase:

A step increase will be considered at the beginning of a program/contract/school year for a successful year of performance and a satisfactory performance evaluation. Yearly pay increases depend on funding.

- a) Certified teaching staff is eligible for a column change for earned academic credits in their related field of practice. An official transcript, from an accredited university, reflecting recent academic credits must be submitted to the Superintendent by September 15th. All eligible candidates shall receive their pay increase effective October 1st of the school year. If, however, official transcripts are not submitted by the deadline, no pay increase will be awarded until the next school year. All column changes are dependent upon funding availability.
- b) Column changes that reflect an advanced degree in the related field of practice require verification of degree/certification in addition to the official transcript in order for certified teaching staff to be eligible. All column changes are dependent upon funding availability.

6. Demotion:

When an employee is demoted, the rate of pay will be determined as follows:

- a. If the salary received in the higher range falls within the pay range for the class to which demoted, the rate of pay will remain unchanged. When the rate of pay falls between two steps the lower range will be set as the hourly rate.
- b. If the salary received in the higher range is greater than the top step for the class to which demoted, salary will be reduced to the top step of the lower pay range.

Section 2. Benefits

A ten (10) month employee begins employment late August through early to mid-June

1. Payment for leave: No payment for leave of absence will be made until leave has been properly approved. Regular part-time employees will be eligible for leave benefits prorated on the basis of their average workweek.

All benefits and seniority will continue to accumulate during any leave with pay.

Temporary employees, part- or full-time, are not eligible for any leave with pay.

2. Annual Leave:

- a. Accumulation: Twelve month employees will be entitled to annual leave according to the following schedule:

Rate of.	1-2 years = 40 hours per year (5 days)
	3-5 years = 80 hours per year (10 days)
	6-10 years = 120 hours per year (15 days)
	11 years & more = 160 hours per year (20 days)

Part-time employees working twenty (20+) hours per week or more on a regularly scheduled basis will accrue annual leave at a *pro-rated* basis to the number of hours worked as compared to full-time employment.

Temporary and part-time employees working less than twenty (-20) hours per week are **not** eligible for annual leave or other benefits.

All annual leave hours must be used by September 15th of every year, except that a total of 160 hours may be carried forward. Any excess hours over and above the 160 hours will be deleted from the employee's total leave time.

- b. Annual leave is accrued from the first date of an employee's twelve month employment status, however, cannot be used until probationary period is completed. Annual leave will be accrued on a monthly basis (1/12 of annual hours will be added to the employee's accumulated annual leave per month.) Annual leave must be requested and approved in advance on the appropriate leave form with Supervisor's and Superintendents signatures.

Two (2) weeks advance notice is required when taking five (5) or more days of annual leave.

Less than five (5) days of leave requires prior approval on the appropriate leave form,

A person about to resign or who is laid off without fault on his/her part, and who has earned annual leave, will be granted a lump sum payment in lieu of any leave time earned.

Upon the death of an employee, a lump sum payment for all annual leave accrued will be made to the employee's estate of beneficiaries.

3. Holidays:

- a. The following seven (7) holidays are to be observed with pay by all licensed/registered

employees and each 10-month classified employee of the School:

- | | |
|-------------------|------------------|
| *Labor Day | *New Year's Day |
| *Veteran's Day | *President's Day |
| *Thanksgiving Day | *Memorial Day |
| *Christmas Day | |

*Independence Day is observed with pay for all 11 and 12 month working full-time employees as well as those holidays identified above.

*Martin Luther King Day is a non-contract day/unpaid holiday.

- b. Any day appointed by the President of the United States or by an act of Congress, to be observed as a holiday by Federal or State employees may also be observed as a holiday.
- c. Holidays falling within the period of an authorized leave will not be charged to leave time.
- d. In order to receive pay for legal holidays, an employee (Certified and Classified) must be at work or on ~~pre-arranged~~ paid leave status on his/her scheduled work day immediately preceding and following the holiday. (Exceptions: Christmas Day and New Year's Day)
- e. Substitute, Temporary and Emergency hire employees and consultants do not receive paid holidays.

4. Sick leave and Personal Leave:

- a. Sick leave will not be considered as a privilege which an employee may use at the employee's discretion. "Sick Leave will be defined as: (1) illness of the employee; (2) serious family (employee's spouse, son, daughter, or parent) illness; (3) dental and medical appointments, or (4) the death of a close relative (bereavement).
- b. Personal leave is considered a privilege which an employee may use for any reason WITH prior date approval from the Superintendent.

Certified and non-certified personnel are granted sick leave earning with pay as follows:

- 1. For teachers and non-certified personnel employed within the range of 170-200 days according to the employment contract:

11 days [1 personal; 10 sick]

- 2. For administrators and non-certified personnel employed within the range of 201-230 days according to the employment contract:

12 days [1 personal; 11 sick]

3. For administrators and non-certified personnel employed within the range of 231-260 days according to the employment contract:

13 days [1 personal; 12 sick]

Sick leave shall be accrued on a yearly basis and its accumulation is unlimited. The yearly accrual will be allocated with the beginning of the contract year. However, upon termination of a contract, the School will check the amount of leave used by the employee. When more leave has been used than would have been accumulated on an accrual basis, the School will deduct the overuse of leave from the payout of the contract. The employer will request a statement from the employee's doctor for frequent intermittent use of sick leave should the period of sick leave extend beyond 3 days. Extended leave due to health reasons will require a statement from the employee's physician. Continued use of sick leave by an employee will be reviewed in terms of its overall effects on program objectives and services, and if it is determined that the program objectives and services are being adversely affected, that employee may be terminated or requested to resign for health reasons. At no time will payment be made in lieu of time off for sick leave or for accumulated sick leave upon separation. No cash payment for sick day. Unused personal time shall be paid upon termination. Personal days may be carried over one year.

5. Maternity leave: Childbirth and the complications of pregnancy will be considered as a temporary medical disability, and shall be treated as any other such disability or illness.
 - a. A pregnant employee may continue working until such time as she can no longer satisfactorily perform her duties or her physical condition is such that her continued employment would be injurious to her or the unborn child's health.
 - b. The employee, in consultation with her physician, will establish tentative times to initiate and terminate the maternity leave. These times will be discussed with and agreed upon between the employee and Superintendent.
 - c. Leave without pay may be granted up to twelve (12) weeks.
 - d. All contractual benefits shall remain in effect while the employee is on maternity leave, but is not to exceed a period of three (3) months.
 - e. Paternity leave will be granted and shall remain consistent to that of the guidelines outlined above.
 - f. Prior to returning to work, the employee must inform the Superintendent of the starting date and provide a written statement from a physician stating she may return to work.
6. Injury leave: Any employee injured on the job, however slightly, must report the fact immediately to their Supervisor. If the injury requires immediate medical attention, the employee will be taken to a physician or hospital. It will be the duty of the injured employee's Supervisor to obtain information regarding the accident or injury and to submit such reports as are required. If said employee is absent from their position for a period longer than five (5) working days, they must provide a written statement from a physician stating that they are ready to return to work.
7. Jury leave: Leave for jury duty shall be granted with pay. However, employees will reimburse the School with any jury fees received.
8. Leave without pay:

- a. Upon approval of the Superintendent, an employee may be granted leave without pay for ten (10) days or more, but not to exceed thirty (30) days.
- b. At the expiration of a leave without pay, the employee will return to the same position. Failure of the employee to report promptly at the expiration of such leave will be considered a resignation.
- c. A leave without pay will not constitute a break in services. However, during leave without pay, vacation leave and sick leave cannot be accrued. No payment of contractual benefits (medical, dental and life insurance) will be made for a leave that exceeds thirty (30) days.

9. Leave of absence:

- a. All 10 month staff is eligible for leave without pay during the summer break. This leave without pay does not constitute a break in services.
- b. Employees may request a leave of absence from their position for personal reasons. This leave request must be in written form, stating the reason for the request, and presented to the Superintendent for approval. No leave shall exceed a period of one school year. No contractual benefits will be made for a leave that exceeds thirty (30) days.

10. Early pay (Payroll advancement): (DLBA-AR)

- a) An early pay check will be released for those employees who will be on annual, sick, funeral or travel leave status during or on the scheduled pay day not to exceed 65% of the employee's earned wages, and under no circumstances shall the employee be granted more than two(2) payroll advances in any fiscal year. Any employee seeking an early check shall submit the proper signed form and time sheet (coded) to the office, with the acknowledgment that their check shall be completed three (3) days after being submitted. Employees shall be responsible for acquiring their Supervisor and the Superintendent's signature prior to submitting their request to the accounting office.
- b) Employees who are not eligible for early pay check because they have not worked a full pay period may submit a request of pay for hours worked. Any employee who wants to request pay for hours worked shall submit the proper signed form to the office, with the acknowledgment that their check shall be completed three (3) days after being submitted and that the hours claimed on the form will be deducted from the remaining scheduled pay check hours. Employees will be responsible for acquiring their Supervisor and the Superintendent's signature prior to submitting their request to the office.

11. Stipends:

Any employee who works additional hours for extra-curricular activities, such as sports, shall be compensated via a stipend. Any employee who is qualified for stipend pay must first have a completed supplemental contract. Pay for stipends will be awarded in three portions during sports. The payment schedule for the stipend will be outlined in the supplemental contract

12. Fringe benefits: Each eligible employee shall be entitled to the following fringe benefits:

- a. Social Security (FICA)
- b. Retirement – State of Oregon mandated fund through PERS
- c. Health Insurance for employees is based on the time they enroll. Benefits for family members must be done at the time of enrollment.*
- d. Dental Insurance for employees is based on the time they enroll. Benefits for family

- members must be done at the time of enrollment.
- e. Workmen's Compensation

Beginning July 1, 2014, the school will contribute annually an amount listed below additional compensation to be used for medical, dental, and vision insurance offered through OEGB, or a 403b fund. The additional compensation may not be taken as cash in lieu. Employees must elect coverage during open enrollment to receive the additional compensation. The benefit will be divided equally among the number of salary payments the employee receives.

