

Muddy Creek Charter School



Employee Handbook 2023-2024

TABLE OF CONTENTS

PREFACE.....	6
MISSION.....	7
VISION.....	7
EQUITY & INCLUSION.....	7
GENERAL INFORMATION.....	8
ADDRESS.....	8
BUILDING MAP.....	8
BUILDING HOURS.....	8
COMMUNITY USE.....	9
OFFICE HOURS.....	9
MASCOT.....	9
SCHOOL COLORS.....	9
SCHOOL BOARD.....	9
Board Members.....	9
Meeting Schedule.....	9
ICP By-laws.....	9
STAFF OPERATIONS.....	10
ABSENCES.....	10
Arranging for Subs.....	10
Reporting Hours.....	10
ABUSE OF A CHILD (REPORTING).....	11
ANIMALS IN SCHOOL FACILITIES.....	12
BREAKS.....	12
CALENDAR.....	12
CARE/USE OF MCCS PROPERTY.....	12
CASH IN MCCS BUILDINGS.....	13
CHECK-IN/OUT.....	13
Workday Checkout.....	13
Year-end Checkout.....	13
CLASSROOM BUDGETS.....	13
CLASSROOM SECURITY.....	14
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS.....	14
Training and Immunization.....	14
Infection Control Procedures.....	15
COMMUNICATION WITH FAMILIES.....	16
COMPLAINTS.....	16
Staff Complaints.....	16
Student/Parent Complaints.....	17
COMPUTER USE.....	17

CONFERENCES.....	18
CONTRACTS AND COMPENSATION.....	18
COPYRIGHT.....	18
Violations.....	19
CRIMINAL RECORDS CHECKS/FINGERPRINTING.....	19
Processing/Reporting.....	20
Termination of Employment or Withdrawal of Employment Contract/Offer.....	20
Appeals.....	21
DISCIPLINE AND DISCHARGE.....	21
DRUG-FREE WORKPLACE.....	21
EMERGENCY PROCEDURES.....	22
Closures.....	22
Procedures & Disaster Plans.....	22
EMPLOYEE BENEFITS.....	22
Medical Benefits.....	23
Dental Benefits.....	23
Vision Benefits.....	23
Long-Term Disability.....	23
Life Insurance and AD&D.....	23
Employee Assistance.....	23
EVALUATION OF STAFF.....	24
EXPRESSION OF MILK [OR BREAST-FEEDING] IN THE WORKPLACE.....	24
FAIR LABOR STANDARDS ACT.....	25
FAMILY MEDICAL LEAVE (FMLA)/(OFLA).....	25
Eligibility.....	25
Length/Purpose of Leave.....	26
Calculating the 12-Month Period for Leave.....	26
Paid/Unpaid Leave.....	27
Application.....	27
Medical Certification.....	28
Continuation of Health Insurance Benefits.....	28
Return to Work.....	29
FIELD TRIPS REQUESTS.....	29
FUNDRAISING.....	29
GIFTS AND SOLICITATIONS.....	30
GRIEVANCES.....	30
GUEST SPEAKERS.....	30
HARASSMENT, WORKPLACE.....	31
HAZING, INTIMIDATION, BULLYING.....	32
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA).....	32
IDENTIFICATION BADGES.....	33
INJURY/ILLNESS REPORTS.....	33
JOB SHARING.....	33

KEYS/ALARM.....	34
LESSON PLANS.....	34
LICENSE/REGISTRATION REQUIREMENTS.....	35
MATERIALS DISTRIBUTION.....	35
MEETINGS.....	35
PARENTAL RIGHTS/SURVEYS.....	35
PARTICIPATION IN POLITICAL ACTIVITIES.....	36
PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA.....	36
PERSONAL PROPERTY.....	38
PERSONAL REFERENCES FOR EMPLOYMENT.....	38
PERSONNEL RECORDS.....	38
PREGNANCY-RELATED ACCOMMODATIONS.....	39
Undue Hardship Exception.....	39
PROFESSIONAL DEVELOPMENT.....	40
PURCHASING.....	40
RELEASE OF GENERAL STAFF INFORMATION.....	41
REPORT CARDS.....	41
RESEARCH/COPYRIGHTS AND PATENTS.....	41
RESIGNATION OF STAFF.....	42
RETIREMENT.....	42
SAFETY COMMITTEE.....	42
SECURITY SYSTEM.....	42
SEXUAL HARASSMENT.....	42
SICK & PERSONAL LEAVE.....	47
SNOW DAYS / INCLEMENT WEATHER.....	48
SPECIAL INTEREST MATERIALS.....	48
STAFF CONDUCT.....	48
Application of Rules.....	48
Definitions.....	49
The Competent Educator.....	49
Curriculum and Instruction.....	50
Supervision and Evaluation.....	50
Management Skills.....	50
Human Relations and Communication.....	51
The Ethical Educator.....	51
STAFF DEVELOPMENT.....	52
STAFF DRESS AND GROOMING.....	52
STAFF ETHICS.....	52
STAFF HEALTH AND SAFETY.....	53
STAFF INVOLVEMENT IN DECISION MAKING.....	55
STAFF/PARENT RELATIONS.....	55
STAFF ROOM.....	55
SUPERVISION OF STUDENTS.....	55

SUSPECTED SEXUAL MISCONDUCT.....	56
TEACHING ABOUT RELIGION.....	0
TOBACCO-FREE SCHOOL.....	0
TIMECARDS.....	0
TUTORING.....	0
UNMANNED AIRCRAFT SYSTEM (UAS) A.K.A. DRONE.....	0
USE OF PRIVATE VEHICLES.....	0
VOLUNTEERS.....	0
WEAPONS.....	0
WHISTLEBLOWER.....	0
WORK DAYS & HOURS.....	0
Licensed Staff (191 days).....	0
Classified Staff (180 days).....	0
STUDENT OPERATIONAL PROCEDURES.....	0
ALL SCHOOL MEETING.....	0
Program.....	0
School Songs.....	0
ASSIGNMENT OF STUDENTS TO CLASSES.....	0
ATTENDANCE.....	0
CLASS INTERRUPTIONS.....	0
CONTESTS FOR STUDENTS.....	0
CORPORAL PUNISHMENT.....	0
DRUG, ALCOHOL AND TOBACCO PREVENTION.....	0
EMERGENCY DRILLS AND INSTRUCTION.....	0
FEATURE FILMS/VIDEOS.....	0
FIELD TRIPS AND SPECIAL EVENTS.....	0
FLAG SALUTE.....	0
GRADING.....	0
HOMEWORK.....	0
HEALTH EDUCATION.....	0
MAKE-UP WORK.....	0
MEDIA ACCESS TO STUDENTS.....	0
MEDICATIONS.....	0
NON-SCHOOL-SPONSORED STUDY.....	0
PROGRAM EXEMPTIONS.....	0
RECESS PROTOCOL.....	0
RELIGIOUS INSTRUCTION.....	0
RESTRAINT OR SECLUSION.....	0
RESUSCITATION/LIFE-SUSTAINING EMERGENCIES.....	0
RETENTION OF STUDENTS.....	0
SCHOOL TRADITIONS/EVENTS.....	0
STANDARDIZED TESTS.....	0
STUDENT CONDUCT.....	0

