Luckiamute Valley Charter Schools
Cultivating Excellence ~ Developing Leaders

Luckiamute Valley Charter Schools

STAFF HANDBOOK

Bridgeport Campus
17475 Bridgeport Road
Dallas, OR 97338
503-623-4837
503-623-8835 fax

Pedee Campus
12975 Kings Valley Hwy.
Monmouth, OR 97361
503-838-1933
www.lvcs.k12.or.us

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PREFACE

The material covered within this staff handbook is intended to communicate to employees' general public charter school information, rules, and regulations. It is not intended to enlarge or diminish any Board policy or 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or changes in state or federal law.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 without notice.

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

Equal employment opportunity and treatment shall be practiced by the public charter school regardless of an individual's perceived or actual race[1], color, national or ethnic origin, religion, sex, sexual orientation, gender identity, age, marital status, pregnancy, childbirth or a related medical condition[2], familial status, economic status, veterans' status, service in uniformed service, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability[3], if the employee, with or without reasonable accommodation, can perform the essential functions of the position.

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act, and the coordinator of Title IX of the Education Amendments and other civil rights or discrimination issues:

Christine Wilkins: c.wilkins@lvcs.k12.or.us 503-623-4837
Daniel Shimek: d.shimek@lvcs.k12.or.us 503-838-1933

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).
[2] This unlawful employment practice related to pregnancy, childbirth or a related medical condition applies to employers who employ six or more persons.
[3] This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

PURPOSE STATEMENT

"To cultivate excellence in every student."

MISSION STATEMENT

"To create a community where students, staff, and families work together to cultivate each student's academic, social, emotional, and ethical growth."

SCHOOL BOARD MEMBERS

Vicky Avery – victoriaavery100@gmail.com Board Chair

Matthew Beasley - matthew_beasley@q.com

Kendall Cates – pkcates4851@gmail.com

Fred Weisensee - fw.weisensee@gmail.com

Greg Oldham – gregoldham01@yahoo.com

BOARD MEETINGS

Regular Board meetings are held on the third Wednesday of the month. Meetings begin at 6:30 p.m. All board regular and special meetings are open to the public unless announced or advertised before the meeting as 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 Executive Director in 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 Executive Director. LVCS Board Policy can be accessed via the internet at http://policy.osba.org/luckiam/index.asp. A list of Board Meeting Dates is posted in the office and website.

2026-2027 Events & Work Schedule - Staff

July 2026

Su	M	Tu	W	Th	F	Sa
			1	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	30	31	

August 2026

Su	M	Tu	W	Th	F	Sa
						1
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
30	31					1

September 2026

Su	M	Tu	W	Th	F	Sa
		1	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	30			
						19

October 2026

Su	M	Tu	W	Th	F	Sa
				1	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	30	31
						17

November 2026

Su	M	Tu	W	Th	F	Sa
1	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	30					
						16

December 2026

Su	M	Tu	W	Th	F	Sa
		1	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	30	31		
						13

July

August

3	Office Opens Limited Hours
17	Vicki/Cali Return
31	Inservice (All Staff)

September

1-3	Inservice (All Staff)
8	First Day for Grades 1-8
11	School Day
14	First Day for Kindergarten
17	PD-Open House
21	Picture Day
24	BP-Open House

October

27	K-8 Teacher Only After School Meeting
29	Halloween Parade

November

11	Veteran's Day
13	School Day
18-20	BP Fall Conferences
24-28	Fall Break

December

3	End of Term
9-11	PD Conferences
21-1	Winter Break

January 2027

Su	M	Tu	W	Th	F	Sa
					1	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	30
31						18

February 2027

Su	M	Tu	W	Th	F	Sa
	1	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						
						17

March 2027

Su	M	Tu	W	Th	F	Sa
	1	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	30	31			
						15

April 2027

Su	M	Tu	W	Th	F	Sa
				1	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	30	
						17

May 2027

Su	M	Tu	W	Th	F	Sa
						1
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
30	31					17

June 2027

Su	M	Tu	W	Th	F	Sa
		1	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	30			
						12

January

1	Holiday
19	Martin Luther King Jr. Day
23	School Day
27	K-8 Staff Meeting @ BP

February

3-6	Scheduled Conferences
15	President's Day
19	Teacher Inservice

March

1-4	Dental Van
11	End of Grading Period
22-26	Spring Break

April

	State Testing
8	Kindergarten Meet & Greet
27	K-8 Staff meeting @ BP

May

	State Testing
	No Personal Leave After 6th
20	Carnival
31	Memorial Day

June

4	School Day
10	End of Grading Period
15	8th Grade Promotion
16	Last School Day
17	Inservice/Staff Luncheon

Year View

AUGUST
31 Staff Return

SEPTEMBER
1-3 All Staff Inservice
18 Pedee Open House
25 Bridgeport Open House

OCTOBER
K-8 Teachers Only After School

NOVEMBER
18-20 BP Conferences

DECEMBER
9-11 Pedee Conferences

JANUARY
26 K-8 Staff Meeting

FEBRUARY
1-5 Targeted Conferences
19 Teacher Inservice - No Students

APRIL
27 K-8 Staff Meeting

JUNE
17 Inservice/All Staff Lunch

146 Student Days
162 Work, PD, Holidays

1st Trimester ends December 3
2nd Trimester ends March 11
3rd Trimester ends June 10

SCHEDULED PAYDATES

Friday, September 25, 2026
Friday, October 23, 2026
Friday, November 20, 2026
Friday, December 18, 2026
Monday, January 25, 2027
Thursday, February 25, 2027
Wednesday, March 24, 2027
Thursday, April 22, 2027
Tuesday, May 25, 2027
Wednesday, June 23, 2027

Salaried staff - summer checks 6/21, 6/23

Student Contact Day 162

Campus Staff Meetings		All Staff	Other Occasions	Data Team Meetings	
Bridgeport	Pedee	K-8		Bridgeport	Pedee
Sept. 15, 2026	Sept. 8, 2026	*Oct. 27, 2026	PD Fall Open House	Oct. 7, 2026	Oct. 20, 2026
Oct. 20, 2026	Oct. 13, 2026	Jan. 26, 2027	BP Fall Open House	Nov. 12, 2026	Dec. 8, 2026
Nov. 17, 2026	Nov. 10, 2026	April 27, 2026	PD New Student Open House	Jan. 13, 2026	Feb. 2, 2027
Dec. 15, 2026	Dec. 8, 2026		Carnival	Feb. 17, 2027	Mar. 16, 2027
Jan. 19, 2027	Jan. 12, 2027		PD Promotion	Mar. 31, 2027	May 4, 2027
Feb. 16, 2027	Feb. 9, 2027		Staff Party	May 5, 2027	
March 16, 2027	Mar. 9, 2027			June 9, 2027 - Transition	
April 20, 2027	April 13, 2027				
May 18, 2027	May 11, 2027				
	June 8, 2027				

*Teachers Only After School

Employment Assignments, Work Schedules, and Full-Time Equivalent (FTE)

The LVCS standard workweek is Monday through Thursday. In weeks that include an LVCS-recognized holiday, employees may be scheduled to work on Friday to fulfill their assigned work hours and operational needs.

A full-time position is generally based on an eight (8) hour workday and the LVCS established work calendar. Full-Time Equivalent (FTE) is determined by the number of regularly assigned hours worked in relation to a full-time schedule. Employees assigned fewer than full-time hours shall have their FTE prorated accordingly.

An employee's FTE is used to determine compensation, eligibility for benefits, and LVCS contributions toward insurance and other employer-paid benefits. Changes to an employee's regularly assigned work schedule, hours, or position may result in a change to FTE and may affect benefit eligibility, participation levels, or LVCS contributions.

LVCS may assign or contract employees for additional duties beyond their regular position. These assignments may include, but are not limited to:

- Teacher on Special Assignment (TOSA) duties;
- Extra-duty assignments;
- Supplemental assignments;
- Coaching, advising, groundskeeping, maintenance projects, event supervision, summer work, curriculum development, and other LVCS-approved duties.

Unless specifically designated by LVCS as an increase to an employee's regular position, TOSA, extra-duty, and supplemental assignments shall be considered separate assignments and compensated independently of the employee's regular contract. Compensation received through these assignments shall not increase an employee's FTE and shall not be used in determining benefit eligibility, insurance contribution levels, leave accrual rates, or other employer-paid benefits.

Only changes to an employee's regularly assigned position, work schedule, or contracted hours that are approved by LVCS and reflected in the employee's primary employment assignment shall result in a change to FTE.

LVCS reserves the right to determine whether an assignment constitutes a change in regular employment status and FTE or a separate TOSA, extra-duty, or supplemental assignment.

Workplace Expectations

All LVCS employees are expected to meet the following work expectations as a basis for continued employment:

Staff Conduct and Professional Expectations

Employees are expected to conduct themselves in a professional, respectful, and collaborative manner at all times while representing the School, both during working hours and after hours in interactions connected to school-related matters.

Professional conduct expectations apply to:

- interactions between staff members,
- interactions with students and families,
- electronic communications,
- social media activity related to School business,
- and conduct within the school community.