Additional Compensation for Benefits:

170-200 day full time employee: \$4,500. (If the employee receives 12 salary payments over the contract year then they shall receive \$375 per salary payment (12 x \$375 = \$4,500.) If the employee receives 10 salary payments, then they shall receive \$450 per salary payment (10x\$450=\$4,500)

201-230 contract day full time employee: \$4,950 annually
231-260 contract day full time employee \$5,400 annually

If the employment contract is ended early, the additional compensation will be reduced by the percentage of unworked contract days versus total contract days. This will be available to use for any currently offered benefits through payroll deduction.

Qualified employees are eligible for benefits beginning on the first day of contracted service and ends on the last day of contracted service. Proration is available depending on the number of hours worked within the month.

Beginning August 2019: The additional compensation shall be not be received if the employee has not completed sign up for benefits by the end of business of the last day of open enrollment. No late sign-ups will be permitted unless the employee is hired after open enrollment has ended. If the employee is hired after open enrollment is ended, they shall have thirty (30) days to complete benefit enrollment to receive the additional compensation.

Changes to benefits after open enrollment has closed will only be allowed for a Qualified Status Changed as defined on OEGB's Qualified Status Change Matrix found on OEGB's website. This includes Medical, Dental, Vision and 403(b) changes.

13. Military leave: No military leave will be granted with pay; only leave without pay.

Adopted: 02/20/04 Amended: 09/23/08; 08/30/12; 08/26/14, 9/5/18, 08/11/20

ARTICLE IX

PERSONNEL RECORDS AND ADMINISTRATIVE PROCEDURES

Section 1. Personnel Records

The School personnel records will provide a complete, accurate and confidential record of each current and recent past employee's contribution. Personnel records will be maintained by the Superintendent's office.

1. Personnel Records:

Individual personnel files will include the following signed and/or otherwise completed items:

Performance evaluations

Job descriptions

Recommendation from screening/selection committee

Job application/resume

Personnel departmental orientation

Insurance enrollment

Medical records

Employee correspondence

Employment verification form

Drug and alcohol policy pledge form

Valid driver's license and C.D.L., where applicable

Signature, acknowledging receipt of Personnel Policies

2. School Personnel Records:

The Siletz Valley Schools will maintain a working file for each employee, which will include the following:

- a. A personnel information card which records pertinent personal data including, but not limited to, address, home phone number, hire date, promotion recommendations, dismissals, reprimands, and resignations.
- b. Individual development plan for regular employee.
- c. Job description.
- d. Time and attendance, leave and related records.

3. Personnel and Payroll Records:

The Superintendent will maintain personnel records that are pertinent to payroll information which will include:

- Employee contracts and addendums.
- Professional License/Certifications.
- Employee tax records (W-4).
- Official transcripts.

4. Confidential Nature of Records:

All records, documents and information contained within an employee's personnel file shall be considered confidential and shall be released only as set forth in these policies. Appropriate officials shall be entitled to review the files when the school receives a request for an employment recommendation on information contained in the file. Such recommendation shall be general in nature and shall not cite specific information contained in the files.

5. Administration of Personnel Records.

Employee personnel files are strictly confidential. They shall be maintained in locked file cabinets and access is strictly limited to the following:

1. Superintendent or appointee
2. School Board

All other access will only be made with the written consent of the concerned employee.

An employee may see his /she file within forty-eight (48) hours of the time his/her written request is received by Superintendent. No documents, memos, or dates will be added, removed or changed without the employee's knowledge.

Personnel records will not be removed from the areas in which they are maintained without the approval of the Superintendent.

Addresses, telephone numbers and other personally identifiable information regarding school employees will not be released for personal or commercial purposes, unless specifically authorized by the employee. Any request for lists of employees or individuals outside the School shall be referred to the Superintendent or designee.

Requests for personal information regarding an individual employee will be referred to that employee.

Verification of employment will need employee approval before information for verification will be released. It shall be the responsibility of the employee to inform the Superintendent of expected verifications.

Section 2. Manual

1. Responsibility:

- a. The Superintendent shall be the Human Resources Manual custodian and shall maintain the master copy of the Human Resource Manual and all the Appendices thereto, collectively referred to in this chapter as the Manual.
- b. The Superintendent shall coordinate all revisions and additions with School Board concurrence to the Manual. He/she also shall maintain a master list of all persons or offices to whom Manuals have been issued.
- c. It shall be the responsibility of the Superintendent to make decisions regarding interpretation and application of policies and procedures dealt with in the Manual.

2. Procedures for Revision:

- a. All revisions in, or additions to, the Manual shall be authorized by the Board with acknowledgment by the Board secretary through a Board Resolution.
- b. The Superintendent shall obtain the approval signature of the Chairperson for any revision or addition

to the Manual. The signed revision or addition shall be kept in the master copy file. Approved revisions, in standard Manual format, shall be reproduced from the originals and copies shall be distributed to all current holders of the Manual.

3. Manual Distribution:

One copy of the Siletz Valley Schools Human Resources Manual and Staff Handbook, including all appendices, shall be distributed to each employee of the School within ten (10) working days of the adoption by the Board, and subsequently to each new employee upon his/her first day of employment with the School.

APPENDICES

- Appendix A Personnel Orientation Checklist
- Appendix B School Year Calendar (See Calendar)

APPENDIX A -- PERSONNEL ORIENTATION CHECKLIST

The following named new employee has been given an introduction orientation on the subjects specified below. Please check areas covered as you go along.

Name of Employee: _____

- Employee Benefit
- Probationary Period
- Medical Coverage - Dental Coverage -- Vision -- Life Coverage
- Purpose - Length - Status of Employee Benefits
- Pay System
- Personnel Regulations
- Pay period dates and check distribution
- Review of Personnel Policies
- Deductions
- W-4 and I-9

Leave Provisions Confidentiality Requirements
Disciplinary Action Grounds
Operation
Information
Supervisor - Chain of Command
Documents for Employee Insurance booklets or policies
Personnel Policies Manual Drug & Alcohol Statement
Travel Regulations
Employee Performance Evaluation
Reimbursement Procedures
Administrative Procedures
Working Hours
Absence Reporting
Other processes and procedures

The above items have been explained and all questions have been answered. I understand that the School has personnel policies which were approved for the **2019-2020** school year and I recognize that I must adhere to them and comply with them. I also acknowledge receipt of these policies as of the date indicated below.

Signature of Employee*	Date
------------------------	------

Superintendent Signature	Date
--------------------------	------

*NOTE: Must be signed and dated in the Personnel Office before the Superintendent.

CC: Superintendent File

Adopted: 02/20/04
8/11/20

Amended: 09/23/08; 08/30/12; 8/26/14; 8/25/15, 8/15/17, 9/5/18, 10/23/18, 8/13/19,

8/17/20

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: 2020-2021 Student Parent Handbook

TOPIC: 2020-2021 Student Parent Handbook

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

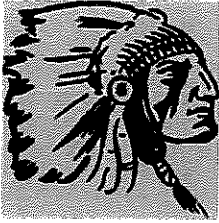
DESCRIPTION OF AGENDA ITEM:

Adopt revision to 2020-2021 Student Parent Handbook

RECOMMENDATION:

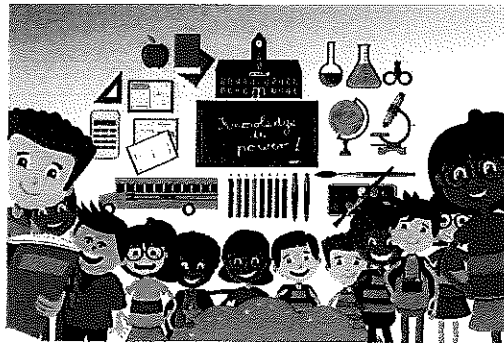
Adopt revision to 2020-2021 Student Parent Handbook

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No



Siletz Valley School (K-12) Parent-Student Handbook

2020-2021



(Approved August 11, 2020)

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Siletz Valley School – Parent/Student Handbook

CODE OF CONDUCT PARENT SIGNATURE FORM

Siletz Valley School does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation¹ or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language or athletic ability, but may limit admission within a given age group or grade level.

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

School Superintendent or Designee

◆ Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate public charter school disciplinary policies. Parents objecting to the release of directory information on their student should notify the public charter school office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the public charter school to release personally identifiable information.

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on public charter school-provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address (including electronic address), telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the public charter school to withhold

I also understand that the public charter school is required by law to release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education unless parents or eligible students request that the public charter school withhold this information. I do do not authorize my secondary

student's name, address and telephone number be released to military recruiters. I do do not
authorize my secondary student's name, address and telephone number be released to institutions of
higher education.

I understand that unless I object to the release of any or all of this information within 15 school days of the
date this student handbook was issued to my student, directory information may be released by the public
charter school for use in local school publications, other media and for such other purposes as deemed
appropriate by the administrator. My secondary student's name, address and telephone number will be
released upon a request made by military recruiters and/or institutions of higher education. (Last sentence
required only for grades 9-12.)

I also understand that certain student information is considered personally identifiable information and may
be released only with prior notification by the public charter school of the purpose(s) the information will be
used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted
by law.

Personally identifiable information includes, but is not limited to: the student's name, the name of the
student's parents or other family member; the address of the student or student's family; personal identifiers
such as the student's social security number or student identification number or biometric record; a list of
personal characteristics that would make the student's identity easily traceable such as their date of birth,
place of birth and mother's maiden name; information requested by a person who the district reasonably
believes knows the identity of the student to whom the educational records relates; or other such information
that would make the student's identity easily traceable.