STUDENT DISCIPLINE.....	0
Minor Violations.....	0
Severe Violations.....	0
STUDENT DISMISSAL/CHECK-OUT.....	0
STUDENT/PARENT HANDBOOK.....	0
STUDENT PERFORMANCES.....	0
STUDENT TRANSPORTATION IN PRIVATE VEHICLES.....	0
STUDENT WITHDRAWAL FROM SCHOOL.....	0
VISITORS.....	0
SPECIAL PROGRAMS.....	0
ASSESSMENT PROGRAMS.....	0
BILINGUAL EDUCATION/ELL PROGRAM.....	0
HEALTH-SERVICES PROGRAMS.....	0
HOMEBOUND INSTRUCTION.....	0
HOME TUTORING SERVICES.....	0
MEAL PROGRAMS.....	0
SPECIAL EDUCATION SERVICES.....	0
SST & STUDENT REFERRALS.....	0
TITLE IA PROGRAMS.....	0

PREFACE

The material covered within this staff handbook is intended as a method of communicating to employees regarding general Muddy Creek Charter School information, rules, and regulations; and is not intended to either enlarge or diminish any Board policy, administrative regulation[, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, collective bargaining agreement, or changes in state or federal law.

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 any employment of any duration.

Equal employment opportunity and treatment shall be practiced by Muddy Creek Charter School regardless of an individual's perceived or actual race¹, color, national or ethnic origin, religion, sex, sexual orientation², age, marital status, pregnancy, childbirth or a related medical condition³, 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 disability⁴, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to serve as the compliance officer the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and Section 504 of the Rehabilitation Act AND the coordinator of Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues:

Sarah Danforth, Executive Director
Muddy Creek Charter School
30252 Bellfountain Rd. Corvallis OR 97333
541-752-0377

The procedure for filing a complaint can be found in this document and on Muddy Creek Charter School's home page at: www.muddycreekcharterschool.org

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047.

² "Sexual orientation" is defined by Oregon statute as an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from the traditionally associated with the individual's sex at birth.

³ This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2141 (2019) (added to ORS 695A) applies to employers who employ six or more persons.

⁴ This unlawful employment practice related to disability as described in ORS 695A.112 applies to employers who employ six or more persons (ORS 695A.106).

MISSION

Muddy Creek Charter School was founded to provide an outstanding K-5 public educational program for children who reside in and around the Muddy Creek Watershed. In multi-age groupings, the school will deliver a place-based, project-based, integrated arts and science curriculum grounded in its rural agricultural setting and commitment to community service. Diverse learning styles will be fostered. MCCS will be supported in its efforts by forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large. Our success will be our children. The students of MCCS will not only meet or surpass the state benchmarks but will also have a deeper understanding of their place in the world as demonstrated by portfolios of high quality projects, and they will be well prepared to transition into other schools for their continued education.

VISION

Muddy Creek Charter School is a rural public school dedicated to the integration of an outstanding academic program with its community—the land and its people. We offer a joyful and creative educational experience where engaged students practice the skills they will need to be effective citizens and stewards in the future. Muddy Creek Charter School will serve as a model for preserving schools in rural communities.

EQUITY & INCLUSION

Muddy Creek Charter School is committed to equity and the success of every student. By dedicating ourselves to equity, we commit to promoting an inclusive and unobstructed environment where each and every student will have equitable opportunities to a high level of education, reaching their own full potential.

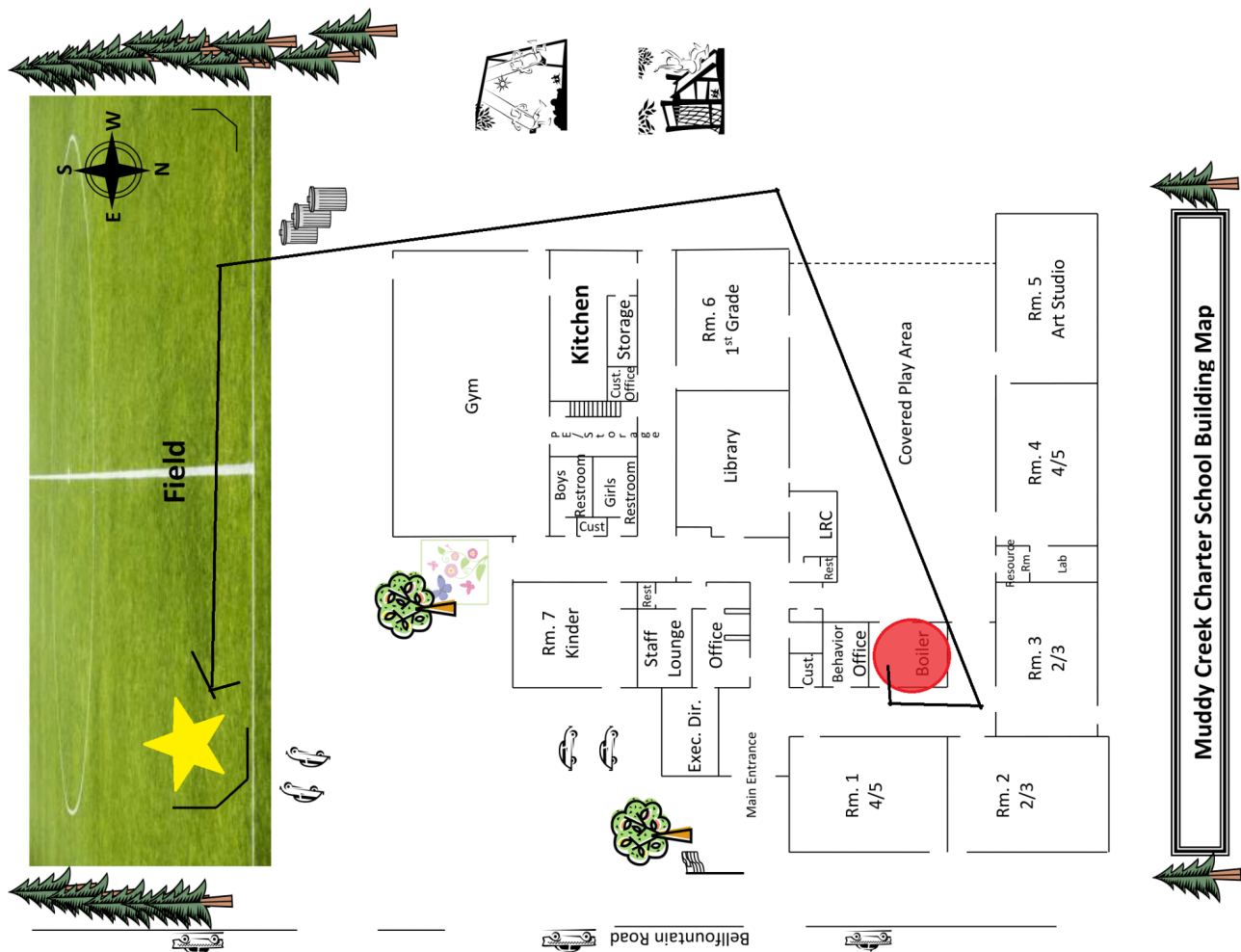
We are equally committed to embracing and affirming the identity of each student and staff member regardless of race, ethnicity, family economics, language, marital status, gender, sexual orientation, gender identity, disability, and religion.