Employees shall maintain professional boundaries and communicate respectfully with coworkers, students, parents, and community members. Behavior that disrupts the workplace, undermines professional relationships, damages trust within the school community, or interferes with School operations may result in corrective action.

District-related concerns, disagreements, personnel matters, and operational issues are expected to be addressed through appropriate internal channels and administrative processes rather than through public discussion,

gossip, social media commentary, or inappropriate communications with other staff members or community members.

Employees may not engage in conduct that includes, but is not limited to:

- harassment, intimidation, or bullying;
- repeated unwelcome communications;
- spreading rumors or confidential information;
- disruptive or divisive conduct among staff or within the community;
- inappropriate social media posts regarding School operations, employees, students, or families;
- or conduct that negatively impacts the educational environment or working relationships.

Nothing in this policy is intended to interfere with legally protected employee rights under state or federal law.

- Failure to comply with professional conduct expectations may result in disciplinary action, up to and including dismissal.

Attendance and Punctuality: LVCS employees shall regularly attend work and work activities. Regular attendance is 95% or better or prorated to time worked. This does not include bereavement, jury duty, or FMLA/OFLA, and PFMLA. Employees are expected to be punctual in meeting deadlines, attending meetings, following schedules, and responding to communications. Please check your email daily for important announcements. Employees are also expected to be at their designated worksite during the prescribed work hours.

Collaboration & Mutual Respect: The employee shall demonstrate relationships with others (i.e., including, but not limited to staff, students, parents, patrons, and expected guests) that are characterized by mutual support, cooperation, courtesy, and that build a school culture of collaboration focused on student learning.

Confidentiality: Administrators, licensed staff, and office managers have significant access to information, including test scores, grades, behavioral records, and other personal data, including other family members. The employee shall maintain the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only when performing assigned responsibilities and in the best interest of the individuals involved.

Setting Appropriate Personal Boundaries with Students: The employee shall maintain professional boundaries in their relationships with students, including the use of appropriate language and appropriate physical contact. Interacting with students through email, text messages, or social networking sites is strongly discouraged.

Personal Appearance: Staff must be neat, clean, and appropriately dressed for their assigned job.

Following Policies and Directives: LVCS employees follow all supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by the Executive Director.

Communication: All LVCS employees should check their email daily during the work week.

ABSENCES

All staff members unable to report to work must notify (by text) the Executive Director, Building Principal, Business Director, and Office Managers as soon as possible to ensure that appropriate coverage can be arranged.

Bridgeport

Christy Wilkins 971-241-7107
Daniel Shimek 503-871-2145
Vicki Johnson – 503-871-1560
Christine Caponi 503-983-3056

Pedee

Christy Wilkins – 971-241-7107
Daniel Shimek 503-871-2145
Vicki Johnson 503-871-1560
Cali Beasley – 503-930-4506

In addition, the staff member shall use the Frontline Absence Management system to enter all absences or requests for personal leave. You are responsible for posting an absence in a timely matter. A call list of registered substitute staff is available through the Frontline system.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the administrator.

Personal Leave

Every employee has three personal leave days to be taken during the school year. Personal leave days don't accrue to the following year. The Executive Director must approve all individual leave requests. Taking a personal leave day before a school vacation or when Monday is a holiday is discouraged, but some exceptions can be made. Schedule a time to discuss your situation with the Executive Director.

No personal leave days will be approved 30 calendar workdays before the end of the school year without prior admin approval

Vacations during the school year

Taking vacations during the school year is discouraged because it interrupts our students' education and can disrupt your colleagues' work schedules.

If there is a compelling reason for you to take personal time during the school year, you must have prior admin approval prior to making your travel plans.

ABUSE OF A CHILD REPORTING

Abuse of a child by public charter school employees, contractors[4], agents[5], volunteers[6], or students is prohibited and will not be tolerated. All public charter school employees, contractors, agents, volunteers, and students are subject to Board policy, GBNAB/JHFE – Reporting of Suspected Abuse of a Child, and the accompanying administrative regulation.

All staff will be required to participate in annual training in preventing and identifying child abuse and reporting obligations.

Any staff member with reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall immediately report or cause an oral report immediately to the **Oregon State Child Abuse Hotline 885-503-7233.**

Any public charter school employee who has reasonable cause to believe that **any adult or student** with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to the Oregon State Child Abuse Hotline, its designee, or to the law enforcement agency within the county where the person making the report is located at the time of the contact.

Any public charter school employee who has reasonable cause to believe that **another public charter school employee, contractor, agent, volunteer, or student** has engaged in abuse or that a student has been subjected to abuse by another public charter school employee, contractor, agent, volunteer, or student shall immediately report such to the DHS, its designee, or the local law enforcement agency according to ORS419B.015, and to the designated licensed administrator.

All Staff will be released from their duties to make the report. Written documentation of this report, located in the school office and in your staff binder, must be completed and submitted to one of the following:

Designated - Christine Wilkins

Alternates – Daniel Shimek, Mallory Hasart

Failure to report suspected abuse of a child or to comply with the confidentiality of records requirements is a violation punishable by law and public charter school disciplinary action up to and including dismissal. Based on reasonable cause, a staff member who participates in making an abuse of a child report in good faith shall have immunity from civil or criminal liabilities that might otherwise be incurred or imposed as provided by law. Intentionally making a false report of abuse of a child may be a Class A violation.A substantiated report of abuse against an employee shall be documented in the employee's personnel file.

[4] "Contractor" means a person providing services to the public charter school under a contract in a manner that requires the person to have direct, unsupervised contact with students.

[5] "Agent" means a person acting as an agent for the public charter school in a manner that requires the person to have direct, unsupervised contact with students.

[6] "Volunteer" means a person acting as a volunteer for the public charter school in a manner that requires the person to have direct, unsupervised contact with students.

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. For theft and damage, such items as computers and video equipment are priority items.

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

Public charter school equipment may be checked out by staff over the summer. 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. In the event of loss or damage, a fee will be assessed by the public charter school according to the repair or replacement costs.
Oregon Government Ethics Commission (OGEC), ORS Chapter 244

PERSONAL USE OF CHARTER SCHOOL FACILITIES AND PROPERTY

School facilities, buildings, grounds, parking lots, and other school properties are intended primarily for school-related programs, activities, and operations. Personal use of school property by employees is generally prohibited unless prior written approval has been obtained from the administration.

Because personal use of school property may create liability and insurance concerns, all requests will be reviewed on a case-by-case basis. Approval is not guaranteed and may require verification that the proposed use is covered by the school's liability insurance carrier. The school reserves the right to deny any request if it determines that the proposed use presents an unacceptable risk or is not in the best interest of the school.

Employees may not assume that permission granted for one situation establishes a precedent for future requests. Unauthorized personal use of school facilities, grounds, parking lots, equipment, or other property is prohibited and may result in the employee being held responsible for any damage or liabilities arising from such use.

Questions regarding the use of school property should be directed to the administration/finance office before any personal use is planned or permitted.

CASH IN PUBLIC CHARTER SCHOOL BUILDINGS

Money collected by staff due to fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated on any day by a class, staff member, or others exceeds $25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods in classrooms. Two people shall be involved in cash counts with both names noted in the receipt.

Board Policy: DH

CLASSROOM SECURITY

When leaving the classroom, 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 and windows.

Staff shall refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Teachers should instruct students to leave valuable items 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.

If you are the last one on the campus, set the alarm in the main building at both campuses and close the entry gates at Bridgeport.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTIONS CONTROL PROCEDURES

The public charter school protects against the risk of exposure to a communicable disease to all staff while engaged in their duties. Reasonable protection is generally attained through immunization and exclusion by Oregon law, the local health department, or the Communicable Disease Guidance published by the Oregon Department of Education and the Oregon Health Authority. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the public charter school and all rules set by the Oregon Health Authority and the local health department.

Staff members are responsible for reporting to the public charter school when infected with an infectious 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. 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 ten days of initial assignment to all staff that the public charter school has identified as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the Executive Director. Following a report of an exposure incident, the public charter school will immediately make a confidential post-exposure evaluation and follow-up with the exposed staff member.

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:

Standard precautions are to be consistently followed. 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;

- Whenever possible, students would be directed to care for their minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be used after the removal of gloves if the caregiver will not come into contact with blood or wound drainage;
- 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 duties include cleaning fluid body 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, managing clothes soiled by incontinence, diaper changing, and cleaning up vomit;
- Immediate, complete, and adequate hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials;
- 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;
- 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;
- 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 disinfectants following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allow to air dry;
- An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
- Contaminated laundry such as clothing and towels must be placed and transported in bags and containers by the school's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;

- 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 devices such as a broom or dustpan;
- All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
- 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. The 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;
- 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;
  If a first-aid situation occurs, students should report to a person in authority, and staff should report to a supervisor. *Board Policy: GBEBA; JHCCA*

COMPLAINTS

Staff Complaints

Any staff member who believes there is evidence of and wishes to report a violation, misinterpretation, or inappropriate application of public charter school personnel policies and administrative regulations; mismanagement, gross waste of funds; abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of the public charter school 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 by Board policy and administrative regulations. *Board Policy: GBM; KL-AR*

COMPUTER USE / INSTRUCTIONAL MATERIALS

Staff may be permitted to use the public charter school's electronic communications system for personal use, in addition to official public charter school business, consistent with Board policy, the general use prohibitions/guidelines/etiquette, and other applicable provisions outlined in administrative regulations. Personal use of public charter school-owned computers, including internet and email access by employees, is prohibited during the employee's work hours. Additionally, employee use of public charter school-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the public charter school's policy governing use of public charter school equipment and materials.