Student's Name (print): _____ Grade: _____

Student's Signature: _____ Date: _____

Parent/guardian's Signature: _____ Date: _____

SALETZ VALLEY SCHOOL 2020-21 -- 4-1/2 DAY HYBRID SCHOOL CALENDAR - (Rev. Aug-11-20)

2020	SUN	MON	TUE	WED	THU	FRI	SAT	
JULY								
								4 Independence Day - HOLIDAY (Observe 5th)
AUGUST								
AUG	2	3	4	5	6	7	8	10-14 Student Registration Days
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						31 Teacher In-Service Week - All teachers report (No Students)
SEPTEMBER								
SEP			1	2	3	4	5	1-3 Teacher In-Service Week - All teachers report (No Students)
	6	7	8	9	10	11	12	7 Labor Day - HOLIDAY (No School)
	13	14	15	16	17	18	19	10-11 Back-to-School Informational / Orientation
	20	21	22	23	24	25	26	14 Online School Starts (Full-day)
	27	28	29	30				
OCTOBER								
OCT					1	2	3	9 School Improvement Day* (No Students)
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	21-22 Parent-Teacher Conferences (Wed. eve. & all day Thur.)
	25	26	27	28	29	30	31	22-23 No Students on 22 and 23 (Thur. and Fri.)**
NOVEMBER								
NOV	1	2	3	4	5	6	7	6 End of First Quarter
	8	9	10	11	12	13	14	11 Veterans Day - HOLIDAY (No School)
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	23-27 Thanksgiving Break (No School) 26th HOLIDAY (27th non-contract)
	29	30						
DECEMBER								
DEC			1	2	3	4	5	18 Winter Music Program
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	21-31 Winter Holiday Break - 25th HOLIDAY
	20	21	22	23	24	25	26	
	27	28	29	30	31			
2021	SUN	MON	TUE	WED	THU	FRI	SAT	
JANUARY								
JAN						1	2	1 New Year's Day - HOLIDAY
	3	4	5	6	7	8	9	4 School Resumes
	10	11	12	13	14	15	16	18 Martin Luther King Day (Non-contract tchg staff)(No School)
	17	18	19	20	21	22	23	28 End of 2nd Quarter
	24	25	26	27	28	29	30	29 Records/Planning Day (No Students)
	31							
FEBRUARY								
FEB		1	2	3	4	5	6	8 School Improvement Day* (No Students)
	7	8	9	10	11	12	13	15 Presidents' Day - HOLIDAY (No School)
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28							
MARCH								
MAR		1	2	3	4	5	6	8 School Improvement Day* (No Students)
	7	8	9	10	11	12	13	17-18 Parent-Teacher Conferences (Wed. eve. & all day Thur.)
	14	15	16	17	18	19	20	18-19 No Students on 18 and 19 (Thur. and Fri.)**
	21	22	23	24	25	26	27	22-26 Spring Break
	28	29	30	31				
APRIL								
APR					1	2	3	8 End of 3rd Quarter
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	1	
MAY								
MAY	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	24 School Improvement Day* (No Students)
	30	31						31 Memorial Day - HOLIDAY (No School)
JUNE								
JUN			1	2	3	4	5	10 Seniors Last Day
	6	7	8	9	10	11	12	12 High School Graduation
	13	14	15	16	17	18	19	16 Eighth Grade Promotion
	20	21	22	23	24	25	26	17 End of 4th Qtr.; Last Day for Students - (Half Day)
	27	28	29	30				18 Records Day/Teachers Last Day - No Students

Half-day Friday
 School Improvement/Records Day (No Students)
 No School (Shaded Days)
 Bold Conference Days (No school) - Conference days count as instructional time
 * Conference Trade Days (No School) - Teachers work Wednesday and Thursday evenings in lieu of Friday
 Days included in instructional time calculation
 30 hours staff development count toward instructional hours
 5 School Improvement Days (4 in-service & 4 sch. improv. days)
 6 Federal Holidays (Contracted days)
 2 Observed holidays (Non-contracted days) MLK & Fri. after Thanksgiving

Staff Listing

Administration

Superintendent/Principal	Sam Tupou
Business/HR Manager	Christina Bushnell
Dean of Students/Asst. Admin.....	Casey Jackson
Administrative Assistant	Desire' Watson
Athletic Director.....	Patrick Mcknight
School Counselor	Staff
Attendance and Registrar	Katie Lindstrom
AVID/Title I Coordinator	Barb Sutherland

Elementary School Teachers

Kindergarten	Virginia Thompson
First Grade	Holly Shank
Second Grade	Ashley Van Vlack
Third Grade	Elizabeth Guilford
Fourth Grade	Nicole Scheidler
Fifth Grade	Debra Barnes
Literacy Coach	Nessa Arnold

Middle School Teachers

Sixth Grade (ELA)	Nicole Reid
Seventh Grade (Science)	Brian Arnold
Eighth Grade (Math)	Cindy McGraw
Social Studies.....	Cindy McGraw
Dee Ni Language & Culture.....	Theresa Smith
K-8 Physical Education	Kate Huss

High School Teachers

Language Arts	Trina Kosydar
Math	Jingi You
Science.....	Korey Cimock
Social Studies	Theresa Smith
HS Health/PE	Katie Huss
CTE.....	Terry Barlow
Culture K-12.....	Theresa Smith
Credit Recovery 6-12.....	Barbara Sutherland

Special Education Staff

Teacher	Amanda Covington
Assistants	Kerry Parrish, Patti Reed
Speech Pathologist	Jane Lehrer

Title Programs & Other Support Services Staff

Title I Coordinator	Barb Sutherland
Title I Assistants	Theresa Young, Sheri Southwell
Title VI Indian Education Specialist	Felisha Howell
Title IX Equal Educ. Opportunity	Counselor
Instructional Assistants	Shelly Dockins,
Section 504 Coordinator	Counselor
Testing Coordinator	Shelly Dockins
TAPP Program	Fish Martinez
PBS/SST Committees.....	Staff

Facilities

Maintenance and Grounds	Joe Bailey, Tim Terris, Dave Etherly
Kitchen	Staff

MISSION

Mission

To provide pathways for all students to excel in lifelong learning

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

Goals

- To graduate healthy, productive, and responsible citizens
- To provide a high-quality educational experience for each student
- To instill an appreciation for community and culture

History

Siletz Valley Schools consisted of two independently operated public charters with the Lincoln County School District. Siletz Valley School (SVS), which originally opened as a public school in 1937, became a K-8 charter school in 2003 and enrolled approximately 135 students. Siletz Valley Early College Academy (SVECA) was closed in 1983 but reopened in 2006 as a high school charter and enroll approximately 75 students. Both schools merged into a K-12 school in July 1, 2019 and continued to be governed by a five-member elected board. The school is administered by a superintendent/principal and administrative staff, and receive the majority of its operating funds through the State School Fund (SSF) with the remaining balance from grants and donations.

Building Hours

Regular school building hours are from **7:30 am to 3:30 pm**. Please do not drop students off at the school prior to 7:30am. The SCHOOL DAY begins promptly at 8:00am and classes end at 3:00pm. The school assumes responsibility only for enrolled Siletz Valley School students on regular school days during building hours. The school offers breakfast starting at 7:30am to 8:00am, and lunch (time depends on grades and school schedule).

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general public charter school information, rules and procedures and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may therefore be superseded by such Board policy, or administrative regulation. Board policies are available at the school's office.

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

ADMISSION

A student seeking enrollment in the public charter school for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements.

Public charter school law requires student enrollment be voluntary. If the number of applicants exceeds the capacity, students shall be selected through a lottery process.

Enrollment Policy

1. The Kindergarten informational meeting with Head Start parents occurs in the spring. This meeting will give the parents information about the upcoming enrollment times.
2. During the first 2 weeks in April, enrollment announcements will be mailed home with students, posted around Siletz, printed in the News Times newspaper and the Siletz Tribal paper, and notice will be sent out to inform the public of the upcoming enrollment process. No early applications will be accepted.

3. Pre-Enrollment

- *Our charter specifies that siblings of returning students will receive first priority during enrollment to strive to keep families together. Pre-enrollment is designed to accomplish that mandate.*
- *Pre-Enrollment will begin on the 3rd Monday in April and continue until the Open enrollment period begins.*
- *During pre-enrollment, returning SVS and students and their siblings will be able to register for the upcoming school year. Admittance will be on a first-come, first serve basis. If more students apply for a class than space is available, applicants will be placed on a waiting list on a first-come, first serve basis.*

4. Open Enrollment

- *Open Enrollment will begin on the 1st Monday in May.*
- *Open Enrollment is open to all potential students. During this time, pre-enrollment guidelines will no longer be in effect and all in-district students will be accepted on a first come, first-serve basis. Out-of-district applicants will only be accepted after all in -district applications are placed.*
- *If more students apply for a class than space is available, applicants will be placed on a waiting list on a first-come, first serve basis.*

5. Who qualifies as a sibling?

The following students have equal standing as siblings:

- *Those with a biological tie sharing at least one parent, not necessarily living in the same household*
- *Foster children in the same household as the SVS/ returning student*
- *Adopted children in the same household as the SVS/ returning student. This household must be considered a "permanent placement home".*

A public charter school may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, health, whether a student has an individual education program (IEP) or the terms of that IEP, identified as talented and gifted, income level, residence, proficiency in the English language, athletic ability, or academic records, but may limit admission within a given age group or grade level.

ANIMAL DISSECTION

In courses including animal dissection, a student may request alternative coursework rather than participate in dissection activities on any animal. The public charter school will provide alternative materials and methods of learning the course curriculum. A student will not be penalized for exercising this option for alternative instruction opposed to animal dissection.

ASBESTOS

The public charter school has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the public charter school office. The administrator serves as the public charter school's asbestos program manager and may be reached for additional information.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the public charter school's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the public charter school administrator or a counselor prior to June 1 of the school year in question, or no later than six weeks prior to a semester break during a school year. Requests to

change a student's assigned class at other times must be directed to the public charter school administrator. Final decisions are the responsibility of the public charter school administrator or designee.

ATTENDANCE (2017 ORS 339.010¹ School Attendance Required)

1. Except as provided in ORS **339.030 (Exemptions from compulsory school attendance)**, all children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term.
2. All children five years of age who have been enrolled in a public school are required to attend regularly the public school while enrolled in the public school.
3. For the purpose of subsection (1) of this section, a child is considered to be six years of age if the sixth birthday of the child occurred on or before September 1 immediately preceding the beginning of the current school term.
4. For a child who is six years of age, the requirement of subsection (1) of this section is met if the child regularly attends any grade of a public full-time school during the entire school term.