GENERAL INFORMATION

ADDRESS

30252 Bellfountain Road
Corvallis, Oregon 97333
541-752-0377

BUILDING MAP



BUILDING HOURS

The building is accessible to staff with keys and alarm codes year-round, 24/hrs. Regular building hours open to the public are Monday-Friday, on school days, 8am-3:30pm

COMMUNITY USE

The building may be open to community groups during the week and weekends for approved use when such use does not interfere with Muddy Creek Charter School programs.

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

OFFICE HOURS

Muddy Creek Charter School office is open weekdays, between the hours of 8am-3:30pm during the school year.

During summer months and other times during the school year when school is not in session, the office is open between the hours of 9am-3pm, Mon-Fri. The office is closed in July.

MASCOT

Mighty Muddy Muskrat

SCHOOL COLORS

Blue & Green



SCHOOL BOARD

Board Members

Lester Ohler, President
Megan Irwin, Vice President
Kathy Becker-Blease, Secretary
Karen Steele, Treasurer
Jamie Hahn
Patrick Riccolo
Jessica Larsen

Meeting Schedule

Regular meetings are usually held at 7 pm on the second Thursday of each month at MCCS - changes in time or place will be announced via email and on the MCCS website. Contact the Board at board@muddycreekcharterschool.org

Our meetings and agenda are posted on our website at: www.muddycreekcharterschool.org/icp

ICP By-laws

The specific objectives and purposes of this corporation shall be:

- A. to raise funds, plan and support educational institutions for rural Benton County, in particular the area lying south of the Corvallis and Philomath urban growth boundary. Such institutions may include a K-12 publicly chartered school or schools, preschool programs, and other community educational functions;

- B. to raise funds, plan and support service organizations for the rural community. Such organizations may include community centers, rural sustainability programs, and science centers, and may involve partnerships with other non-profit and volunteer organizations;
- C. to apply as a non-profit organization for funds from public grants, private parties, and corporations via written applications, e-mails, phone-calls, mail solicitations, personal contacts and other means, as proscribed by Oregon law and non-profit IRS requirements;
- D. to spend funds raised on items a) and b)
- E. to dispense remaining funds, in the event the corporation is terminated, to other non-profit 501(c)(3) corporations

STAFF OPERATIONS

ABSENCES

Arranging for Subs

Staff members unable to report to work for any reason must notify the Office Manager and Executive Director as soon as possible to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified. **Staff should make an effort to locate their own substitute prior to an absence whenever possible. A list of approved substitutes will be provided to staff on Google Drive.**

In order to facilitate continuity during absences, staff members unable to return to their duties the following day should contact the Office Manager office@muddycreekcharterschool.org by 2:30 p.m.. Whenever possible and as appropriate, substitutes will be retained during the course of your absence.

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

Reporting Hours

All staff members are required to record their absences in their BambooHR Timecard within 24 hours of their missed work days. This facilitates a seamless billing process for substitutes and the bookkeeper.

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

ABUSE OF A CHILD (REPORTING)

Abuse of a child by Muddy Creek Charter School employees, contractors⁵, agents⁶, volunteers⁷, or students will not be tolerated.

All Muddy Creek Charter School employees, contractors, agents, volunteers, and students are subject to Board policy, JHFE – Reporting of Suspected Abuse of a Child, and the accompanying administrative regulation.

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

Any staff member who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse or neglect shall immediately orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services or local law enforcement agency within the county where the person making the report is located at the time of the conduct. This expectation is not confined to school contact hours.

Any Muddy Creek 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 Oregon Department of Human Services (DHS), 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 Muddy Creek Charter School employee who has reasonable cause to believe that another Muddy Creek Charter School employee, contractor, agent, volunteer, or student has engaged in abuse, or that a student has been subjected to abuse by another Muddy Creek Charter School employee, contractor, agent, volunteer, or student shall immediately report such to the DHS, its designee, or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator.

Written documentation of this report must be completed and submitted to one of the following:

Sarah Danforth
30252 Bellfountain Rd. Corvallis OR 97333
541-752-0377

If the Executive Director is the alleged perpetrator, the report shall be submitted to Melissa Harder, Assistant Superintendent Corvallis School District, who shall also report to the Board chair. Forms are available in the office.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;

⁵ "Contractor" means a person providing services to Muddy Creek Charter School under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Agent" means a person acting as an agent for Muddy Creek Charter School in a manner that requires the person to have direct, unsupervised contact with students.

⁷ "Volunteer" means a person acting as a volunteer for Muddy Creek Charter School in a manner that requires the person to have direct, unsupervised contact with students.

4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected abuse of a child or to comply with the confidentiality of records requirements, is a violation punishable by law and by Muddy Creek Charter School disciplinary action up to and including dismissal. A staff member who, based on reasonable cause, participates in good faith in making an abuse of a child report shall have immunity from any liability, civil, or criminal that might otherwise be incurred or imposed as provided by law. Intentionally making a false report of abuse of a child is a Class A violation. A substantiated report of abuse by an employee shall be documented in the employee's personnel file. Senate Bill 155 (2019)

ANIMALS IN SCHOOL FACILITIES

Only service animals, as defined in the Americans with Disabilities Act, serving persons with a disability and animals approved by the Executive Director that are part of an approved Muddy Creek Charter School curriculum or co-curricular activity are allowed in Muddy Creek Charter School facilities.