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

The public charter school retains ownership and control of its computers, hardware, software, and data. All communications and stored information transmitted, received, or contained in the public charter school's information system are the public charter schools' properties 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 comply with Board policy, administrative regulations, and law, school administrators may routinely review user files and communications.

Curriculum and Instructional Materials

Luckiamute Valley Charter Schools (LVCS) values the work our teachers and staff put into developing great learning experiences for students. To make sure instruction stays consistent from year to year, all lesson plans, instructional resources, and curriculum materials used in the classroom must be uploaded to the school's Google platform.

Materials created while working at LVCS are considered property of the school. This means LVCS may continue using them even after an employee leaves, so that students and future teachers benefit from the work.

If an employee brings in lesson plans or resources they created elsewhere (such as from a previous school), those remain their personal property. However, by using them at LVCS, the school is granted permission to keep a copy for ongoing instructional use. Employees are still free to use their own materials in future jobs as they wish.

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. Individuals consent to have that use monitored by authorized public charter school personnel by using the public charter school system. 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. *Board Policy: IIBGA; OARs 584-020-0035, -0040 and -0041*

EMPLOYEE MEAL CHARGES

Employees who elect to receive meals prepared by the school kitchen are responsible for payment of the established employee meal charge. Meals provided at no cost through the student meal program are available exclusively to eligible students and are not an employee benefit.

The employee meal charge is reviewed and established annually based on the cost of food, supplies, and meal program operations. The current employee meal rate will be communicated to employees each school year and applies to all meals received by employees from the school kitchen.

Employees are responsible for accurately recording all meals received and ensuring payment is made in accordance with established school procedures. Any unpaid employee meal charges will be considered an outstanding balance owed to the school.

The school may pursue collection of outstanding meal charges through appropriate administrative processes. Where permitted by applicable law and with the employee's written authorization, the school may process repayment through payroll deduction.

Failure to comply with employee meal payment procedures may result in corrective action consistent with school policies and applicable employment requirements.

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 for all students in the fall and selected students in the spring.

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

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 before or after time to meet with students as necessary.

Parents will be offered the option of virtual or in-person conferences.

COPYRIGHT

Various machines and equipment for reproducing materials to assist staff in completing their educational assignments are available.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio recording, video, or computer-programmed materials, is a severe 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 by applicable law provisions. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner before reproduction of material in any form.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

All newly licensed or registered educators must submit a nationwide criminal records check, including fingerprinting, by 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 a criminal records check within the previous three years. Those applying for reinstatement of a license or registration that has expired for more than three years are required to submit nationwide criminal records checks and to fingerprint by the rules and procedures set forth by TSPC.

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

The public charter school may begin the employment of a subject individual on a probationary basis pending the return and disposition of the required criminal records check and fingerprinting.

Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the public charter school shall be paid by the individual. Individuals may request that the amount of the fee be withheld from the employee's paycheck. The public charter school may withhold such fees upon the individual's request.

Processing/Reporting

1. Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized finger printer as directed by the public charter school.

2. Fingerprints may be collected by one of the following:
   a. Employing public charter school staff;
   b. Contracted agent of employing public charter school; or
   c. Local or state law enforcement agency.

3. The authorized finger printer will obtain the necessary identification and fingerprinting and notify the ODE of the results. ODE will inform the public charter school of said results, and any subject it believes has knowingly made a false statement as to conviction of a crime prohibiting employment or contract will be terminated and/or will not be employed or contracted.

4. The public charter school will keep a copy of fingerprinting results.

Termination of Employment or Withdrawal of Employment Contract/Offer

1. Any individual required to submit to a criminal record check and to fingerprint by law, and Board policy will be terminated from employment or contract status, or the Executive Director: will make a withdrawal of offer of employment or contract.

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

   Board Policy: GCDA; GDDA-A

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process and applicable law. Employment is at will and can be terminated at any time.

DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant of $100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, a 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. Employees shall not report to work impaired by alcohol or other drugs.

"Workplace" means the site for performing 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.

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 concerning 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.

Board Policy: GBEC – Drug-Free Workplace

EMERGENCY CLOSURES

In the event of hazardous weather or emergency conditions, you will be notified by the Executive Director of school closures, delayed school openings, or early dismissal of students. Notification can be a phone call or a text message. In addition, closure information will be posted on the Luckiamute Valley Facebook page.

Salaried staff's pay shall not be docked for missed days, provided such days may be made up at the option of the Board to incorporate the total number of teaching days without additional compensation.

Hourly Staff may use Sick Leave or Personal time for any hazardous weather or emergency conditions.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the public charter school's emergency procedures plan to detail 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 continued professional growth and to determine the teacher's performance of the teaching responsibilities. The public charter school's program also assesses classified employees and the 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; to have opportunities to improve (s) within specific timelines.

The evaluation program also provides a tool for administrators responsible for recommending promotion, demotion, contract renewal or nonrenewal, dismissal, and discipline.

Licensed staff evaluations shall be based on the core teaching standards adopted by the Oregon State Board of Education. Licensed staff will be formally evaluated, by the Executive Director or Principal, on a two-year cycle. Evaluations will be based on at least two observations and other relevant information developed by the public charter school.

Classified staff will be formally evaluated, by the building Principal, during their first year with the public charter school and every two years thereafter.

Copies of the public charter school's evaluation procedures will be provided to all staff. All staff will be evaluated by established Board policy applicable to public charter school evaluation procedures and Oregon law.

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

Employees should review policy GCBDA/GDBDA - Family Medical Leave and administrative regulations.

Eligibility

By 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 leave may be eligible for FMLA leave. Staff members employed by the public charter school at least 180 days before 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 following:

1. Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);

2. Placement of a child with the employee for adoption or foster care or bonding with a newly placed child when the child is under 18 years of age (eligibility expires 12 months after placement) or when a child older than 18 is incapable of self-care because of mental or physical disability;

3. Care of a family member with a serious health condition;

4. The staff member's 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 (C.F.R. 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 to care for a sick or injured child who requires home care but is not suffering from a severe health condition. The public charter school is not required to grant leave for routine medical or dental appointments (OFLA only);

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 grieve the death of a family member (OFLA only);

9. Military Family Leave allows leave for a spouse of a military personnel per each deployment of the spouse when the spouse 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 only).

Contact the personnel director for additional information regarding the 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 personnel office 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 workweeks FMLA and OFLA leave entitlement occurs for all employees. The public charter school will use a "rolling" 12-month period measured backward from when the employee uses any family and medical leave.

Leaves to care for covered service members has their 12-month year beginning on the first day of leave regardless of the public charter school'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 can access any accrued paid leave, including paid sick leave for any OFLA qualifying event. Contact the personnel director for information on accessing any accrued paid leave for a qualifying event.

The public charter school will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave, and if the public charter school requires, that accrued paid leave shall be used during the leave period. Suppose the public charter school is aware of an OFLA qualifying exigency. In that case, the public charter school shall notify the employee of the intent to designate the leave as such regardless of whether the employee has made a request. Such notification will be given to the employee before 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 decide whether the leave qualifies as FMLA or OFLA leave, the public charter school will promptly provide the required notice when the information is available but no later than two working days after the public charter school has received the information. Oral statements will be confirmed in writing no later than the subsequent payday.

Application

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

Suppose advance notice of FMLA leave, under federal law, is impossible, for example, due to a change in circumstances or medical emergency. In that case, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days 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 an unanticipated or emergency leave situation, an oral or written statement is required within 24 hours. The public charter school realizes there may be circumstances

when it is impossible 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. 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

Staff members applying for FMLA and/or OFLA leave shall be required to provide medical documentation when appropriate to support the request for leave, other than to care for a child who needs home care due to the closure of the child's school or childcare provider because of a public health emergency. The public charter school will notify employees of this requirement within five working days of the staff member's request for leave. If the employee provides more than 30 days' notice, they must submit such medical certification before the beginning of the leave. Suppose the staff member offers less than 30 days' notice. In that case, it is required to submit such medical certification no later than 15 calendar days after receipt of the public charter school's notification that a medical certificate is required.

Under state law, the public charter school may require a second opinion and designate the health care provider. Should the two views conflict, the public charter school may need a third opinion, and the two providers assign a third health care provider. The third opinion will be final. The public charter school will pay for the second and third opinions and the travel expenses for a staff member to obtain such an opinion.

If the leave is for an employee's serious health condition, they 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 more than three days of such leave in a one-year period. They will pay the cost of the medical certificate not covered by insurance or other benefit plans.