Any parent or legal guardian who fails to send a student to school within three days of notification by the public charter school that their student is not complying with compulsory attendance requirements may be issued a citation by the public charter school for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The public charter school will notify the parent in writing that, in accordance with law, the administrator will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

1. The administrator or the designee has the authority to enforce the provisions of the compulsory attendance laws;
2. Failure to send a student to school is a Class C violation;
3. A citation may be issued by the public charter school;
4. A conference with the parent and student is required.

The written notification will be in the native language of the parent.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

A \$500 incentive will be awarded to graduating students who maintain a yearly attendance (not averaged) of 92% in grades 9-12. Transfer students may also qualify on a pro-rated base.

Absence and Excuses

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Parent/guardian has up to 48 hours from the time of absence to excuse the absence. Absence from school or class may be excused under the following circumstances:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student's absence;
4. Field trips and school-approved activities;
5. Medical or dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent/guardian. If the parent/guardian cannot be notified by the above methods, a message shall be left, if possible.

Exemptions from Compulsory Attendance (ORS 330.030)

The school may grant an exemption from compulsory attendance to the parent of a student who is 16 or 17 years of age or an emancipated minor provided the student is:

1. Employed full-time;
2. Employed part-time and enrolled in school part-time;
3. Enrolled in a community college or other state-registered alternative education program.

All such request must be submitted in writing to the administrator and include documentation of the student's employment by the employer, or enrollment status by the school. The school requires notification should the student's employment or enrollment status be terminated.

Requests will be considered only following a conference with the student and parent or emancipated student and a review of credits earned for graduation, grades, disability, if applicable, standardized assessment results, teacher evaluations, counselor appraisal, immediate plans, short-range and career goals and any other pertinent information.

Approved exemptions will be in writing and include information on alternative education programs of instruction or instruction combined with counseling that may be available.

Exemptions will be granted for a limited time only, must be renewed on a semi-annual basis and will be reviewed by the school no later than the second week of each semester.

Parents will be notified of the need to reapply for an exemption no later than the second week of each semester or return the student to school until a high school diploma or GED is earned or until the student reaches age 18.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges.

AWARDS AND HONORS

Honor Roll

Academic distinction is earned in several ways. High school students who earn a GPA of 3.0 during a semester are placed on the honor roll. Students who maintain a 3.0 GPA, good citizenship records, and service contributions are eligible for nomination to the National Honor Society in their junior year.

CLASS RANKING

The public charter school's valedictorian and salutatorian may be permitted to speak as a part of the public charter school's planned graduation program at the discretion of the administrator or designee. Titles and/or privileges available to or granted to students designated as valedictorian or salutatorian may be denied or revoked for violation of Board policy, administrative regulation or school rule. The graduating senior with the highest grade point average (GPA) is the class valedictorian, and the graduating senior with the second highest GPA will be the class salutatorian.

CLOSED CAMPUS

SVS is a closed campus. Students from other schools or friends of SVS students are not allowed on campus during school hours. Graduates or former students may visit after school or, with prior approval, during lunch. Guest speakers making classroom presentations must have prior approval from teachers. All visitors must sign in at the Attendance Office and carry a pass in the school. Unauthorized visitors will be asked to leave; repeated incidents will result in criminal trespass charges. Parents of SVS students are welcome at any time, but need to check in/out at the Attendance Office. It is a PRIVILEGE for High School students to be able to leave campus during lunch, which can be revoked at any time for any single student, entire grade/class or the school if it is determined that students abuse this privilege. Elementary and middle school students are absolutely NOT allowed to leave campus during lunch time or anytime unless expressed permission has been given.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, dance, and drama teams may establish rules of conduct – and consequences for misconduct – that are stricter than those for students in general. If a violation is also a violation of the Student Code of Conduct, the consequences specified by the public charter school shall apply in addition to any consequences specified by the organization.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school health assistant/administrator so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting.

These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu*, and lice infestations**. Parents with questions should contact the school office.

PEDICUPOSIS (Head Lice) (Code: JHCCF)

(A student with nits and/or infested with live lice will be allowed to remain in the school.)

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. The student will be allowed to remain in school.

The suggested school measures for head lice control, as provided in *Head Lice Guidance* published by the Oregon Department of Education and the Oregon Health Authority, Public Health Division,¹ shall be followed.

COMPUTER USE

Students may be permitted to use the public charter school's electronic communications system only to conduct business related to the management or instructional needs of the public charter school or to conduct research related to education consistent with the public charter school's mission or goals. Personal use of public charter school computers, including e-mail access, is strictly prohibited.

The public charter school's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography or, with respect to the use of the computers by students, harmful to students;
2. Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
3. The online activities of students are monitored;

4. Access by students to inappropriate matter on the Internet and World Wide Web is denied;
5. Procedures are in place to help ensure the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communications;
6. Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited;
7. Unauthorized disclosure, use and dissemination of personal information regarding students is prohibited;
8. Measures designed to restrict students' access to materials harmful to students have been installed.

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

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

Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of public charter school system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the public charter school and the lawful direction of staff. The public charter school has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Code of Conduct

The public charter school has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in public charter school-provided transportation.

Off campus conduct and outside of school time conduct that violates the public charter school's Student Code of Conduct may also be the basis for discipline up to and including expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation or bullying, menacing, cyberbullying and teen dating violence, as prohibited by Board policy JFCF – Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence - Student, and accompanying administrative regulation,
3. Coercion;
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon* as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief, theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft including willful damage or injury to public charter school property; or to private property on public charter school premises or at school-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;

9. Use of tobacco**, alcohol** or drugs**, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs, JFCG/GBK/KGC - Tobacco Free Environment, JFCH - Alcohol and JFCI - Substance/Drug Abuse;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of public charter school transportation rules;
14. Violation of law, Board policy, administrative regulation, school or classroom rules.

* Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought, possessed, concealed or used a firearm on school property or at a school sponsored event. The administrator may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm, unless the person possesses a valid license under ORS 166.291 and 166.292, or other dangerous weapon in or on public charter school property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, \$125,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine, as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine, as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of public charter school property is a Class A felony, as provided by ORS 475.999.

"Dangerous weapon" is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

"Deadly weapon" is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

"Firearm" is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer, or any destructive device.

"Destructive device" is defined as any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds, including public charter schools.

Student Rights and Responsibilities

Among these student rights and responsibilities are the following:

1. Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. Once admitted to the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;

4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's education records.

CONFERENCES

Regular conferences are scheduled annually in the fall and in the spring to review student progress.

Students and parents may also expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations; or (3) in any other case the teacher considers necessary.

The public charter school encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or administrator. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

COUNSELING

Student Support Team (SST)

This program provides prevention, education, and intervention for the /SVS community including students, parents or guardians, and school staff. The Student Support Team, an interdisciplinary team of support staff, meets regularly to discuss students who are not experiencing success at school. The team addresses the issues and needs of each student referred. /SVS believes that a team approach better utilizes resources and eliminates duplication of services. A referral process encourages staff, parents or guardians, or concerned friends to refer students to the counseling office if they suspect alcohol use or involvement with other drugs.

The school staff strives to facilitate academic, personal, and interpersonal growth for all students in a drug-free and safe school environment. Information about services is available to students, parents, guardians, and staff. If a student comes forth seeking help for alcohol or drug use and abuse, he or she will be referred for treatment without the fear of school discipline.

CREDIT BY EXAMINATION

A student, who has had sufficient prior formal instruction, as determined by the public charter school and on the basis of a review of the student's educational records, may gain credit for a course by passing an examination designed to measure proficiency or mastery of identified standards (knowledge and skills). A student may not use credit by examination to regain eligibility to participate in extracurricular activities.

CREDIT FOR PROFICIENCY

In addition to credit by successfully completing classroom or equivalent work as in a course of at least 130 clock hours, a student may receive credit toward a diploma or a modified diploma based on any one or more of the following options levels in which the student demonstrates proficiency or mastery of recognized standards through:

1. Classroom or equivalent work that meets Common Curriculum Goals and academic content standard required by OAR 581-022-1210;
2. Classroom or equivalent work in class or out of class, where hours of instruction may vary;
3. Passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; and/or
5. Providing documentation of prior learning activities or experiences, (e.g., certificate of training, letters, diplomas, awards, etc.).

CYBERBULLYING

The public charter school prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may

also be referred to law enforcement for a violation. Student or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report.

DAMAGE TO PUBLIC CHARTER SCHOOL PROPERTY

A student who is found to have damaged public charter school property will be held responsible for the reasonable cost of repairing or replacing that property. The public charter school will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the public charter school's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed. See Fee, Fines and Charges.

DISCIPLINE/DUE PROCESS

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied, without bias, depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

When an out-of-school suspension is imposed on a student in the fifth (5th) grade or lower, the public charter school shall take steps to prevent the reoccurrence of the behavior that lead to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the public charter school's weapons policy, as required by law, shall be reported to law enforcement.

Discipline (List below does not encompass every unforeseeable scenario or situation)

SVS students are expected to demonstrate very high standards of behavior: to be in class on time, regularly attend school, and behave appropriately at school and at all school-sponsored activities. Various federal and state laws, as well as school board policies, govern and outline the operation of Siletz Valley School. These laws and policies are designed to protect the legal rights of students and provide operating procedures for the school.

Discipline guidelines listed here apply to students while at school and school-sponsored events regardless of the time or location. If a student misbehaves, a process of progressive disciplinary action will be applied in an attempt to correct inappropriate and unacceptable behavior and focus the student on the path to educational and personal success. The goals of disciplinary action are to encourage students to:

- Accept responsibility for their actions
- Demonstrate improvement and personal growth
- Correct inappropriate and unacceptable behavior
- Develop better understanding of the problem and the need for behavior change

Disciplinary Interventions

Administrative Conference (CONF)

School administrator or designee meets with the student and parent or guardian. A contract to correct behavior is developed.