Companion and comfort animals are not considered service animals. Animals, except those service animals serving persons with disabilities, may not be transported on a school bus.

BREAKS

Scheduled breaks are provided to all nonexempt (classified) employees to ensure safety, efficiency, and to meet the requirements of law. All nonexempt staff members who work 4 or more consecutive hours are entitled to one 15-minute break. Those working 8-hour days are entitled to two 15-minute breaks.

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

CALENDAR

School calendars are maintained by the Office Manager and show contract/non-contract days for Classified and Certified staff as well as holiday schedules and major school events. A family-facing calendar is also provided on the MCCS website.

Muddy Creek Staff are expected to use the Google Calendar tool for daily administrative purposes. Their personal google calendar will remain private and the "MCCS Staff Calendar" will be shared with all employees.

CARE/USE OF MCCS PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all Muddy Creek Charter School owned property. Incidents of theft or willful destruction of Muddy Creek Charter School property through vandalism or malicious mischief should be reported immediately to the administrator.

Certain Muddy Creek Charter School owned equipment, including, but not limited to, computers or iPads, may be checked out by staff and Muddy Creek Charter School patrons. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An Equipment Use Form must be submitted and approved and are available in the office. There are no equipment use fees.

In the event of loss or damage, a fee will be assessed by Muddy Creek Charter School according to the repair or replacement costs.

CASH IN MCCS BUILDINGS

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one 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 of time in classrooms.

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

CHECK-IN/OUT

Workday Checkout

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

Year-end Checkout

Employees are required to fill out and complete an End of Year Checkout form, linked here:

<https://docs.google.com/document/d/1RNIZpP5D7hgw0oY-FXaSq7Qer7LLzaXvivmUUom8Z4Q/edit?usp=sharing>

CLASSROOM BUDGETS

Every teacher is allotted a \$300 supply budget at the beginning of the year. Teachers are assigned their budget on a Divvy/Bill card and will require a receipt for approval after-the-fact by the Executive Director. The office manager will purchase classroom curriculum, but not student or teacher supplies.

All cash, mileage, and other personal reimbursements will be submitted via the “Bill: spend & expense” app within 48 hours of incurring the expense/

CLASSROOM SECURITY

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

Staff are asked to refrain from keeping personal items of value in or about their desks. Purses/backpacks, etc. should never be left unsecured.

Students should be instructed to leave valuables at home. Muddy Creek Charter School will not be responsible for the loss of, or damage to, personal property.

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS

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

All staff shall comply with measures adopted by Muddy Creek Charter School and with all rules set by the Oregon Health Authority and the local health department. Staff members have a responsibility to report to Muddy Creek Charter School when infected with a communicable disease unless otherwise stated by law.

<https://www.muddycreekcharterschool.org/parents-students/forms-and-documents/>

Training and Immunization

Staff will complete annual training regarding the MCCS Communicable Diseases, Bloodborne Pathogens, and Infection Control Procedures.

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 Muddy Creek Charter School, will receive appropriate information and training as follows:

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

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by Muddy Creek Charter School as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the [building safety officer]. Following a report of an exposure incident, Muddy Creek Charter School will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

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

Infection Control Procedures

Appropriate hygienic and sanitation practices have been established by Muddy Creek Charter School as follows:

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

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

COMMUNICATION WITH FAMILIES

A monthly newsletter is sent out to families by the office. Teachers are encouraged to reach out personally to their student's families regularly via phone, email, and/or ClassDojo. Time-sensitive notifications, such as bus delays, schedule changes, or weather disruptions are sent to families via email.

COMPLAINTS

Staff Complaints

Any staff member who believes there is evidence of, and wishes to report a violation, misinterpretation, or inappropriate application of Muddy Creek Charter School personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority; or a substantial and specific danger to public health and safety caused by the actions of Muddy Creek 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 in accordance with Board policy and administrative regulations. Disputes and disagreements related to the provisions of any collective bargaining agreement will be resolved as provided in the dispute resolution procedure of the agreement.

Student/Parent Complaints

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

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

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

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

COMPUTER USE

Staff may be permitted to use Muddy Creek Charter School's electronic communications system only to conduct business related to the management or instructional needs of Muddy Creek Charter School or to conduct research related to education consistent with Muddy Creek Charter School's mission and goals.

Personal use of Muddy Creek Charter School computers, including internet and email access is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Ethics Commission (OGE) guidance "occasional use to type a social letter to a friend or family member, preparation of application materials for another position in Muddy Creek Charter School, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity". Such use is restricted to the employee's own time.

Additionally, employee use of Muddy Creek 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 Muddy Creek Charter School's policy governing use of Muddy Creek 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. Violations of applicable Teacher Standards and Practices Commission (TSPC) and Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

Muddy Creek Charter School retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received or contained in Muddy Creek Charter School's information system are Muddy Creek Charter School's property and are to be used for authorized purposes only. Use of Muddy Creek 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 Muddy Creek Charter School's system are in compliance with

Board policy, administrative regulations and law; school administrators may routinely review user files and communications.

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

CONFERENCES

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

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

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary. Flex-time for conferences must be requested in writing ahead of time, no sick or personal time may be used on these days.

CONTRACTS AND COMPENSATION

All employees can access individual employment contracts through BambooHR
<http://muddycreek.bamboohr.com>

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting. There are two copy machines - one color and one for black and white printing only. These are located in the staff room. We have a limited copy/paper budget so please only print what you need, and no personal copies.

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).

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

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

For more information about US copyright “Fair Use” doctrine:
<https://www.edutopia.org/article/teachers-guide-copyright-and-fair-use/>

Violations

Employees in violation of copyright law may be required to remunerate Muddy Creek Charter School in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

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

All staff not requiring licensure or registration as a teacher, administrator, personnel specialist, or school nurse and newly hired are required to submit to a criminal records check including fingerprinting as required by Board policy and Oregon law. Individuals employed as or by a contractor and considered by Muddy Creek Charter School to have direct, unsupervised contact with students are required to submit to a criminal records check or fingerprint-based criminal records check.

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

Muddy Creek Charter School shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students in the following positions⁸:

1. Head coaches
2. Assistant coaches
3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off Muddy Creek Charter School property for a Muddy Creek Charter School-sponsored activity
5. Any individual having direct unsupervised contact with students.

Muddy Creek Charter School shall begin the employment of a subject individual on a probationary basis pending before the return and disposition of the required criminal records check and/or fingerprinting.

Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with Muddy Creek Charter School shall be paid by Muddy Creek Charter School.

⁸ If Muddy Creek Charter School requires fingerprinting for certain volunteer positions, Muddy Creek Charter School is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modified to identify the positions in Muddy Creek Charter School that require such fingerprinting.

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

Muddy Creek Charter School's use of criminal history must be relevant to the specific requirements of the position, services, or employment.

Processing/Reporting

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

1. The individual shall complete the appropriate forms or requirements approved by ODE.
2. If the individual is subject to fingerprinting, per state law, they are responsible for reporting to an authorized fingerprinter as directed by Muddy Creek Charter School. Fingerprints may be collected by one of the following:
 - a. Employing Muddy Creek Charter School staff;
 - b. Contracted agent of employing Muddy Creek Charter School; or
 - c. Local or state law enforcement agency.
3. Individuals subject to fingerprinting, shall be subject only after acceptance of an offer of employment or contract.
4. To ensure the integrity of the fingerprinter collection and prevent any compromise of the process, new employees will use: <http://fieldprintoregon.com> as soon as possible and get an appointment to be fingerprinted. MCCS school code: **FPMuddyCreekChSchool**
5. The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify the ODE with the results.
6. The ODE will review and notify Muddy Creek Charter School of said results as well as the identity of any subject individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, or contract, or volunteering.
7. A copy of the form will be kept by the school.

Termination of Employment or Withdrawal of Employment Contract/Offer

1. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status or withdrawal of offer of employment or contract will made by Muddy Creek Charter School upon:
 - a. Refusal to consent to a criminal records check and/or fingerprinting; or
 - b. Notification⁹ 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 in Oregon under a different statutory name or number.
2. A subject individual required to submit to a criminal records check and/or fingerprinting in accordance with law may be terminated from employment or contract status, or withdrawal of

⁹ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

offer of employment or contract will be made by the administrator upon notification from the Superintendent of Public Instruction that the employee has knowingly made a false statement as to the conviction of any crime.

3. Employment termination shall remove the individual from any Muddy Creek Charter School policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.
4. Any volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check, in accordance with law and/or Board policy, will be denied the ability to volunteer in Muddy Creek Charter School.
5. If Muddy Creek Charter School has been notified by the Superintendent of Public Instruction that a volunteer knowingly made a false statement or has a conviction for any crimes listed in ORS 342.143, or the substantial equivalent, or any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, the individual may be denied the ability to volunteer.
6. Any volunteer who knowingly makes a false statement, as determined by Muddy Creek Charter School, on a Muddy Creek Charter School volunteer application form may be denied the ability to volunteer in Muddy Creek Charter School.

Appeals

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

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, relevant provisions of collective bargaining agreements, and applicable law. Your employment is at will and can be terminated at any time.

DRUG-FREE WORKPLACE

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

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; 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 Muddy Creek Charter School where work on a federal grant is performed.

No Muddy Creek Charter School employee shall knowingly sell, market, or distribute steroid or performance enhancing substances to kindergarten through 12 grade student with whom the employee

has had contact as part of the employee's Muddy Creek Charter School duties, or knowingly endorse or suggest the use of such substances.

Each staff member must notify their supervisor of a conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction. Each staff member must abide by the terms of Muddy Creek Charter School's drug-free workplace policy.

Muddy Creek 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 appropriate action with regard to the employee. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Within 30 days of a staff member's criminal drug statute conviction for a violation occurring in the workplace, Muddy Creek Charter School shall:

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

EMERGENCY PROCEDURES

Closures

In the event of hazardous or emergency conditions, all Muddy Creek Charter School schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students, as appropriate. We follow 509J's lead on closing school due to weather or other emergencies. Once word is received from the district, an email will be distributed to all staff for use in the event of delayed openings or school closures, and a message will be posted on the school Dojo/Facebook page. Additionally, the following regularly report delayed openings and school closures: **Corvallis School District, Flash Alert**

Procedures & Disaster Plans

Copies of the Emergency Procedures Plan will be available in the school office and other strategic locations throughout the building. <https://iloveguys.org/programs/standard-response-protocol-for-k-12/>

EMPLOYEE BENEFITS

PERS

PERS (Public Employee Retirement System) is a required benefit of MCCA. Once eligible, (you must work 6 months and 600 hours a year) 6% will be deducted from your salary each pay period and

deposited into your PERS account. There is not an opt out. Please see BambooHR under Files and PERS for learning more about this benefit and attending a class to understand the PERS system and your retirement benefits.

Medical Benefits

Full Time staff receive paid for by MCCA medical benefits for employees only through Regence insurance. You must work 40 hours per week to be eligible. Benefits begin the 1st of the month following hire date. An enrollment form will be provided to you through your onboarding task list through BambooHR. Forms must be filled out by the 25th of the month, to ensure proper payroll withholdings. The rate sheet for the cost of adding additional family members can be found in BambooHR under Files and Medical Insurance. If you have questions about your benefit, please email: bookkeeper@muddycreekcharterschool.org . Open enrollment for this benefit for existing employees is May 20-June 20.

Dental Benefits

Employees that work 20 hours or more per week are eligible for dental benefits. Dental benefits are paid for by MCCA for employees only through Moda Dental. Dental benefits begin the 1st of the month following hire date. Employees have 2 options for dental plans. Willamette Dental or Delta Dental. The cost is the same. Forms must be filled out by the 25th of the month, to ensure proper payroll withholdings. The rate sheet for cost of adding additional family members can be found in BambooHR under Files and Dental Insurance. If you have questions about your benefit, please email: bookkeeper@muddycreekcharterschool.org. Open enrollment for this benefit for existing employees is May 20-June 20.

Vision Benefits

Please see information on medical benefits, as vision is part of the employee's plan at Regence.

Long-Term Disability

Long Term Disability is paid by MCCA and offered by Unum and is for employees that work 20 hours or more per week. This benefit begins the 1st of the month following hire date. Long Term Disability is a paid benefit by MCCA. Please see the benefit guide for Unum in BambooHR under Files and Unum

Life Insurance and AD&D

Life Insurance up to \$25,000 is provided by Unum and paid for by MCCA as a benefit. You must work a minimum of 30 hours a week to receive this benefit.

Employee Assistance

Regence EAP is available to all MCCA Employees free of charge. They are confidential and can assist in locating counseling, financial & legal services, child & elder care. Plan details are on BambooHR.

COBRA

COBRA is available upon departing MCCS for your existing benefits. MCCS contracts with TASC to provide those benefits. TASC determines your eligibility and will send you proper documentation upon separation from employment at MCCS.