Continuation of Health Insurance Benefits

Under federal and state 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 compensation. 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 information will be delivered within 15 calendar days before coverage ceases.

Return to Work

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

GRANTS

Luckiamute Valley Charter Schools (LVCS) encourages staff to seek external funding opportunities that enhance programs and student learning. To ensure compliance and proper financial oversight, all grant activity must follow the procedures outlined below.

Procedures

- **Pre-Approval Required:** All grant applications must be reviewed and approved by both the Executive Director and the Finance Director before submission. This ensures the proposal aligns with LVCS's mission, budget, and operational priorities.
- **Submission of Grant Documents:** Once a grant award or agreement is received, a copy must be forwarded to the Finance Director immediately for recordkeeping and tracking.
- **Authorized Signatures:** Only the Executive Director or Finance Director are authorized to sign any grant-related documents, contracts, or agreements on behalf of LVCS.
- **Spending Restrictions:** No grant funds may be expended or committed until the award has been reviewed, approved, and incorporated into the school's official budget.
- **Applicability:** This policy applies to all grants and external funding opportunities, including classroom mini-grants.

Board vote 251118

FUNDRAISING

All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by an administrator and finance administrator before the action is initiated.

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

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Teachers may use guest speakers from time to time when such use is consistent with educational goals and demonstrably related to the curricular or co-curricular activity in which the participating students are involved.

Teachers should submit the Guest Speaker Form to the Executive Director for approval before the presentation, with the presentation's date, time, and nature.

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

Guest speakers should check in at the office as a visitor before going to the classroom.

HAZING/HARASSMENT/INTIMIDATION/ BULLYING/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 violating 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 knows of conduct violating Board policy JFCF – Hazing/Harassment/Intimidation/ Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence – Student shall immediately report their 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.

PAYROLL SCHEDULE AND HOLIDAY PROCESSING

Employees are paid according to the LVCS established payroll schedule. Pay dates are set in compliance with applicable Oregon wage and hour requirements, including required intervals between pay periods.

When a scheduled payday falls on a weekend or recognized banking holiday, payroll processing and direct deposit timing may be affected by financial institution and ACH processing schedules. In most cases, the school will make reasonable efforts to process payroll in advance of the holiday; however, the actual availability of funds may vary depending on the employee's financial institution.

Employees are encouraged to monitor the annual payroll calendar and plan accordingly around holiday periods.

HEALTH INSURANCE

Health Insurance Coverage

The Board of Directors at Luckiamute Valley Charter School provides a health insurance package to eligible staff, with eligibility and the school's contribution determined annually by the Board.

For employees who fulfill their current employment agreement, insurance benefits will continue through September, even in the event of resignation or non-renewal of the agreement. If employment is terminated before the end of the school year, insurance coverage will end on the last day of the month in which the employment ends

Insurance benefits through September are provided only to employees who are contracted for and fulfill the full academic-year employment term. Employees hired under temporary, short-term, or partial-year agreements are not eligible for extended coverage beyond the month in which employment ends.

New employees are eligible for health insurance starting on the first day of the month following 30 days of employment, typically on October 1st. The schedule for any Section 125 products through American Fidelity or any 457b's or Roths will follow the plan year of the provider. Typically, January 1.

Licensed and Administrative Staff

Licensed and administrative staff with at least a .75 FTE are eligible for health insurance coverage and/or the company contribution in lieu of the same. The school's contribution toward insurance premiums is determined annually by the Board during the budget process, with the contribution amount based on your Full-Time Equivalent (FTE) status.

If you choose a plan that exceeds the school's contribution, any additional costs will be deducted from your paycheck on a pre-tax basis each month.

In lieu of medical insurance, you may opt to receive a taxable payment of $600 per month in your paycheck. This contribution amount is subject to change annually and will be determined by the Board. The approved amount, based on your FTE, will be paid monthly.

For employees who select the "Single Only" Medical plan through the Oregon Educators Benefit Board (OEBB), the school may contribute up to $200 per month (based on your FTE) to a 403b-retirement plan on your behalf. This company contribution will begin on the same month the employee qualifies, and signs up for Health Insurance, and a 403b with the LVCS providers. It is the employee's responsibility to sign up with the providers and failure to do so may result in delayed or lost benefits.

Classified Staff – Health Insurance and LVCS Contributions

Classified staff are eligible to participate in employee-only health insurance coverage through the Oregon Educators Benefit Board (OEBB), subject to applicable OEBB rules, enrollment timelines, eligibility requirements, and plan provisions.

Employees with an FTE of at least 0.75 are eligible for LVCS employer benefit contributions. Temporary or short-term employees may also qualify if they are expected to work at least twenty-four (24) hours per week for a consecutive period of six (6) months or more.

Eligible employees may enroll during the OEBB open enrollment period or in accordance with applicable qualifying event and late enrollment provisions. Coverage for newly eligible employees begins in accordance with OEBB eligibility guidelines.

All insurance-related benefits, including Section 125 plans, Health Savings Accounts (HSAs), and retirement contribution arrangements, remain subject to the terms, conditions, limitations, and eligibility requirements of the applicable providers, governing plan documents, and state and federal law.

LVCS Employer Contributions

Eligible employees receive employer-funded benefit contributions prorated by FTE and based on periods of active eligibility as determined by Board-approved contribution schedules and applicable benefit plan requirements.

Flexible Benefit Contribution

LVCS provides eligible employees with a Flexible Benefit Contribution equivalent to up to

$2,400 annually at 1.0 FTE, prorated based on FTE, date of eligibility, and periods of active employment during the academic year.

Flexible Benefit Contributions are distributed evenly across the applicable ten (10) month payroll schedule from September through June and accrue only during periods in which the employee is eligible for benefits and in paid status.

The Flexible Benefit Contribution may be applied only toward eligible employer-sponsored benefit programs, including:

- a 403(b) retirement plan, and/or
- a Health Savings Account (HSA) for employees enrolled in a qualifying high-deductible health plan, subject to IRS limitations.
- OEBB health insurance premiums

Flexible Benefit Contributions:

- are not taxable cash compensation,
- have no cash value outside eligible benefit programs,
- may not be paid directly to employees, and
- are forfeited to the extent not applied to eligible benefit elections in accordance with applicable plan requirements.

Health Enrollment Contribution

Eligible employees enrolled in an OEBB employee-only MEDICAL PLAN receive an additional employer contribution of up to $100 per month at 1.0 FTE, prorated by FTE and based on months of active enrollment in an eligible OEBB health insurance plan.

The Health Enrollment Contribution begins on the effective date of eligible OEBB coverage and ends when coverage eligibility terminates.

This contribution:

- is available only to employees actively enrolled in an eligible OEBB health insurance plan,
- is applied directly toward insurance premiums,
- is not available as cash compensation or any non-health benefit, and
- accrues only during periods of eligible coverage and active employment status. Employees are responsible for any premium costs exceeding applicable LVCS contributions.

Payroll and Benefit Administration

LVCS contributions and employee premium obligations are prorated across the ten (10) month payroll schedule. For employees enrolled in OEBB coverage, employee premium obligations for twelve (12) months of coverage are distributed evenly across the applicable payroll periods and deducted on a pretax basis where permitted by law.

Benefit eligibility and employer contributions are administered under a unified academic-year benefit period.

Employees assigned to and completing the full academic-year work schedule remain eligible for both LVCS employer contributions and OEBB health insurance coverage through September 30 following completion of the school year, subject to applicable OEBB rules and carrier requirements. Employee premium obligations for July, August, and September shall be deducted from the employee's final paycheck of the school year.

For temporary, substitute, short-term, or partial-year employees, eligibility for employer contributions and health insurance coverage ends on the last day of the month in which employment ends, unless otherwise required by applicable law or plan provisions.

LVCS reserves the right to administer and adjust payroll deductions, contribution timing, benefit processes, and related administrative procedures as necessary to comply with applicable law, plan requirements, payroll operations, and OEBB regulations.

Board vote 260520

JURY DUTY

Jury Duty Leave (Licensed and Classified Employees)

Luckiamute Valley Charter School supports employees in fulfilling their civic responsibility to serve on a jury.

Eligibility and Notice

Employees who receive a jury summons must notify their supervisor as soon as possible and provide documentation of required service upon request.

Paid Jury Duty Leave

The School will provide paid jury duty leave as follows:

- **Up to 3 scheduled workdays (24 hours) per fiscal year** for licensed (salaried) employees
- **Up to 3 scheduled workdays (24 hours) per fiscal year** for classified (hourly) employees, paid at the employee's regular rate for scheduled hours missed
-

Extended Jury Service

If jury service extends beyond the paid leave limit, the employee will be placed on unpaid jury duty leave for the remainder of required service. Employees may choose to use available accrued paid leave (e.g., PTO) to remain in paid status during extended service.

Return to Work
Employees are expected to report to work when released from jury duty early, when reasonably practicable.

Protection From Retaliation
The School will not discipline or retaliate against any employee for fulfilling jury duty obligations in accordance with Oregon law.
Board Vote 260318

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 school-sponsored activities, including field trips and other away events, are to be reported to the designated safety officer, immediately.