Confiscation of Technology Violation (TECV)

Electronics and communication devices such as smartphones, laptops, iPads, Chromebooks, games, etc. not authorized and interfere with school activities are taken away from the student for the remainder of the school day or longer if necessary.

Detention (DET/ASD)

Student is required to attend the prescribed detention time and date(s). Detention can occur **before, during (including lunch) and after** school hours.

Emergency Expulsion (EXPU)

The student is immediately removed from school if he or she poses an immediate threat to him/herself, other students, school staff, or a threat of substantial disruption to the school. Parents and/or guardians will be notified and asked to pick up their child. Law enforcement will be notified if necessary.

In-School Suspension (ISS/SUSI)

The student is removed from class or other school activities and placed in ISS. The ISS may last for the remainder of a class period, multiple class periods, or from one to three days, depending on the severity of the misbehavior. Students are expected to work on class work, pick up litter, or perform some other community or school service project during the ISS. The ISS may be converted to an after school detention (DET) by the request of a parent or guardian. The parent or guardian is notified.

Loss of Eligibility (LOSS)

Students who use illegal substances, are chronically absent from classes, vandalize school property, repeatedly bring prohibited items to school (smartphones, other electronic devices, etc.), or are not in good standing with the school, will not be allowed to participate in school-sponsored activities such as clubs and athletics.

Out of School Suspension (OSS/SUSO)

The student is removed from school for one to 10 days, depending on the severity of the misbehavior. The parent or guardian is notified.

Restitution (REST)

If a student damages, vandalizes or steals school property, he or she will be expected to compensate the school for the loss by repairing or replacing the property.

Suspension Pending Expulsion (SUSX)

The student is removed from school for 11 or more days pending an expulsion hearing. The parent or guardian is notified.

The table below shows disciplinary guidelines in more detail.

CONF/CONA: Conference. School staff or administrator meets with student and parent/guardian to develop behavior contract.

DET: Detention. The student serves detention before, during or after school hours. The parent or guardian is notified.

EXPU: Expulsion. The student is expelled from school for up to or more than one year.

LAW: Law Enforcement Contacted

LOSS: Loss of Privilege

PARE: Parent Contact. School staff contacts Parent/guardian regarding infraction and possible consequences

REST: Restitution. Student is required to repay or repair damage to property.

SSI/ISS: In-School Suspension (i.e. ISS₁ means one day of in-school suspension)

SUSO/OSS: Out-of-School Suspension (i.e. OSS₃ means three days out-of-school suspension)

SUSX: Suspended Pending Expulsion

TEAC: Teacher Consequence using PBIS In-school Tiered Interventions

Detailed Guidelines for Disciplinary Action

Action Description	Response (depending on severity)		
Alcohol/Drugs/Tobacco:***			
Possession/Use	LAW	PARE	OSS3
Distribution (sale or delivery)	LAW	PARE	SUSX
Arson	LAW	PARE	SUSX
Assault (Depending on severity)	LAW	PARE	SUSX
Automobile Misuse	LAW	PARE	OSS3
Cheating (plagiarism, forgery or false information)	TEAC	PARE	ISS1
Defiance of Authority (Depending on severity)	TEAC	PARE	ISS1
Disruptive/Disrespectful Behavior	TEAC	PARE	ISS1

Explosive Devices *	LAW	PARE	SUSX
Extortion	LAW	PARE	SUSX
Failure to Do Consequence	TEAC	ISS1	--
Failure to Identify Self	TEAC	DET	--
False Alarm (bomb threat, etc.)	LAW	PARE	SUSX
Fighting (includes students who encourage the fight or fail to disperse when directed)	CONA	PARE	OSS3
Harassment: (depending on severity)			
Bullying	CONF	PARE	ISS/OSS
Intimidation/Verbal Assault	CONF	PARE	ISS/OSS
Sexual Misconduct (Also refer to Harassment)	LAW	PARE	SUSX
Inappropriate Behavior (includes public display of affection)	TEAC	ASD	--
Inappropriate Dress/Dress Code Violation ** (see dress code, includes gang apparel)	TEAC	PBIS	ISS1
Inappropriate Language	TEAC	PBIS	ASD
Internet Misuse	TEAC	PARE	LOSS
No Detention Served	TEAC	ISS1	
Not Following Directions	TEAC	TEAC	ASD
Nuisance Material (laser pointer, cell/smartphone, games, electronics devices, noise makers, etc.)	TEAC	LOSS	ASD
Off Campus w/o Permission	ISS1	--	--
Pushing/Shoving	TEAC	DET	--
Recklessly Endangering	LOSS	ISS1	--
Safety Violation	TEAC	DET	--
Spitting	TEAC	DET	--
Talking Back/Arguing	TEAC	DET	--
Tardiness	TEAC	DET	--
Theft:			
Minor	REST	PARE	ISS1
Major	LAW	PARE	OSS1
Unexcused Absences/Skipping (includes leaving class w/o permission, possible loss of class credit)	PARE	CONF	DET
Vandalism: (restitution required)			
Minor	PARE	REST	ISS1
Major	LAW	PARE/REST	SUSX
Weapons* (firearms, knives, look-alikes, and other)	LAW	PARE	SUSX

*Includes pellet, air, or paintball guns; knives, clubs, fireworks, explosives, mace, pepper spray, etc. It is a violation of school policy and state law for any person to be in possession of a firearm or dangerous weapon on school premises, school-sponsored transportation, or other facilities used for school activities. Students who violate this policy are subject to discipline policies and procedures, including due process provisions regarding notification of parents or guardians. Students in violation of the policy are subject to a minimum one calendar-year expulsion, with a possible modification by the principal. School staff will notify the appropriate law enforcement agency or juvenile authorities with the names of violators.

**A gang is a group of three or more people who meet for antisocial or illegal activity. This includes recognized gangs and/or groups who gather to mimic gang activity. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color arrangement, trademark, symbol, or other attribute implies membership or affiliation with a gang is prohibited. Because gang symbols change frequently, the school follows law enforcement guidelines. Students will be asked to change clothing or refrain from gang behavior. Failing to do so will result in discipline, suspension, or expulsion. Student behavior, dress, signing, or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at any school-sponsored activities.

***Includes possession, use, under the influence, sale, delivery, or presence on school property or school-sponsored activity. Also includes paraphernalia intended for storage, use, or distribution of alcohol, drugs, or controlled substances.

Detention

A student may be detained outside of school hours for not more than two hours on one or more days if the student violates the Student Code of Conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension (For students in the fifth (5th) grade or lower, see **Discipline/Due Process** section above.)

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons: a) willful violation of Board policies, administrative regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other students or staff members; or d) willful conduct which endangers district property.

The public charter school may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on public charter school property nor participate in activities directed or sponsored by the public charter school.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Expulsion

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; or c) when required by law.

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

An expulsion shall not extend beyond one calendar year.

The public charter school will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights as required by law. Prior to expulsion, the public charter school must notify the resident district of the student of the impending expulsion.

Discipline of Students with Disabilities

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students would be disciplined.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The public charter school may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in public charter school procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and administrator. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school sponsored media. School sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on public charter school property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the public charter school may be subject to administrative review, restricted or prohibited, based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the public charter school.

The public charter school may designate the time, place and manner for distribution.

If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved.

Disapprovals may be appealed by submitting the disapproved materials to the administrator; material not approved by the administrator within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

DRESS AND GROOMING

The public charter school's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards.

SVS students are expected to respect themselves, their fellow students, and school staff by dressing appropriately for school. Clothing must be in keeping with the standards of the community and must not be disruptive to the learning environment. The following rules apply on campus or at school-sponsored activities:

- No bare midriffs, half shirts, tube tops, or swimsuit tops (even under tank tops)
- No tank tops with open sides or backs.
- No pajamas and bedroom slippers.
- No visible front or back cleavage.

- No shirts or other clothing with writing that refers to sex, drugs, gangs, alcohol, tobacco, profanity, etc.
- No head coverings, bandanas, "head rags," hoods, visors, handkerchiefs, scarves, etc.
- No sunglasses or novelty contact lenses
- No gang-related attire, as defined by school staff
- Shoes and sandals must be worn on campus, as outlined in state health regulations
- Undergarments may not be exposed
- Shorts, skirts, and dresses must be no more than three inches above the knee.

Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the administrator and may be denied the opportunity to participate if those standards are not met.

DRILLS - FIRE, EARTHQUAKE, SAFETY THREATS AND OTHER EMERGENCY DRILLS

Instruction on fire and earthquake dangers and drills for students shall be conducted for at least 30 minutes each school month.

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

At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM

The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any public charter school-related activity, regardless of time or location and while being transported on public charter school-provided transportation. Student in violation of the public charter school's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the public charter school has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

An aggressive intervention program to eliminate drug, alcohol and tobacco use has been implemented throughout the public charter school. As part of this program, an age-appropriate drug, alcohol and tobacco prevention curriculum will be taught annually to all students.

The program also includes staff training in public charter school procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.

The public charter school's drug, alcohol and tobacco prevention program will be reviewed and updated annually. Parents are encouraged to contact the counseling office for information on public charter school and community resources available to assist students in need.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the administrator may alter public charter school and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Information concerning the closure of our school for emergencies such as storms, road conditions, unexpected hazards or health precautions will be broadcast over the following radio stations:

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

In addition, the school and district will utilize an all-call phone system to inform parents and staff in case of emergency. Parents should not bring students to school and drop them off unless they are sure school will be in session and staff is present at school.

EXTRACURRICULAR ACTIVITIES

All students, regardless of their ability levels, are encouraged to take part in extracurricular activities and the many worthwhile learning experiences that involvement in student government, student clubs, organizations, athletics and other activities has to offer.

Interested students should contact the office for additional information. Public charter school students may participate in activities of the district in which the public charter school is located if they meet district criteria.