PAID LEAVE OREGON

Paid Leave Oregon payroll tax is paid on your behalf by MCCS as a benefit to you. Please see BambooHR under Files and Paid Leave for how to utilize this short term disability benefit and the qualifications required to use it.

EVALUATION OF STAFF

The purpose of Muddy Creek 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. Muddy Creek Charter School's program also provides for the assessment of classified employees and current performance of their job assignments.

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

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

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

Licensed staff will be formally evaluated at least annually. Evaluations will be based on at least two observations and other relevant information developed by Muddy Creek Charter School.

Classified staff will be annually evaluated during their employment with Muddy Creek Charter School.

Copies of Muddy Creek Charter School's evaluation procedures will be provided to all staff in the "Files/Documents" area of BambooHR. Evaluation of all staff will be conducted in accordance with established Board policy, applicable Muddy Creek Charter School evaluation procedures, collective bargaining agreements, and Oregon law.

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

When possible, an employee must give reasonable notice of the intent to express milk [or breast-feed] to an administrator.

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

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

Board policy, GBDA – Expression of Milk [or Breast-Feeding] in the Workplace, only applies to employees who are expressing milk [or breast-feeding] for children 18 months of age or younger.

FAIR LABOR STANDARDS ACT

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

All employee's time sheets will be managed in BambooHR and must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

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

Overtime is defined as time worked over 40 hours in one week. A "week" is defined as seven consecutive days covering [Monday through Sunday]. If funds are available, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed. Compensatory time is capped at 240 hours and is cashed out at the employee's current rate.

FAMILY MEDICAL LEAVE (FMLA)/(OFLA)

Employees should contact the Business Manager and review policy GCBDA/GDBDA - Family Medical Leave and the accompanying administrative regulations. PAID LEAVE OREGON must be taken in the same period of time. Please refer to BambooHR under Files and PAID LEAVE Oregon for further guidance and documentation.

Eligibility

In accordance with federal law, staff members employed by Muddy Creek Charter School for the previous 12 months, and who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave. Staff members employed by Muddy Creek Charter School at least 180 calendar days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week, may be eligible for OFLA leave. There is no

minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA.

Length/Purpose of Leave

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

- Birth of the employee's child and for bonding with a newborn (eligibility expires 12 months after the birth);
- Placement of a child with the employee for adoption or foster care or for 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 if incapable of self care because of mental or physical disability;
- Care of a family member with a serious health condition;
- The staff member's own serious health condition;
- 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 - 29 C.F.R. § 825.126(a)(1 and 2); Federal Register Vol. 78, No. 25, Page 8917;
- 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;
- State law allows employees to take leave for the care of a sick or injured child who requires home care but is not suffering from a serious health condition. Muddy Creek Charter School is not required to grant leave for routine medical or dental appointments (OFLA only);
- State law allows employees to take leave for the death of a family member to attend the funeral or alternative to a funeral of the family member, make arrangements necessitated by the death of the family member, or to grieve the death of a family member (OFLA only);
- 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 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 Business Manager for details. Contact the Executive Director for additional information regarding the Military Family Leave Act (MFLA)/Oregon Military Family Leave Act (OMFLA).

Calculating the 12-Month Period for Leave

Muddy Creek Charter School will use the same method for calculating the 12-month period in which the 12 workweek FMLA and OFLA leave entitlement occurs for all employees. Muddy Creek Charter School will use [the calendar year] [any fixed 12-month "leave-year"] [the 12-month period measured forward from the date the employee's leave begins] [a "rolling" 12-month period measured backward from the date the employee uses any family and medical leave]. Leaves to care for covered service

members has its own 12-month year beginning on the first day of leave regardless of Muddy Creek 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 are entitled to access any accrued paid leave including paid sick leave for any OFLA qualifying event. Contact the bookkeeper at bookkeeper@muddycreekcharterschool.org for information on accessing any accrued paid leave for a qualified event.

Muddy Creek Charter School will notify the employee that the requested leave has been designated as FMLA and/or OFLA leave and, if required by Muddy Creek Charter School, that accrued paid leave shall be used during the leave period. In the event Muddy Creek Charter School is aware of an OFLA qualifying exigency, Muddy Creek Charter School shall notify the employee of the intent to designate the leave as such regardless of whether a request has been made by the employee. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

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

Application

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

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

Failure to provide the required notice for FMLA leave may result in Muddy Creek 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, oral or written notice is required within 24 hours. Muddy Creek Charter School realizes that there may be circumstances when it is not possible to provide a 24-hour notice. Therefore, the staff member may designate a family member or friend to notify Muddy Creek Charter School during that period of time. In either case, proper documentation must be submitted within three working days of the employee's return to work.

Failure to provide the required notice for OFLA leave may result in Muddy Creek Charter School deducting up to three weeks from the staff member's leave period.

Medical Certification

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

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

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

If the leave is for the purpose of an employee's own 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.

Muddy Creek Charter School may require a staff member using OFLA leave to care for a sick child to provide medical certification after the use of more than three days of such leave in a one-year period. Muddy Creek Charter School will pay the cost of the medical certification 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. Muddy Creek Charter School will continue to pay Muddy Creek Charter School's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. Muddy Creek Charter School's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. Muddy Creek Charter School will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

Return to Work

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

FIELD TRIPS REQUESTS

There is a field trip/bus request form in Staff Shared Google Drive. Once you fill that form out, give it to the Executive Director to review & approve. Once approved, the ED will give it to the Office Manager. Once the office gets receives the approved request, they will arrange for payment and order the bus. Please allow 30 or more days for this process to take place.

MUDDY CREEK CHARTER SCHOOL	
Field Trip Request Form	
Date of Trip _____	Departure Time _____
Class/Group _____	Teacher/Designee _____
Destination _____	Destination Phone # _____
Purpose of Trip _____	Cell Phone # _____
Number of Students _____	Number of Adults _____
METHOD OF TRANSPORTATION (Check One)	
<input type="checkbox"/> Walk <input type="checkbox"/> Private Car <input type="checkbox"/> School Bus <input type="checkbox"/> Other, please explain _____	
If by <u>Private Car</u> , list driver(s) and students per driver (must be on file in school office PRIOR to departure).	
Driver 1 _____	Driver 2 _____
Driver 3 _____	Driver 4 _____
Driver 5 _____	Driver 6 _____
If by School Bus, number of students per bus _____ Number of adults per bus _____	
PRIOR TO DEPARTURE:	
<input type="checkbox"/> Name of staff member with first aid card _____	
<input type="checkbox"/> Name of staff member trained in non-injectable meds _____	
<input type="checkbox"/> Name of staff member trained in injectable meds (e.g., epi-pen) _____	
Parent Permission form for each student must be completed _____	
Permission for Use of Private Vehicle for each driver must be on file in office <u>Volunteer</u> _____	
Background Check Application must be completed for each adult _____	
Private Car Driver/Student List must be on file in school office _____	
Head Teacher Signature _____	Date _____
Submit this form to the Administration Office Receptionist 14 days prior to the trip for field trips of less than 48 hours duration.	
At least one staff member with a current first aid card will accompany the field trip. This requirement may increase based on the number of students participating (one trained staff member/sixty students). Should any student require the administration of medications of any type, then staff trained in administering those specific types of medications must also accompany the field trip.	
ES003-Field Trip Form--3/2013	