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

Suppose an employee's work-related illness injury results in overnight hospitalization for medical treatment other than first aid. In that case, the safety officer will report the incident to the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required. Fatalities or catastrophes will be reported to OSHA within eight hours.

An injury or illness is work-related if an event or exposure in the work environment caused, contributed to, or significantly aggravated the preexisting condition. Medical treatment includes managing or caring for a patient to combat disease or disorder. The following are not considered medical treatment: visits to a 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.

Board Policy: EBB

LESSON PLANS

Teachers are expected to prepare lesson plans, which establish lesson objectives, summarize classroom activities, and provide for daily monitoring of student progress.

Prepared lesson plans to cover one day shall be submitted to the office manager for any unforeseen or emergency absences.

LICENSE /REGISTRATION/CLASSIFICATION REQUIREMENTS

For all positions that require licensing, the public charter school must be able to verify the current license/registration of those offered employment. Each licensed/registered staff member must keep their license/registration and all endorsements current and submit them to the business office. Teachers are cautioned that failure to maintain license/registration and endorsements may invalidate their contract with the public charter school.

Regular Licensed Salary Classification

The Regular Licensed Salary classification applies to employees who hold an active Oregon teaching license issued by the Oregon Teacher Standards and Practices Commission (TSPC) and who are assigned as the primary instructor of record for a course, class, or group of students.

Employees in this classification have primary responsibility for planning, delivering, and evaluating instruction within the scope of their license and applicable endorsements and in support of the school's academic program.

Eligibility Criteria

To qualify for the Regular Licensed Salary classification, an employee must:

- Hold an active Oregon teaching license issued by TSPC that is appropriate for the employee's assigned position and instructional responsibilities; and
- Be assigned as the primary instructor of record, with primary responsibility for planning, delivering, and evaluating instruction for a course, class, or group of students on a regularly scheduled basis.

Primary Responsibilities

Employees in the Regular Licensed Salary classification may:

- Plan and deliver instruction consistent with the employee's licensure, endorsements, and assigned teaching responsibilities;
- Develop and implement lessons, instructional activities, and assessments;
- Provide direct instruction to an assigned course, class, or group of students;
- Evaluate student learning and assign grades or other measures of achievement, as applicable to the assignment;
- Monitor student progress and adjust instruction based on student needs;
- Maintain instructional records and other required documentation;
- Communicate with students, families, and school personnel regarding student learning and progress; and
- Perform other duties reasonably related to the employee's instructional assignment.

Role Clarification

Employees in the Regular Licensed Salary classification:

- Serve as the primary instructor of record for their assigned course, class, or group of students;
- Have primary responsibility for planning and delivering instruction within the scope of their license and assignment;
- Have primary responsibility for evaluating student learning and assigning grades or other final measures of achievement, as applicable; and
- May receive assistance from classified employees, instructional assistants, or other support personnel in carrying out the instructional program.

Licensure and Assignment

Placement in the Regular Licensed Salary classification requires both appropriate Oregon licensure and assignment to a position that requires the employee to serve as the primary instructor of record.

Licensure status alone does not determine salary classification. An employee who holds an Oregon teaching license but is assigned primarily to provide supplemental academic support, instructional assistance, supervision, or other non-primary instructional services will be classified according to the duties and requirements of the assigned position.

The employee's teaching assignment must remain within the scope of the employee's TSPC license and applicable endorsements or authorizations.

Classification

Employees properly assigned to a primary instructional position and meeting the licensure requirements for that position are eligible for placement on the Regular Licensed Salary Schedule.

An employee's placement on the Regular Licensed Salary Schedule is based on the position assigned, the employee's applicable licensure, and the school's established salary schedule and policies.

Assignment and Reassignment

Assignments are determined based on student needs, program requirements, staffing needs, licensure requirements, and available funding. The school may modify or reassign duties and assignments based on program, staffing, student, or operational needs, consistent with applicable licensure requirements.

If an employee's assigned duties or licensure status changes substantially, the school may review the employee's classification and compensation for consistency with the applicable salary schedule and school policies.

Charter School Registry-Teacher Classification

The Charter Licensed Salary classification applies to employees who are authorized to serve as teachers through the Oregon Teacher Standards and Practices Commission (TSPC) charter school teacher registration process and who are assigned as the primary instructor of record for a course, class, or group of students.

This classification is intended for educators who are authorized to teach in the employing charter school through charter school registration rather than through a regular Oregon teaching license. The authorization is associated with the charter school and the specific teaching position for which the employee is registered.

Eligibility Criteria

To qualify for the Charter Licensed Salary classification, an employee must:

- Hold an active TSPC Charter School Teacher Registration, or otherwise meet the applicable TSPC requirements for charter school teacher registration, for the employing charter school and assigned position; and
- Be assigned as the primary instructor of record, with primary responsibility for planning, delivering, and evaluating instruction for a course, class, or group of students on a regularly scheduled basis.

Primary Responsibilities

Employees in the Charter Licensed Salary classification may:

- Plan and deliver instruction within the scope of the assigned position;
- Develop and implement lessons, instructional activities, and assessments;
- Provide direct instruction to an assigned course, class, or group of students;
- Evaluate student learning and assign grades or other measures of achievement, as applicable to the assignment;
- Monitor student progress and adjust instruction based on student needs;
- Communicate with students, families, and school personnel regarding student learning and progress; and
- Perform other duties reasonably related to the employee's instructional assignment.

Role Clarification

Employees in the Charter Licensed Salary classification:

- Serve as the primary instructor of record for their assigned course, class, or group of students;
- Have primary responsibility for planning and delivering instruction;
- Have primary responsibility for evaluating student learning and assigning grades or other final measures of achievement, as applicable to the assignment; and
- May receive assistance from classified employees, instructional assistants, or other support personnel in carrying out the instructional program.

Scope of Charter Authorization

Charter School Teacher Registration is specific to the charter school and the teaching position for which the employee is registered. It does not constitute a regular Oregon teaching license and does not, by itself, authorize the employee to accept teaching assignments outside the scope of the charter school registration.

An employee who later obtains or holds a regular Oregon teaching license may be eligible for the Regular Licensed classification if the employee's assigned position and licensure meet the requirements of that classification.

Classification

The Charter Licensed Salary classification is based on both the employee's charter school teaching authorization and the employee's assigned duties. Holding a charter school registration does not automatically result in placement on the Charter Licensed Salary Schedule if the employee is not assigned as the primary instructor of record.

Employees whose assigned duties are primarily supplemental, instructional-support, administrative, supervisory, or non-instructional in nature will be classified under the applicable classified, non-licensed, or other appropriate salary structure.

Assignment and Reassignment

Assignments are determined based on student needs, program requirements, staffing needs, and available funding. The school may modify or reassign duties and assignments based on program, staffing, student, or operational needs, subject to applicable licensure and registration requirements.

If an employee's assigned duties change substantially, the school may review the employee's classification and compensation for consistency with the applicable salary schedule and school policies.

Presented to 26-27 finance committee April 2026

Board Vote 260520

Classified Classification

Classified employees provide supplemental academic and student support under the direction and supervision of a licensed teacher, administrator, or program supervisor. The position supports the school’s instructional program by assisting with targeted interventions, classroom activities, and other student support services. Classified employees do not serve as the teacher of record.

Minimum Qualifications

To qualify for this position, an employee must:

- Meet applicable federal and state requirements for paraprofessional, instructional assistant, or similar classified positions; and
- Demonstrate the ability to support student learning under the direction and supervision of licensed instructional staff.

Primary Responsibilities:

Depending on the assignment and program needs, classified employees may:

- Provide small-group or individual instructional support based on teacher or supervisor direction;
- Assist with the implementation of intervention programs and reinforcement of classroom instruction;
- Support student skill development in assigned subject areas;
- Monitor student participation and progress and provide relevant observations or feedback to the supervising teacher;
- Assist with the preparation of instructional materials and classroom activities; and
- Provide other related student support duties as assigned.

Role Clarification:

Classified employees:

- Do not serve as the teacher of record;
- Do not have primary responsibility for planning or delivering the instructional program;
- Do not have primary responsibility for assigning grades or making final instructional decisions; and
- Perform duties that are supplemental to and supportive of the instructional program.

Classification

- This position is classified and is not eligible for placement on the Charter Licensed Salary Schedule, regardless of the employee's licensure status.
- Classification and compensation are determined by the position and assigned duties, consistent with applicable law and the school's policies and salary schedules.

Assignment and Supervision

- Assignments are determined based on student needs, program requirements, staffing needs, and available funding. Classified employees work under the direction and supervision of a licensed teacher, administrator, or program supervisor, as applicable to their assignment.

The school may modify or reassign duties and assignments based on program, staffing, student, or operational needs, consistent with applicable requirements.

MATERIALS DISTRIBUTION

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 Director. The materials and proposed distribution method will be reviewed, and a decision will be made based on the educational concerns and interests of the public charter school.