Athletics and Other Activities

Students can take advantage of athletics and other extracurricular programs, which are a significant part of the high school experience. The high school will compete as a member of the OSAA assigned league, which participates in major sports for boys and girls including football, volleyball, basketball, wrestling, baseball, softball, cheerleading and track and field (when offered). In order to be involved in any of these athletic activities, a student must be enrolled full time, meet the academic standards set by OSAA and Siletz Valley School, and be in attendance all day the day of the activity to participate. (Detailed athletic program information in the **Athlete Code of Conduct Handbook**.)

FEES, FINES AND CHARGES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits, including:

1. Club dues;
2. Security deposits;
3. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student;
4. Personal physical education and athletic equipment and apparel;
5. Voluntary purchases of pictures, publications, class rings, graduation announcements, etc.;
6. Student accident insurance and insurance on school-owned instruments;
7. Instrumental rental and uniform maintenance;
8. Student identification cards;

9. Fees for damaged library books and school-owned equipment;
10. Lock or locker deposits;
11. Fees for use of towels provided by the public charter school for P.E. classes or athletics;
12. Field trips considered optional to the public charter school's regular school program;
13. Admission fees for certain extracurricular activities;
14. Participation fees or "pay to play" for involvement in activities.

Sports Fees: High School-\$75; Middle School-\$50

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the administrator.

The public charter school may impose certain restrictions and/or penalties until fees, fines or damages are paid. All such restrictions and/or penalties shall end upon payment of amount owed. Fees, fines and charges owed to the public charter school may be waived at the discretion of the administrator or designee if:

1. The public charter school determines that the parent of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice of the debt owned would cost more than the potential total debt collected relating to the notice;
4. There are mitigating circumstances as determined by the administrator or designee that preclude the collection of the debt.

A written notice will be provided to the student and his/her parent(s) of the public charter school's intent to collect fees, fines and damages owed. Notice will include the reason the student owes money to the public charter school, and itemization of the fees, fines or damages owed and the right of the parent to request a hearing. The public charter school may pursue possible restrictions and/or penalties through a private collection agency or other method available to the public charter school.

Debts not paid within 10 calendar days of the public charter school's notice to the student and parent will result in possible restrictions and/or penalties, until the debt is paid and possible referral of the debt to a private collection agency or other methods available to the public charter school. A request to waive the student's debt must be submitted in writing to the administrator or designee. Such requests must be received no later than 10 calendar days following the public charter school's notice.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in public charter school-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

FOREIGN EXCHANGE STUDENTS

The school may enroll a maximum of 5 students from other nations from those exchange programs officially recognized by the Board.

Admission of exchange students will be made only at the beginning of a semester. All arrangements for admission in the fall semester must be concluded by August 15, prior to the beginning of the school term. All placement arrangements for admission to the second semester must be completed by December 15.

Foreign exchange students admitted to school under an F-1 Visa status will be required to pay tuition as required by law and at the rate established by the Board. Exchange students attending school under a J-1 Visa will be granted tuition waivers. Foreign exchange students may be awarded an honorary high school diploma upon satisfactory completion of the school's prescribed course of study.

FUND RAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the administrator at least 10 days before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable public charter school policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The administrator or designee is responsible for administering student activity funds. The student body treasurer serves as the student government representative in administration of student activity funds.

GANGS

The presence of gangs, and the violent activities and drug abuse that often accompany gang involvement, can cause a substantial disruption of school, public charter school activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the public charter school encourages students to become involved with public charter school-sponsored clubs, organizations and athletics and to discuss with staff and public charter school officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and public charter school and community resources that offer support to students and alternatives to gang involvement.

No student on or about public charter school property or at any public charter school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of public charter school policies.

Students in violation of the public charter school's gang policy will be subject to discipline in accordance with the public charter school's Student Code of Conduct.

GRADE CLASSIFICATION

After the ninth grade, students are classified by grade level according to the number of units of credit earned toward graduation.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6	10 (sophomore)
12	11 (junior)
18	12 (senior)

GRADE REDUCTION/CREDIT DENIAL

Punctual and regular attendance is essential to the academic success of students. Public charter school staff may consider a student's attendance in determining a grade reduction or credit denial, though attendance will not be the sole criterion used. Such decisions will not be based on nonattendance due to religious reasons, a student's disability or an unexcused absence, as determined by public charter school policy.

At the beginning of each school year or course, teachers will inform students and parents how attendance and class participation are related to the instructional goals of the subject or course.

Due process will be provided to any student whose grade is reduced or credit denied for attendance rather than for academic reasons.

GRADUATION EXERCISES

Students in good standing who have successfully completed the requirements for a high school diploma, a modified diploma, an extended diploma or an alternative certificate may participate in graduation exercises. Additionally, students may be denied participation in graduation exercises for violation of Board policies, administrative regulations or school rules.

The valedictorian(s), salutatorian(s) or others may be permitted to speak as part of the graduation exercise program at the discretion of the administrator or designee. All speeches will be reviewed and approved in advance by the administrator or designee.

Student speeches may be permitted at the discretion of the public charter school and shall be reviewed and approved in advance by the administrator or designee.

GRADUATION REQUIREMENTS

The Board establishes graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements.

A student may satisfy graduation requirements in less than four years. The public charter school will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if they are 18 years of age or emancipated.

Students will have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The public charter school provides age appropriate and developmentally appropriate literacy instruction to all students until graduation.

Essential Skills

The public charter school will not allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year are:

1. On track to meet all other graduation requirements; and
2. Unable to demonstrate proficiency in the Essential Skills in English.

The public charter school will not allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics, in a variety of settings, in the student's language of origin for those students who by the end of their 11th grade year:

1. Are on track to meet all other graduation requirements;
2. Are unable to demonstrate proficiency in the Essential Skills in English;
3. Have been enrolled in a U.S. school for five years or less; and
4. Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA).

The public charter school may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The public charter school may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The public charter school shall receive the written consent during the school year in which the modified diploma or extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or the extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the public charter school-administrator who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the public charter school will annually provide to the parents or guardians of the student, information about the availability of a modified diploma, an extended diploma and an alternative certificate.

A student who receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who received a modified diploma, an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the IEP team.

The public charter school awards to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an individualized education program (IEP) completes high school, the public charter school will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Graduation Requirements

Students can earn a standard diploma after fulfilling the requirements listed below. To graduate, students must complete *all* of the following:

1) Standard Diploma

- Minimum of 24 high school credits required
- Language Arts—4 credits (Shall include the equivalent of one unit in written composition)
- Mathematics—3 credits (3 credits of Algebra I or higher for 2014 graduates and beyond)
- Science—3 credits* (3 credits Scientific inquiry & lab experiences)
- Social Studies—3 credits (Shall include history, civics, geography, and economics/personal finance)
- Health—1 credit
- Physical Education—1 credit
- Applied Arts, Fine Arts, Career Tech Educations or Second Language—3 credits
- Electives—6 credits

*Applied and integrated courses aligned to standards can meet credit requirements

*Lab experiences can take place outside of the school in field-based experiences

2) Essential Skills

Students must be able to demonstrate proficiency in the following Essential Skills to earn a diploma:

- a) Read and comprehend a variety of texts,
- b) Write clearly and accurately, and

c) Apply mathematics in a variety of settings).

There are three options for students to meet these requirements:

- 1) By passing the Smarter-Balanced statewide assessment,
- 2) Through Nationalized Standardized Tests (i.e. ACT, PLAN, SAT, PSAT, etc.), or
- 3) Meeting locally developed assessments requirements or work samples.

3) Personalized Learning

Educational Plan and Profile

Students will complete a four-year educational plan that documents their high school program of study. This plan includes a summary of career explorations, inventories, and personal reflections.

Extended Application/Collection of Evidence

Students must demonstrate that they have advanced mastery of a particular pathway. The collection of evidence documents the student's learning and completion of requirements. The collection of evidence must meet standards adopted by the State Board of Education.

Career-Related Knowledge and Skills

These skills are components of all classes and can be in any career exploration or experience: personal mastery, problem solving, communication, teamwork, organization and systems, employment foundations, and career development. Students must meet a performance standard adopted by the State Board of Education.

Additional Educational Opportunities and Diploma Options

Siletz Valley School exists to help students prepare for learning *beyond* high school. Students will have access to a wide variety of face-to-face and online courses taught by qualified teachers in a classroom setting. These will include both required and elective classes.

Credit for Proficiency

Students have options of earning credits toward graduation by demonstrating proficiency of knowledge and skills that meets or exceeds defined levels of performance either through classroom work, documentation of learning experiences outside of school, or through a combination of these learning experiences.

Modified Diploma

A modified diploma may be earned when parents, the counselor, and the case manager determine that the standard diploma is not appropriate based on a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers or medical condition that creates a barrier to achievement.

Extended Diploma

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for the diploma while receiving modifications and accommodations.

Alternative Certificate

Alternative Certificates will be awarded to students who do not satisfy the requirements for a diploma, modified diploma or extended diploma if the student meets the minimum credit requirements established by the charter school.

Academic Opportunities and Special Programs

College Programs

Students may enroll in some high school courses that are connected to the higher education system through Oregon Coast Community College (OCCC). These courses, taught by qualified faculty approved by OCCC, offer college credit for students who meet certain requirements. Some courses have prerequisites and/or placement requirements. Students should check with their teachers or counselors for a list of high school courses that offer college credit.

OCCC Expanded Options

Selected students who are juniors or seniors, age 16 or older, may choose from a variety of college courses. Students must be mature and prepared for college-level work. Some courses have prerequisites and/or placement requirements. Enrollment in these courses requires Oregon Coast Community College (OCCC) and high school administration approval.

SMILE Program

Students can participate in Science and Math Investigative Learning Experiences (SMILE), an after-school academic enrichment program for students in grades 4–12. The program's goal is to increase the number of educationally disadvantaged students who graduate from high school qualified to enroll in college and pursue careers related to science, math, the health professions, engineering, and teaching.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING/TEEN DATING VIOLENCE

Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence, by students, staff or third parties toward students is strictly prohibited and shall not be tolerated in the public charter school. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.

Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administrator or Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any public charter school-sponsored or grade level attainment, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, that may be based on but not limited to, the protected class of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological wellbeing of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device harass, intimidate or bully. Students and staff will refrain from using personal electronic devices or public charter school property and equipment to violate this policy.

“Menacing” includes, but is not limited to, any act intended to place a student in fear of imminent serious physical injury.

“Retaliation” means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.

The school administrator or designee will take reports and conduct a prompt investigation of any report of an act of hazing harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the administrator who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated or bullied, menaced, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate public charter school official.

The public charter school shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7-12.

All complaints will be promptly investigated in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the administrator. Complaints against the administrator shall be filed with the board chair. Information may be presented anonymously. All such information will be reduced to writing and will include the specific nature of the office and corresponding dates.
- Step 2 The public charter school official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The public charter school official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant and parents as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the administrator or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

IMMUNIZATION, PHYSICAL EXAMINATION AND VISION SCREENING/EYE EXAMINATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

Students in grades 7 through 12 are to have physical examinations performed prior to participation in extracurricular sports. Students who continue to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter.

Students are required to submit to the public charter school a School Sports Pre-Participation Examination form prior to their participation. This form is to be completed and signed by a parent and physician, giving clearance and permission for the student to participate and authorizing emergency medical treatment and/or transportation to a medical facility, as necessary. The public charter school shall require a student to have an additional physical examination if he or she is diagnosed with a significant illness or has had major surgery, prior to further participation in extracurricular sports.

The parents of a student who is 7 years of age or younger and is beginning an education program with the public charter school for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the public charter school that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

INFECTION CONTROL/HIV, HBV AND AIDS

Although HIV, AIDS and HBV are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person. Since any risk is serious, however, the public charter school requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

Human Sexuality, HIV/AIDS and Sexually Transmitted Disease Instruction

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, Sexually Transmitted Diseases has been included as an integral part of the public charter school's health curriculum. Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the administrator for additional information and procedures.

HIV, HBV, AIDS - Students

A student infected with HIV¹, HBV or AIDS is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV, HBV or AIDS condition diagnosis to the district.

If the public charter school is informed, the public charter school is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the public charter school will meet with the infected individual or representative to develop appropriate procedures.

Individuals with questions regarding these requirements of law or public charter school procedures should contact administrator.

INSURANCE

At the beginning of the school year, the public charter school may make available to students and parents a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the public charter school office. The public charter school shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

LOCKERS

Lockers and other public charter school storage areas provided for student use remain under the jurisdiction of the public charter school even when assigned to an individual student. The public charter school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on public charter school premises is present; maintenance of proper sanitation, mechanical condition and safety; and to reclaim public charter school property including instructional materials.

LOCAL WELLNESS

Students may be encouraged or required to participate in physical activity or to receive instruction on nutrition or maintaining healthy lifestyles.

LOST AND FOUND

Any articles found in the school or on public charter school grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each semester.

Loss or suspected theft of personal or public charter school property should be reported to the school office.

LUNCH/BREAKFAST PROGRAM

The public charter school participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need.

Breakfast and Lunch

Free for students

Adults

\$3.00 (milk 60 cents)

Additional information can be obtained in the office or on: siletzschools.com.

MEDIA ACCESS TO STUDENTS

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

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

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

MEDICINE AT SCHOOL (NONPRESCRIPTION/PRESCRIPTION)

Students may be permitted to take prescription or nonprescription medication, and/or self-medicate at school, at school-sponsored activities, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

Premeasured Doses of Epinephrine

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

Public Charter School-Administered Medication

Requests for the public charter school to administer medication shall be made by the parent in writing and shall include permission from the parent.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, method of administration, frequency of administration and any other special instructions. A prescription label prepared by a pharmacist at the direction of a physician, physician assistant or nurse practitioner meets the requirements for written instructions from the physician, if the information above is included.

Written instructions with permission of the parent, which include the information above, are required for all requests to administer nonprescription medication.

All medication to be administered by the public charter school is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the public charter school.

In situations when a licensed health care professional is not immediately available, designated trained staff may administer to students, by means of injection, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law (OAR 851-047-0030).

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

Self-Medication

Students in grades K-12 are permitted to self-medicate prescription and nonprescription medication upon written request and permission of the parent and administrator, subject to age-appropriate guidelines. In the case of prescription medication, permission from the physician or other licensed health care provider is also required. Such permission may be indicated on the prescription label. An instruction for a student to self-medicate with a prescription or nonprescription medication during school hours will include an assurance the student has been instructed in the correct and responsible use of the medication from the prescribing physician.

Other students who must carry medication may also be permitted to self-medicate when the necessary permission form and written instructions have been submitted.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

Students may have in their possession only the amount of medication needed for that school day. Except for manufacturer's packaging that contains multiple dosages, the student may carry one package. Sharing or borrowing nonprescription or prescription medication of any kind is strictly prohibited.

Permission to self-medicate may be revoked if the student violates board policy and or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

Contact the school office for additional information and forms.

ONLINE LEARNING

The public charter school may grant credit for approved online courses offered by public charter school approved institutions or for online courses offered by the Oregon Virtual School District public charter school. Students may apply to take an online course and may receive credit for completion of approved online courses that meet public charter school or state requirements and academic content standards.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the public charter school asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the public charter school provides;
2. Keep informed on public charter school activities and issues. The Warrior Weekly newsletter, "Back to School" nights in the fall, and parent/booster club meetings provide opportunities for learning more about the public charter school;
3. Become a public charter school volunteer. For further information contact the administrator;
4. Participate in public charter school parent organizations. The activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.

PARENTAL RIGHTS

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

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

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

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.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Students may possess personal electronic devices in public charter school facilities during the school day. A "personal electronic device" is a device capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Students may not access social media websites using public charter school equipment, while on public charter school property or at public charter school-sponsored activities unless the access is approved by public charter school representative.

Students permitted to possess a personal electronic device are prohibited from having the device on active mode during class time. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on public charter school property or while a student is engaged in sponsored activities, unless expressly authorized in advance by the public charter school administrator.

The public charter school will not be liable for personal electronic devices brought to public charter school property and public charter school-sponsored activities. The public charter school will not be liable for information or comments posted by students on social media websites when the student is not engaged in public charter school activities and not using public charter school equipment

Students found in violation of the personal electronic device use and possession prohibitions of Board policy and rules as established by the administrator will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

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 obscene, pornographic, lewd or otherwise illegal images of photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the administrator or designee. Signs, banners or posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action.

PROGRAM EXEMPTIONS

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

An alternative program or learning activity for credit may be provided.

All such requests should be directed to the administrator by the parent in writing and include the reason for the request.

PROMOTION, RETENTION AND GRADE LEVEL PLACEMENT OF STUDENTS

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. The final decision will rest with school authorities.

Students in grades 9-12 will be promoted or retained in accordance with state and public charter school graduation requirements.

Students will be placed in the grade level or course best suited to meet their needs, based on the public charter school's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc., as may be required by the public charter school.

If the student is unable to provide appropriate documentation, the administrator or designee will make the grade level or course determination placement based on public charter school-administered assessment(s) as deemed appropriate.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the administrator's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

REPORTS TO STUDENT AND PARENTS

Written reports of a student's grades progress shall be issued to parents, informing parents of their student's progress toward achieving the academic content standards. Parents will receive reports on their student's absences. Letter grades will be used. Grades and 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 three weeks of a reporting period, the public charter school will report the student's progress to the student and parent when the student's performance is below average or below the expected level.

SEARCHES

Searches

Public charter school officials may search the student, his/her personal property and property assigned by the public charter school for the student's use at any time on public charter school property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the public charter school.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule. Public charter school officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Public charter school-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the public charter school. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the administrator or designee will be present, when possible. An effort will be made to notify the parent of the situation.

Parents are advised that when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of child abuse, the investigator may exclude public charter school personnel from the investigation and may prohibit personnel from contacting parents.

SENIOR TRIPS

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

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

SPECIAL PROGRAMS

Bilingual Students

The school provides special programs for bilingual or English language learning (ELL) students. A student or parent with questions about these programs should contact the administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English students identified for participation, or participating, in such a program will be informed of:

1. The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
2. The student's level of English proficiency, how such level was assessed and the status of the student's academic achievement;
3. The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. How the program, in which their student is or will be participating, will meet the educational strengths and needs of their students;
5. How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
7. In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
8. Parental rights that include written guidance:
 - a. Detailing the right to have their student immediately removed from such program upon their request;
 - b. Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the public charter school.

Students with Disabilities

The district where the public charter school is located provides programs and services for students with disabilities. A student or parent with questions should contact the administrator of the public charter school.

Title I Services

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact a building administrator or counselor.

The school will also provide parents, upon request, information regarding the professional qualification of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

1. Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
2. Timely notice any time that the parent's student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

STUDENT/PARENT COMPLAINTS

Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the administration or school counselor.

Education Standards Complaints

Any resident of the public charter school or parent of a student attending public charter school schools may make an appeal or complaint alleging violation of the public charter school's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved.

If the complainant wishes to pursue the matter further, he/she will be provided, upon request, a copy of all applicable public charter school complaint procedures.

After exhausting local procedures or if the district has not resolved the complaint within 90 days of the initial filing of a written complaint with the public charter school (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should follow policy and administrative regulation KL - Public Complaints be directed to the administrator.

The complainant may appeal the administrator's decision to the Board, whose decision will be final.

Placement/Enrollment of Homeless Students Complaints

Complaints by homeless students about placement or enrollment procedures should follow policy and administrative regulation KL - Public Complaints be directed to the administrator.

The complainant may appeal the administrator's decision to the Board, whose decision will be final.

Public Charter School Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the administrator can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the administrator, within 15 calendar days, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the administrator, he/she may appeal to the Board in care of the administrator within 10 calendar days following receipt of the administrator's decision. The administrator will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Staff Sexual Conduct with Students

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

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

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

The public charter school will provide annual training to public charter school employees, parents and student regarding the prevention and identification of sexual conduct.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the public charter school's services, activities or programs to a student, should be directed to the administrator.