Please fill out this form and submit 2 to 3 weeks prior to the date of your field trip

Name and Address of Trip _____

Contact Information: Name _____

Phone _____

Email _____

Total Fees Required _____

of Buses Needed _____

Curriculum Taught prior to field trip- This information is for Turn Key Grant:

Describe Any On Site Activities Desired:

Follow Up Curriculum

List of Kits or Supplies needed for coordinator to obtain (via purchase, on loan basis, CIMC or MCCS may already have). Dates needed _____

FUNDRAISING

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

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or Muddy Creek Charter School goals. Fundraising must not interfere with or disrupt school. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold.

Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

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

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

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

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing their professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with Muddy Creek Charter School. "Material value" is defined by law as \$50 or more from a single source in a single year.

No staff member may solicit funds in the name of Muddy Creek Charter School through the use of, but not limited to, internet-based or crowd-funding types of fundraising, without the approval of the administrator.

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

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

GRIEVANCES

All grievances should be communicated to the Executive Director. If the grievance is in reference to the Executive Director, the grievance should be communicated to the Muddy Creek Charter School School Board.

GUEST SPEAKERS

Guest speakers may be used by teachers from time to time when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Guest speakers should represent various approaches or points of view on a given topic in order to afford students a more comprehensive understanding of the issue.

Teachers are expected to inform the administrator of the date, time, and nature of the presentation whenever such use is planned. Prior administrator approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

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

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

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

HARASSMENT, WORKPLACE

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

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (i.e., discrimination in employment based on race, color, religion, sex¹⁰, sexual orientation, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

Any Muddy Creek Charter School employee who believes they have been a victim of workplace harassment may file a report with Muddy Creek Charter School employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries’ (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. Muddy Creek Charter School employees making the report are advised to document any incidents of workplace harassment¹¹.

Muddy Creek Charter School shall make Board policy GBEA – Workplace Harassment available to all Muddy Creek Charter School employees and shall be made a part of Muddy Creek Charter School orientation materials provided and copied to new Muddy Creek Charter School employees at the time of hire. Senate Bill 479 (2019)

¹⁰ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

¹¹ A workplace harassment complaint may also need to be investigated using policies AC – Nondiscrimination, GBN/JBA – Sexual Harassment, and GBNA – Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbully and their administrative regulation.

HAZING, INTIMIDATION, BULLYING

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

Teacher Standards and Practices Commission (TSPC)¹².

An employee who has knowledge of conduct in violation of Board policy JFCF – [Hazing,]Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence – Student, shall immediately report concerns to the [designated Muddy Creek 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 Muddy Creek Charter School official] may be subject to remedial action, up to and including dismissal.

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

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

Muddy Creek Charter School will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

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

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

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

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

¹² Licensed staff will be reported to TSPC.

IDENTIFICATION BADGES

All visitors and/or volunteers will be issued guest or volunteer badges.

INJURY/ILLNESS REPORTS

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on

Muddy Creek Charter School property, in a Muddy Creek Charter School vehicle, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the Office Manager immediately. Reports will cover property damage as well as personal injury.

A completed Injury Report Form must be submitted to the Office Manager within 24 hours or the next scheduled Muddy Creek Charter School workday, as appropriate.

https://docs.google.com/document/d/0B1eHdTYI8-kTM0dZd3E1ck1aUGM/edit?usp=sharing&ouid=114094061455367174517&resourcekey=0-2l3izdsV1qjc-oMFGL_uA&rtpof=true&sd=true

All accidents involving students, visiting public, or Muddy Creek Charter School property will be reported immediately to an administrator.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the Office Manager will report the incident to the Oregon Occupational Safety and Health Administration (OROSHA) within 24 hours as required by law. 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 or contributed to the condition or significantly aggravated pre-existing condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a 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.

JOB SHARING

Muddy Creek Charter School discourages job sharing. “Job sharing” is defined as the sharing and occupation of a single staff position by two individuals with each assignment being half time.

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

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

KEYS/ALARM

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

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

All staff are provided with a unique code that arms/disarms the building. ALarm keypad and instructions for arming/disarming the building alarm code are just inside the building front doors.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis. Copies of lesson plans are to be submitted to Muddy Creek Charter School no later than the end of the school day Friday, for the upcoming week. Lesson plans are to be kept by teachers in a place known and accessible to Muddy Creek Charter School. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals as determined by the administrator.

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

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

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

Teachers should prepare one week of Emergency Sub plans (including adaptable, age-appropriate lesson plans, classroom expectations, and emergency information) by the end of September. A physical and/or electronic copy of their plans to the Office Manager.

LICENSE/REGISTRATION REQUIREMENTS

For all positions that require licensing, Muddy Creek Charter School must be able to verify the current license/registration of those offered employment before the Board will consider approving their employment. It is the responsibility of each licensed/registered staff member to keep their license/registration and all endorsements current and to submit them to the administrator's office. Teachers are cautioned that failure to maintain license/registration and endorsements may invalidate their contract with Muddy Creek Charter School.

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 administrator. The materials and proposed method of distribution will be reviewed, and a decision made based on the educational concerns and interests of Muddy Creek Charter School.

MEETINGS

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

Staff Meetings will take place once a week on Tuesday at 3:15 in the library. Agenda will be sent by end of day Monday, notes will be taken and posted on the Staff Shared Google Drive.