MEETINGS

Licensed staff is expected to attend staff meetings unless prior arrangements have been made with the Executive Director. Staff members are expected to schedule their time accordingly to not conflict with these meetings. Classified staff will be on "as needed" basis.

Refer to the Work Schedule Calendar on page 2

PAID FAMILY MEDICAL LEAVE INSURANCE

The public charter school participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon (PLO). This includes submitting employee and employer contributions to the Employment Department ("Department") as required by state law. The public charter school does not administer PFMLI or PLO. All applications and questions should be directed to the Department.

Leave

PLO can be used for family leave, medical leave or safe leave. Up to 12 weeks of paid leave can be taken per benefit year. Leave can be taken in one-day increments and can be consecutive or nonconsecutive.

Any family leave or medical leave taken under PLO must be taken concurrently with any leave taken by an eligible employee under ORS 659A.150 - 659A.186 (OFLA) or under the federal Family and Medical Leave Act of 1993 (P.L. 103-3, FMLA) for the same purposes.

The public charter school will maintain an employee's existing health benefits while the employee is using leave. The employee will be required to pay the employee's contribution to premiums.

Application

Employees may submit applications for Paid Leave Oregon (PLO) to the Oregon Employment Department ("Department"). Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave. The Department may require verification from the employee. The Department will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit. The public charter school cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to the Department in accordance with Oregon Revised Statute (ORS) 657B.010 https://oregon.public.law/statutes/ors_657b.010 and Oregon Administrative Rule (OAR) 471-070-8005. https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=296574

Employee Notice to Public Charter School

If the leave is foreseeable, the employee must provide the public charter school with written notice at least 30 calendar days prior to the leave. If the leave is not foreseeable the employee must give oral notice to the public charter school within 24 hours of the start of the leave and must provide written notice within 3 days after the start of leave. The public charter school requests as much advanced notice as possible.

The notice must include:

1. The employee's first and last name;
2. Type of leave;
3. Explanation of the need for leave; and
4. Anticipated timing and duration of leave, including if it is continuous or intermittent.

Notice needs to only be given one time, but the employee shall notify the public charter school as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown. This notice does not need to mention PFMLI or PLO to satisfy the notice requirements.

Failure to comply with these notice requirements may result in a penalty imposed by the Department. The Department may reduce the amount of the benefit by 25 percent in accordance with OAR 471-070-1310(9)-(10).

Concurrent Use of Public Charter School-Provided Paid Leave

The public charter school allows employees to use employer-provided paid leave in addition to receiving PLO benefits to replace an employee's wages up to 100 percent of the eligible employee's average weekly wage. Example:

> An employee applies and is approved for PLO for a personal serious medical condition. The Department determines that the rate of pay will be 75 percent of the employee's regular salary. The employee will be allowed to use available charter school-provided paid leave (sick, vacation or otherwise) for days that PLO is received but is limited to only utilizing an amount that increases the employee paid leave to 100 percent of regular payment. In this example, the amount would be 25 percent.

Return to Work

Upon completion of leave, the employee is entitled to return to the position held in the public charter school prior to the leave, if that position still exists and if the employee had been employed in the public charter school for 90 days prior to taking leave. If the position no longer exists, the employee is entitled to a position equal to their previous position, with equal benefits, pay and other terms and conditions of employment. If the position no longer exists, the employee may be placed in a different position with similar job duties and benefits and pay equal to the previous position.

Communications Between the Public Charter School and the Department

Upon receipt of an application or update in information from a public charter school employee for PLO, the Department will notify the public charter school. The public charter school may provide additional information to the Department within 10 days. This information may include, but is not limited to, information about the employee's notice to the public charter school or verification of the employee's continued employment with the public charter school. If the public charter school does not report such information to the Department, the Department will proceed using available information. The public charter school can provide additional information to the Department as it becomes available.

If the Department requests additional information from the public charter school, the public charter school will respond within 10 calendar days.

Once the Department has issued a decision regarding an application submitted by an employee of the public charter school, the Department will notify the public charter school regarding the approval or denial and any applicable dates and periods of leave. The public charter school cannot appeal a Department decision.

Public Charter School Notice to Employees

At the time of hire and each time the policy or procedure changes, the public charter school must provide notice to employees. This notice must be in the language that the employer typically uses to communicate with employees and will include:

1. The right of an eligible employee to claim and receive family and medical leave insurance benefits;
2. The procedure for filing a claim for benefits;
3. That an eligible employee must provide notice to the public charter school before the employee commences leave, and a description of the penalties for failure to comply with the notice requirements;
4. The right of an eligible employee to job protection and benefits continuation;
5. The right of an eligible employee to appeal a decision or determination made by the Department director;
6. That discrimination and retaliatory personnel actions against an employee for inquiring about the PFMLI or PLO, taking leave under the program or claiming PFMLI or PLO benefits are prohibited;
7. The right of an employee to bring a civil action or to file a complaint for violation of ORS 657B.060 or 657B.070; and
8. That any health information related to family leave, medical leave or safe leave provided to an employer by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permit or requires disclosure.

The public charter school will display this notice in an area that is accessible to and regularly frequented by employees in each building or worksite. The public charter school will provide this notice to employees working remotely by hand delivery, regular mail or through an electronic delivery method at the time of hire or assignment to remote work.

Employee Protections

No employee or prospective employee will be discriminated or retaliated against for inquiring about PFMLI or PLO, giving notification of leave under PLO, taking PLO leave or claiming PLO benefits. Eligible employees have a right to file a complaint and/or bring a civil action for violations of ORS 657B.060 or ORS 657B.070.

Any health information related to family leave, medical leave or safe leave provided to the public charter school by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permit or requires disclosure.

PARENTAL RIGHTS/SURVEY

Staff is 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 review 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 financial assistance.

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed, or used for marketing or selling that information without prior notification. A student's parents or a student 18 years or older will be allowed 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.

Board Policy: KAC, KAB-AR

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.

Within the limitations imposed by state and federal laws and regulations, staff members may choose any side of a particular issue and support their viewpoints as they desire by vote, discussion, or persuading others. Such debate 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 multiple sides of a specific 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 their campaigning, nor may they use them anytime during the working day for campaign purposes.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Staff possession or use of personal electronic devices on public charter school property, in public charter school facilities during the workday, while the 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 Executive Director. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

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

Personal electronic devices shall be silenced during instructional or class time, while on duty, or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices that can take photographs or video shall not be used for such purposes while on school property or while a staff member is on duty in public school-sponsored activities unless expressly authorized by the Executive Director. Computers, tablets, iPads, or similar devices brought to school will only be restricted to the classroom or instructional-related activities. 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.

While on duty and off duty, staff members will utilize social network sites, public websites, and blogs judiciously by not posting confidential information about students, staff, or public charter school businesses. While on duty and off duty, staff members will respectfully treat fellow employees, students, and the public while posting to prevent substantial school disruption. Communication with students using personal electronic devices will be appropriate and professional. Contact 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 issues, staff should use public charter school email mailing lists for a group of students rather than individual students. Texting students during work hours is prohibited. Texting students while off duty is strongly discouraged.

With administrator's approval, exceptions to the prohibitions may be made for educational, health, safety, or emergency reasons.

Staff is 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 the policy. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, which disrupts the public charter school environment, are subject to disciplinary action up to and including dismissal. A "disruption" for purposes of this policy includes but is not limited to; one or more parents threatening to remove their children from a particular class or school, actual withdrawal of a student or students from a specific 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 federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and other appropriate state or federal agencies.

Board Policy: GCAB

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 a 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 in their personnel file.

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential in a separate file from personnel records. Except as provided below or required by law, employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee may arrange with the personnel office to inspect the contents of their personnel file on any day the personnel office is open for business;

2. Others designated by the employee in writing may arrange to inspect the contents of the employee's personnel file in the same manner described above;

3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties or as explicitly authorized by the Board. Information 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 public charter school Executive Director;

6. Attorneys for the public charter school or the public charter school's designated representative on matters of public charter school business;

7. Upon receiving a request from a prospective employer issued under ORS 339.374(1)(b), the public charter school, under ORS 339.378(1), shall disclose the requested information if it has or has had an employment relationship with a person who is the subject of the request, no later than 20 days after receiving such request. The records created under ORS 339.388(8)(c) are confidential and not public records defined in ORS 192.311. The public charter school may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);

8. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education in investigating related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;

9. Upon request from a prospective employer or a former employee, authorized public charter school officials may disclose information about a former employee's job performance to a prospective employer, which is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was knowingly false or deliberately misleading, was rendered with malicious purpose, or violated any civil right of the former employee protected under ORS 659 or ORS 659A.

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

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

To comply with state law, the use, distribution, or sale of tobacco products or inhalant delivery systems by staff and all others are prohibited on all public charter school property, in public charter school-owned buildings and vehicles, and at public charter school-sponsored events.

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

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

Board Policy: GBK/JFCG/KGC; JFCG/KGC/GBK

RELEASE OF GENERAL STAFF INFORMATION

Staff members or volunteers' addresses, personal electronic mail addresses, date of birth, social security numbers, and personal phone numbers contained in personnel records maintained by the public charter school may be 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 required by law.