Students with Sexual Harassment Complaints

Sexual harassment of or by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business is strictly prohibited in public charter school. Public charter school includes public charter school facilities, public charter school premises and non-public charter school property if the student or employee is at any public charter school-sponsored, public charter school-approved or public charter school-related activity or function, such as field trips or athletic events where students are under the control of the public charter school or where the employee is engaged in public charter school business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

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

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

Step 1 Any sexual harassment information (complaints, rumors, etc.) shall be presented to the administrator or compliance officer. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step 2 The public charter school official receiving the information or complaint shall promptly initiate an investigation. He/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The public charter school official(s) conducting the investigation shall notify the complainant when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

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

Step 3 If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the administrator or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The administrator or designee shall provide a written decision to the complainant within 10 working days.

Step 4 If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

Changes to the above procedure may be made if an administrator is named in the complaint or reported incident. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

Students or parents with complaints not covered by this student handbook should contact the administrator.

STUDENT EDUCATION RECORDS

The information contained below shall serve as the public charter school's annual notice to parents of minors and eligible students (if 18 years of age or older) of their rights, the location and public charter school official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the public charter school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Permanent records are maintained in a minimum one-hour fire-safe place in the public charter school office by the administrator. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school

The district may also request the social security number of the student and will include the social security number on the permanent record only if the eligible student or parent complies with the request. The request shall include notification to the eligible student or the student's parent(s) that the provision of the social security number is voluntary and notification of the purpose for which the social security number will be used.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 years of age unless the public charter school is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), inspect and review education records during regular public charter school hours.

Provision for Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 years of age or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the public charter school refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the administrator;
2. The administrator shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The administrator or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the administrator.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records.

The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the public charter school's education records policy and administrative regulation may be obtained by contacting the office.

Requests for Education Records

The public charter school shall, within 10 days of a student seeking initial enrollment in or services from the public charter school, notify the public or private school, education service public charter school, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

Social Security Number

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The public charter school will notify the eligible student or parent as to the purposes a social security number will be used. At no point will a student's social security number or student identification number be considered directory information.

Student Restraint and Seclusion

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

Except in the case of an emergency, only staff current in the required training in accordance with the public charter school-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee or volunteer, as necessary, when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Any student being restrained or secluded within the public charter school whether an emergency or as part of a plan shall be constantly monitored by staff for the duration of the intervention.

Parents will be notified if their student has been restrained or secluded as described above.

Transfer of Education Records

The public charter school shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the public charter school. The transfer shall be made no later than 10 days after receipt of the request.

The public charter school shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.

See Fees, Fines and Charges. Records requested by another public charter school or district to determine the student's placement may not be withheld.

STUDENT SCHEDULES

Registration for Classes

SVS' philosophy is that students are responsible for choosing the classes that will meet their graduation requirements, as well as their educational and career goals. Students receive registration information from their class advisor that includes a copy of the registration form, available classes, graduation requirements, specific classes that must be taken, and any other pertinent information. In choosing classes, we strongly recommend that students follow these guidelines:

1. Review your portfolio's four-year plan to determine your progress.
2. Sign up for required classes first. (Remember to re-take any failed course!)
3. Talk to your advisor for help with course planning or college or career planning questions.
4. Review the plan with your parents or guardians and have them sign the form.

Student-Initiated Schedule Changes

Students will only be allowed to make changes to their schedules under certain cases. **Changes are allowed only during the first five days of the semester.** A *Schedule Change Request Form* must be completed and turned in to the Registrar's Office before the deadline to be considered.

Withdrawal from a Class

To withdraw from a class, students must:

- Have parent permission
- Notify Advisor
- Notify all teachers affected by the change
- Return all books and materials

Withdrawing from School

For a student withdrawing from school, the parent or guardian must provide written permission. The registrar will collect all fines and fees from the student before issuing a transcript.

SUMMER SCHOOL

Summer school opportunities, when offered, are made available to students who need additional instructional support. Staff may recommend students to attend summer school. When space is available students may enroll in summer school for enrichment or credit recovery.

SUPERVISION OF STUDENTS

Adult supervision is provided to students during regular school hours, while traveling on public charter school-provided vehicles to and from school and while engaged in public charter school-sponsored activities.

THREATS

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The public charter school prohibits student violence or threats of violence in any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will not be tolerated. Students in violation of the public charter school's threats policy will be subject to discipline under the Student Code of Conduct and may be subject to civil or criminal liability.

TOBACCO-FREE ENVIRONMENT

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited.

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

TRANSCRIPT EVALUATION

Transfer credits and attendance may be accepted or rejected at the discretion of public charter school consistent with Oregon Administrative Rules and established public charter school policy, administrative regulation and/or school rules.

TRANSPORTATION OF STUDENTS

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

Transportation Rules

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under the authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous materials on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

1. First Citation - Warning: The driver verbally restates behavior expectations and issues a warning citation.
2. Second Citation: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation of the Year: The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of disabled students.

VEHICLES/BICYCLES ON CAMPUS

Vehicles parked on public charter school property are under the jurisdiction of the public charter school. The public charter school requires that before parking privileges are granted the student must show that he/she holds a valid driver's license, the vehicle is currently registered and that the student driving the vehicle is insured under a motor vehicle liability insurance policy or that the student or vehicle owner has provided the Motor Vehicles Division with other satisfactory proof of compliance with the financial responsibility requirements of the state.

In applying for a parking permit student will be notified that parking on district property is a privilege and not a right. Students will be notified that as a condition of parking on public charter school property, public charter school officials may conduct searches of vehicles upon reasonable suspicion of a policy, rule and/or procedure violation.

Parking privileges, including driving on district property, may be revoked by the administrator or designee for violations of Board policies, administrative regulations or school rules.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The public charter school assumes no liability for loss or damage to vehicles or bicycles.

VISITORS

Parents and other visitors are encouraged to visit public charter school schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the public charter school facility. The administrator will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the administrator.

BOARD OF DIRECTORS

Stuart Whitehead
Christina Bushnell
Mike Darcy
Larry Parker
Reggie Butler Jr.
Sam Tupou, Board Clerk/Supt.

ADDRESS / CONTACT INFORMATION

Siletz Valley School
245 James Frank Avenue
Siletz, Oregon 97380
Website: siletzschools.org
Phone number: 541-444-1100

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

²For grades 9-12.

³As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

A parent or student 18 years of age or emancipated student may not opt out of directory information to prevent the public charter school from disclosing or requiring a student to disclose their name, identifier, institutional email address in a class in which the student is enrolled or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the public charter school in this policy.

**SILETZ VALLEY SCHOOLS
REGULAR BOARD MEETING AGENDA
AUGUST 11, 2020**

ITEM: 2020-2021 SUBSTITUTE PAY RATE

TOPIC: 2020-2021 SUBSTITUTE PAY RATE

PREPARED BY: DR TUPOU

WILL BE PRESENTED BY: DR. TUPOU

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Recommendation: Using 5 day school week: 19-20 SY was: \$25.50/hour for Certified Regular Substitute \$31.25/hour for Certified Long Term Substitute \$11.50/hour for Classified Substitute Recommendation for 20-21 SY \$26.00/hour for Certified Regular Substitute \$31.75/hour for Certified Long Term Substitute \$12.00/hour for Classified Substitute

RECOMMENDATION:

Approve Substitute Rates for 2020-2021
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ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

April 17, 2020

TO: School District and ESD Superintendents
RE: 2020-21 Substitute Teacher Pay Rates

HB 2939 from the 2015 legislative session created separate substitute teacher pay rates for districts with class schedules based on a 4-day week.

Following are final minimum pay rates for substitute teachers for the 2020-21 school year.

According to ORS 342.610, teachers employed as substitute teachers shall not be paid less per day than 85 percent of the daily salary of a beginning teacher who holds a bachelor's degree. The school district shall set the working hours for a substitute teacher. **Substitutes who work for a half day or less shall be paid half of the daily salary reported in this memo. Substitutes who work more than a half day shall be paid the full daily salary.**

The daily salary is defined as the average annual salary of beginning teachers who hold a bachelor's degree divided by 190 days using the most recent data available, but not earlier than the preceding school year. [ORS 342.610 (1)]

Based on data for 2019-20, the average salary of beginning teachers with a bachelor's degree is **\$42,318**.

School districts with class schedules based on a 5-day week

- The minimum pay rate for the **first 10** consecutive days of substitute teaching is **\$189.32** per day (\$42,318 divided by 190 times 85%).

School districts with class schedules based on a 4-day week

- The minimum pay rate for the **first 8** consecutive days is **\$212.98** per day (the 5-day rate \$189.32 times 1.125).

In cases where a substitute teacher teaches for **more than 10** consecutive days (**more than 8** consecutive days for districts with a 4-day week) in the same assignment, the minimum rate for the days taught beyond 10 (8 for a 4-day week) is computed as follows:

School districts with class schedules based on a 5-day week

- For districts with a salary scale, the minimum rate is the higher of:
 - 1/190th of the district's annual salary scale for beginning teachers with a bachelor's degree. [ORS 342.610 (3)(a)(A)] ; **or**
 - **\$189.32** per day [ORS 342.610 (3)(a)(B)]

- For districts without a salary scale, the minimum rate is **\$222.72** per day (100 percent, rather than 85 percent, of 1/190th of the statewide average salary for beginning teachers with a bachelor's degree) . [ORS 342.610 (3)(a)]

School districts with class schedules based on a 4-day week

- For districts with a salary scale, the minimum rate is the higher of:
 - 1/190th of the district's annual salary scale for beginning teachers with a bachelor's degree **times 1.125**. [ORS 342.610 (3)(a)(A)] ; **or**
 - **\$212.98** per day [ORS 342.610 (3)(a)(B)]
- For districts without a salary scale, the minimum rate is **\$250.56** per day (100 percent, rather than 85 percent, of 1/190th of the statewide average salary for beginning teachers with a bachelor's degree **times 1.125**) . [ORS 342.610 (3)(a)]

If you have questions, please contact Brian Reeder at brian.reeder@state.or.us