The public charter school will not knowingly disclose false information, mislead, render maliciously, or violate the staff member's civil rights.

Staff pictures engaged in school activities may be posted on the LVCS website.

RESEARCH/COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the workday 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 administrator's prior approval.

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.

If a staff member produces items described above partly on their 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 copyright or patent rights assignment. Employees may not attempt to copyright or patent such items without the knowledge and consent of the public charter school.

RESIGNATION OF STAFF

A licensed staff member who wishes to resign from their position with the public charter school must give written notice as per the employment contract. The administrator may accept the resignation effectively the day it is received and either release the teacher immediately or inform them that they must continue teaching for up to 60 days.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. The Board may consider exceptions due to emergencies or other extenuating circumstances.

A classified employee must submit a written and signed notice of resignation at least two weeks before the date they wish to leave public charter school employment. ***ORS: 342.513; 342.553*

RETIREMENT

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

SUSPECTED SEXUAL CONDUCT WITH STUDENTS & (Reporting Requirements)

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; directed toward a kindergarten through grade 8 student; unreasonably interferes with a student's educational performance; and creates an intimidating, hostile or offensive educational environment. The definition of sexual conduct does not include behavior 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 with reasonable cause to believe that another public charter school employee or volunteer has engaged in sexual conduct with a student must immediately notify the Executive Director or the Board in the event the designated official is the subject of the complaint.

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

Board Policy: JHFF/GBNAA; JHFF/GBNAA-AR

SEXUAL HARASSMENT

The public charter school is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in public charter schools. All students, staff members, and other persons are entitled to learn and work in an environment free of harassment. This policy is subject to all staff members, students, and third parties. Any person may report sexual harassment.

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

General Procedures

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

OREGON DEFINITION AND PROCEDURES

Oregon Definition

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

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
3. Interferes with a student's educational activity or program;
4. Interferes with a public charter school staff member's ability to perform their job, or;
5. Creates an intimidating, offensive, or hostile environment.

Assault when sexual contact occurs without the students, staff members, or third party's consent because the student, staff member, or third party is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a public charter school staff member or because of a service required to be provided by a contractor, agent, or volunteer if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

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

Name	Position	Phone	Email
Christine Wilkins	Executive Director	503-623-4837	c.wilkins@lvcs.k12.or.us

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

Response

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

1. Student is protected and promote a nonhostile learning environment;
2. Staff member is protected and promote a nonhostile work environment; or
3. The Third-party subjected to the behavior is protected and promotes a nonhostile environment.

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

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

Investigation

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

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The public charter school will use a reasonable standard when determining whether a hostile environment exists.

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

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for public charter school electronic systems;
5. Training and education for staff and students; and
6. Increased notifications regarding public charter school procedures and resources.

When a third party harasses a student or staff member, the public charter school will consider the following:

1. Removing that third party's ability to contract or volunteer with the public charter school or be present in public charter school property;
2. If the third party works for an entity that contracts with the public charter school, communicating with the third party's employer;
3. If the third party is a student of another public charter school or school, communicate information related to the incident to the other public charter school or school district;
4. Limiting attendance at public charter school events; and
5. Providing for additional supervision, including law enforcement, if necessary, at public charter school events.

No Retaliation

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

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or work or educational environment of a public charter school staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the public charter school's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notice

When a person who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the public charter school shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include:

1. Name and contact information for all people designated by the public charter school to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the public charter school that the person who filed the complaint may pursue, including the person designated for the public charter school for receiving complaints and any timelines;
4. Notice that civil and criminal remedies that the public charter school does not provide may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the public charter school, including any counseling services, nursing services, or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the public charter school;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
    1. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    2. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the public charter school's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a restricted conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and
9. Prohibition of retaliation.

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

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size, and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members, and members of the public at each office, at the public charter school office, and on the website of the public charter school.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

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

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

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

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

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

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

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

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

Federal Procedures

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

Reporting

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

The Executive Director is designated as the Title IX Coordinator and can be contacted by email or 503-623-4837. The Title IX Coordinator will coordinate the public charter school's efforts to comply with its responsibilities related to this AR. The public charter school will prominently display the contact information for the Title IX Coordinator on the public charter school website and in each handbook.

Response

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

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

If, after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, emergency removal of the respondent can occur. The public charter school must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending grievance.

Notice

The public charter school shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and professional agreements with the public charter school of the following:

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

2. The public charter school does not discriminate based on sex in its education program or activity, as Title IX requires. This includes admissions and employment; and

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

No Retaliation

Neither the public charter school nor any person may retaliate against an individual for reporting, testifying, providing evidence, being a complainant, or otherwise participating or refusing to participate in any investigation or process by this procedure. The public charter school must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

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

Board Policy: GBN/JBA; GBN/JBA-AR

SICK LEAVE

Sick leave provisions:

1. Up to 80 hours of paid sick leave (based on FTE) for exempt employees shall be front-loaded to an employee at the beginning of each year.
2. The employee may carry up to 384 hours (12 weeks) of unused sick leave.
3. Staff that terminate their position but return within a 180-day window will retain the accrued balance of sick leave earned.
4. Sick leave may be used for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a psychological or physical illness, injury or health condition, or need for preventive care, or reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick leave may also be used in the event of a public health emergency.
5. When the reason for sick leave is consistent with FMLA/OFLA leave, the sick leave and the FMLA/OFLA leave may run concurrently.

Board Policy: GCBDD/GDBDD

Sick Leave Transfer from Previous District
New employees may transfer up to 80 hours of unused sick leave from their most recent school district employer.
Board Vote 250917

SICK BANK

At Luckiamute Valley Charter Schools (LVCS), we understand that unexpected illnesses or family medical situations can create challenges that go beyond an employee's available sick leave. To support one another during these times, LVCS offers a **Sick Leave Bank** that allows staff to donate sick days to a colleague who is facing a serious medical or family health-related hardship.

Eligibility

- All regular LVCS employees who accrue sick leave are eligible to participate as donors or recipients.
- Employees requesting additional sick leave must have **used all of their available sick leave** and any **Oregon Paid Family and Medical Leave (PFML)** benefits, if applicable.
- A written request describing the situation and estimated recovery or leave time must be submitted to the **administrative team** for review.

Donations

- Participation in the Sick Leave Bank is **completely voluntary**.
- When a need arises, LVCS may invite staff to donate **up to one (1) day of accrued sick leave** per request period.
- If the situation continues and more leave is needed, additional donation rounds may be requested.
- Donated days are **final and cannot be returned** once transferred.

Approval Process

- The administrative team will review all requests to ensure they meet eligibility requirements and that donations are distributed fairly.
- The number of donated days approved will depend on need, availability, and the number of donations received.
- LVCS reserves the right to set a maximum number of days that may be granted to any one employee per school year.

Confidentiality

All personal or medical information related to a Sick Leave Bank request will remain **strictly confidential** and will be shared only with those involved in the review and approval process.

General Information

- The Sick Leave Bank is designed to support serious, extended medical needs — not short-term illnesses or minor absences.
- Participation does not guarantee that additional leave will be granted, but every effort will be made to help employees during difficult times.
- LVCS may review or revise this program as needed to ensure fairness and sustainability.]

Board Vote 251118

HOLIDAY PAY

Luckiamute Valley Charter School observes eight (8) paid holidays each year for eligible hourly (classified) employees.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Holiday pay is provided for employees who are regularly scheduled to work on the day the holiday occurs. Because LVCS operates on a four-day workweek (Monday through Thursday), when a scheduled holiday falls on a regular workday, the school will also be open on Friday of that week to maintain the full instructional schedule. In these cases, hourly employees receive holiday pay **in addition to** their regular weekly hours worked.

The number of paid holiday hours is based on the employee's assigned Full-Time Equivalent (FTE). For example, a 1.0 FTE employee will receive up to 8 hours of holiday pay per observed holiday, while a 0.75 FTE employee will receive a prorated amount (6 hours).

Salaried licensed and administrative staff do not receive additional holiday pay, as holidays are included in their annual contract compensation.

Board Vote 251119

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities 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 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.

The employee's sole responsibility is to complete continuing professional development requirements outlined in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal.

STAFF DRESS AND GROOMING

Staff is expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job.

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 an excellent example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is generally accepted in the business and professional world.
Board Policy: GBCA

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 public charter school employees. This means that:

1. Staff members shall not solicit 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 because 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.

Board Policy: GBC

STAFF HEALTH AND SAFETY

To ensure the safety of staff and students, information and training are provided to assist all staff in recognizing and responding appropriately to hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

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

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 another responsible representative of the public charter school;
2. All employees must fully use 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 the 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 device is provided with means of oiling or adjusting that will prevent the possibility of hazardous contact with moving parts;

c. An employee shall not remove guards or render methods of guarding inoperative except for 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 correctly 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 the hook, stick, tong, jig, or other accessories.);

f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body or a dump truck, etc.) until such objects are properly blocked or shored;

g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.

3. Employees shall not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;

4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;

5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;

6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;

7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;

8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;

9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;

10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;

11. Working and storage areas and passageways shall be 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.
Board Policy: GBEBA; EBBB

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

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

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 responsibility to provide to the public charter school any court order that curtails the noncustodial parent's rights.

A noncustodial parent may receive and inspect the school records about their student and consult with teachers concerning their student's welfare and education. Unless provided by court order or a parental plan, a student shall not be released to a noncustodial parent, nor shall the noncustodial parent be granted visitation or phone access during the school day.

In the case of joint custody, in writing, the parents are responsible for providing the public charter school with any special requests or clarifications 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 concerning a particular student should contact the office.

SUPERVISION OF STUDENTS

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

All staff are expected to be in their classrooms before 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. Staff who may need to temporarily leave the classroom or their assigned duties in an emergency while students are present are expected to contact the office to arrange for temporary coverage.

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

VISITORS

Students cannot bring visitors to school without the administrator's approval.

Staff members are expected to report any unauthorized person on school property to the administrator. Visitors must check in at the school office and wear a visitor's badge while in the school.

VOLUNTEERS/CHAPERONES

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 to ensure maximum contribution to students' welfare and educational growth.

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

As determined by the district, any volunteer with direct, unsupervised contact with students shall undergo an Oregon criminal records check and or fingerprinting, if applicable.

Volunteers must fill out the appropriate paperwork and follow the procedures for working with students or supervising on a field trip. A list of approved volunteers will be made available in the office, or you can access it from google drive.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING NONINJECTABLE/ INJECTABLE MEDICINES TO STUDENTS

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

A qualified trainer will train designated staff authorized to administer noninjectable and injectable medication to students within individual school buildings and while participating in school-sponsored activities on or off public charter school property.

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. The material will be used as intended and/or approved by the Oregon Department of Education.

Board Policy: JHCD; JHCDA

CORPORAL PUNISHMENT

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

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

Corporal punishment does not include physical pain or discomfort resulting from or caused by training for or participation in athletic competition or other recreational activity voluntarily engaged in by a student. It does not include physical exertion shared by all students in a teacher-directed class activity, which may include. Still, it is not limited to physical education exercises, field trips, or vocational education projects.

No volunteer shall be allowed to inflict corporal punishment. If found in violation of Board policy JGA – Corporal Punishment as determined by a school official may be subject to sanctions and/or prohibited from volunteer service for the school as determined by the administrator or the Board. *Board Policy: JGA*

DRUG, ALCOHOL, AND TOBACCO PREVENTION, HEALTH EDUCATION

Students have a right to attend school in an environment conducive to learning. The public charter school will not tolerate the possession, sale, or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed medications, 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 away from public charter school property.

An age-appropriate drug, alcohol, and tobacco prevention curriculum is provided for all students in grades K-8 as a part of the health education curriculum.

Each year, the administrator develops a planned staff development and public information program that addresses the needs and responsibilities of the entire staff. The program includes current basic drug, alcohol, and tobacco information and explains 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 general information program is encouraged to ensure a drug, alcohol, and tobacco program that best meets the needs of public charter school students.

Board Policy: IGAEB

EMERGENCY DRILLS AND INSTRUCTION

All teachers must provide instruction on fire, earthquake, safety threats, and drills for at least 30 minutes each school month per the law requirements.

At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for grades K-8. At least one fire drill will be performed within the first ten days of the school year.

At least two drills on earthquakes and two drills for safety threats will be conducted each year.

A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation, and other actions to take when there is a threat to safety.

Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to exit the buildings using the evacuation route posted for your grade.
2. Take Class List and red (missing kids) & green (all here) cards to signify the status of the class.
3. Upon "all clear" signal, escort students directly back to class. Check attendance.

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 the shaking stops;
3. Evacuate the building following established evacuation procedures;
4. Take attendance and report any unaccounted students to the administration;
5. Upon "all clear" signal, escort students back to class;
6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect your head and neck. *Board Policy: EBCB*

FIELD TRIPS

1. Fill out the Field Trip Request Form for the building Principal to approve. Copy to Finance Office.
2. Check to see if your volunteers have been cleared/approved. Located on Google drive or ask the office.
3. Notify the Food Manager two weeks before the field trip with the student sack lunch counts
4. When you take your field trip. Bring your class roster and any medications for students in the office.

FILMS AND VIDEOS

Administrator approval is required before showing a feature film or video to students in public charter school classrooms. Only movies or videos rated G may be authorized for classroom use.

Any media materials not rated are subject to the administrator's approval before viewing.

Requests must be submitted to the administrator three days before the proposed showing. Forms are available in the office. The following information should be included:

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

Feature films or videos with a PG or PG-13 rating must have prior parental consent.

Parents should be allowed to preview a feature film, or video, whenever possible.

GRADING

The evaluation of student progress is the 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. Regular communication with parents is essential as a close working relationship between the public charter school and parents is essential to accomplishing this goal.

Middle School teachers are expected to report twice per grading periods, and K-5 teachers once per grading period about their students' progress toward their meeting or exceeding grade-level academic content standards to the students and their parents. Parents will receive reports on their student's absences.

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

Oar 581-022-1670

Electronic Gradebook Expectations:

Grades should be kept current for parents and students to view in PowerSchool. You are expected to communicate any cases of delayed assignment grading in a timely matter.

HOMEWORK

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

Homework is expected to be designed to improve learning, aid in the mastery of skills, and 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 using 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. HIV/AIDS and sexually transmitted infections, disease prevention education, and the human sexuality education comprehensive plan shall provide adequate instruction annually for all students in grades 6 through 8.

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 their student be excused from that portion of the instructional program.

A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 8.

* AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus *Board Policy: IGAI*

MEDIA ACCESS TO STUDENTS

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

Media representatives must 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 before publication by the media. Parents who do not want their students interviewed or photographed by the media may direct their students accordingly.

Staff may release student information to the media only by applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. *Board Policies JOA, JOB*

STUDENT CONDUCT

All students are to comply with public charter school policies, 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 school-sponsored activities.

In addition to adopted Board policies governing student conduct, school rules specifying student conduct expectations have been established. These rules apply to actions that occur on school property; at any school-sponsored activity regardless of location; or when traveling to or from school or school-sponsored activities on transportation provided or approved by the school, at the bus stop; or whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

A student handbook, code of conduct, or other documents shall be available to parents, students, and employees. Disregarding these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the *Student/Parent Handbook* with their students during the first week of the school year.

Teachers may also develop student conduct rules unique to individual classrooms. All such rules must be consistent with public charter school policies 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.

Board Policy: JFC

STUDENT DISCIPLINE

Discipline in the public charter school 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.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct threatens the health or safety of students or employees; b) when other strategies to change student behavior have been ineffective; or c) when required by law. The public charter school will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

Parents, students, and employees shall be notified by handbook, code of conduct, or other documents of the acceptable behavior, behavior subject to discipline, and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

Board Policy: JG; JGDA/JGEA

STUDENT DISMISSAL PRECAUTIONS

No staff member may permit any student to leave class/school before the regular dismissal, except as the office may be authorized.

Students may be released only into the custody of parents or other authorized persons during school hours or while engaged in school-sponsored 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 sponsoring district transportation system.

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 car must be properly licensed and 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 a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of the law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under 13 in the front seat of a vehicle equipped with passenger-side airbags.

STUDENT WITHDRAWAL FROM SCHOOL

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

SPECIAL PROGRAMS

HEALTH-SERVICES PROGRAMS

The public charter school has an established health services program that 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 infectious diseases as required by the Oregon Health Authority and the local 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.

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 occur under federal law only with prior parental notification and the option for parents to excuse their student from the activity.

Oregon Revised Statute (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 public charter school may use the most cost-effectively to meet the above requirements.

SPECIAL EDUCATION SERVICES

LVCS will provide special education services for students with disabilities who are eligible for special education under the Individuals with Disabilities Education Act ("IDEA"), subject to the following:
LVCS will cooperate with the District and contract with the local ESD in providing special education services and will provide appropriate staff to serve on any Individualized Education Plan ("IEP") team as determined by state and federal law;

The student's IEP team will determine the appropriate educational program and placement for the LVCS student. LVCS shall abide by the IEP team's decision on program and placement.

LVCS staff will comply with the training required by an IEP team for the delivery of services to an LVCS student;

All funds from the Oregon Department of Education representing the ADM for LVCS special education students who are residents of the District, including without limitation the double basic allocation for each such student, shall be retained by the District and distributed according to the Charter;

The District has the discretion to determine which specialized programs will be offered on-site at the LVCS sites;

The student's IEP team will determine the appropriate placement for the LVCS student based on the student's needs, whether in or out of the charter school. LVCS shall not change the student's program without IEP team action;

All resident school-age students who qualify for special education and related services shall be provided a free appropriate public education (FAPE) per the Individuals with Disabilities Education Act (IDEA).

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 particular expertise regarding the student, at the discretion of the parent or district; and other agency representatives as provided by law.

Teachers with questions about referral and placement 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.

***PLEASE USE THIS LINK TO ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THIS HANDBOOK. ACKNOWLEDGMENT FORM