Early Release Fridays will be on a rotation schedule:

- First Friday of the month: teacher prep time
- Second Friday of the month: Professional Development
- Third Friday of the month: Meet in Data Teams (K-2, 3-5)
- Fourth Friday of the month: Staff Workshop
- [Fifth Friday of the month: teacher prep time]

PARENTAL RIGHTS/SURVEYS

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

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

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

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law, should be directed to the office during regular school hours.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level on the same basis as any citizen in public or private employment and within the law. Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion, or persuading others. Such discussion and persuasion may not be carried on during the performance of Muddy Creek Charter School duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with Muddy Creek 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 Muddy Creek Charter School's official viewpoint. No staff member may use Muddy Creek Charter School facilities, equipment, or supplies in connection with campaigning, nor may they use any time during the working day for such political activities.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Staff possession or use of personal electronic devices on Muddy Creek Charter School property, in Muddy Creek Charter School facilities during the work day, while staff is on duty, including duty in attendance at Muddy Creek Charter School-sponsored activities, may be permitted subject to the limitations in Board policy and consistent with any additional rules as may be established by the administrator or designee. At no time, whether on duty or off duty, will a personal electronic device be

used in a manner that interferes with staff duty, the responsibility for the supervision of students or in a manner that violates any other Muddy Creek Charter School policy.

A “personal electronic device” is a device not issued by Muddy Creek Charter School and capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Personal electronic devices shall be silenced during instructional [or class] time, while on duty or at any other time where such use of the device would cause a disruption of Muddy Creek Charter School activities or interfere with work assignments. Devices which have the capability to take photographs or record video or audio, shall not be used for such purposes while on Muddy Creek Charter School property or while a staff member is on duty in Muddy Creek Charter School-sponsored activities, unless as expressly authorized by the administrator or designee for a use directly related to and consistent with the employee’s assigned duties. Computers, tablets, iPads, or similar devices brought to school will be restricted to academic activities during on duty time.

Muddy Creek Charter School will not be liable for loss or damage to personal electronic devices brought to Muddy Creek Charter School property and Muddy Creek Charter School-sponsored activities.

Staff members, while on duty and off duty, will utilize social network websites, public websites, and blogs judiciously by not posting confidential information about students, staff, or Muddy Creek Charter School business. Staff members may not post images of Muddy Creek Charter School facilities, staff, students, volunteers, or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty will treat fellow employees, students, and the public with respect while posting in order to prevent substantial disruption in school.

Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding non-school-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff [should [shall] [will]] use Muddy Creek Charter School email using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting a student during work hours is [discouraged][prohibited]. Texting a student while off duty is strongly discouraged.

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

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal, or violates Board policy. Staff actions on social network sites, public websites, blogs, and other social media, while on or off duty, that disrupt Muddy Creek Charter School environment are subject to disciplinary action up to and including dismissal. A “disruption,” for purposes of this handbook includes, but is not limited to, one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school, and/or a threatened or actual negative impact on the learning environment.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting,

sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

PERSONAL PROPERTY

Muddy Creek Charter School is not liable for lost, stolen, or damaged personal property on Muddy Creek Charter School property.

PERSONAL REFERENCES FOR EMPLOYMENT

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

PERSONNEL RECORDS

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

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

1. The individual employee. An employee 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 otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. Muddy Creek Charter School administrator;
6. Supervisors who currently or prospectively supervise the employee;
7. [Employees or the personnel office;]
8. Attorneys for Muddy Creek Charter School or Muddy Creek Charter School's designated representative on matters of Muddy Creek Charter School business;
9. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);

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

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

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

PREGNANCY-RELATED ACCOMMODATIONS

Under the PWFA, employees are entitled to accommodations for a condition related to or affected by pregnancy, childbirth, or a related medical condition. The condition can be physical or mental. Pregnancy-related conditions include, among others, morning sickness, gestational diabetes, post-partum depression, and lactation.

This law expands employer obligations beyond what is already required by the Americans with Disabilities Act (ADA) in that being entitled to a pregnancy-related accommodation does not require that the employee's condition rise to the level of disability. Also, employees are entitled to accommodations even if they can't perform their essential job functions on a temporary basis.

Possible accommodations include but aren't limited to:

- Providing more frequent or longer breaks
- Modifying a food or drink policy
- Providing seating or allowing the employee to sit more frequently if their job requires standing
- Observing limits on lifting
- Providing job restructuring, light duty, or a modified work schedule

Employers can't require an employee to take leave if a reasonable on-the-job accommodation is available. Like the ADA, the employer and employee should engage in the interactive process to determine what reasonable accommodations can be provided. However, if the employer is willing to grant the employee's request, the interactive process is not required.

Note that many states have already implemented pregnancy accommodation laws, some of which may be more generous than the PWFA. Employers need to apply the law—or the aspect of each law—that is most favorable to employees.

Undue Hardship Exception

Employers don't have to provide an accommodation if doing so would cause an undue hardship on the operation of the employer's business. Undue hardship is defined as "an action requiring significant difficulty or expense," the same as under the ADA. This is a high standard for employers to meet.

PROFESSIONAL DEVELOPMENT

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

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

All requests for Muddy Creek Charter School payment of college coursework tuition require prior administrative approval. All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with Muddy Creek Charter School goals, and job assignment. Requests require prior Executive Director approval.

A PDU form is available as a shared document in Google Drive labeled [Professional Activities Log](#). Each employee is responsible for filling out and maintaining this record as proof of required TSPC licensure renewal and maintenance.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of Muddy Creek Charter School funds.

PURCHASING

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

Any staff member who is responsible for making purchases will be issued a “Divvy” or “Bill Spend&Expense” credit card. They will be assigned the appropriate budget for their role and can use their budget for school-related purchases/expenses. Supporting documentation and explanation for each purchase made with the Divvy/Bill card must be provided in the Bill Spend&Expense app within 48 hours of purchase. If additional funds are required, staff should contact the ED. **Staff should NOT spend more than their approved budget - any expenses incurred outside of the set budget will not be reimbursed.**

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

RELEASE OF GENERAL STAFF INFORMATION

A staff members or volunteer's address, personal electronic mail address, date of birth, social security number, and personal phone number contained in personnel records maintained by Muddy Creek Charter School are exempt from public disclosure.

Such information will be released by Muddy Creek Charter School only upon written permission of the staff member or volunteer, unless otherwise accepted by law.

Authorized Muddy Creek Charter School personnel may disclose information about a former employee's job performance to a prospective employer under the following conditions:

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

Muddy Creek Charter School will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

REPORT CARDS

Teachers are expected to report to parents and students, at least bi-annually, their students' progress toward achieving the academic content standards. Report cards are issued at the mid-way point and the end of the year indicating academic and citizenship progress to date. Parents will receive reports on their student's absences.

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

RESEARCH/COPYRIGHTS AND PATENTS

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

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

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

In the event that a staff member produces items described above partly on their own time and partly on Muddy Creek Charter School time, Muddy Creek Charter School reserves the right to claim full ownership. The employee may petition Muddy Creek

Charter School for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of Muddy Creek Charter School.

RESIGNATION OF STAFF

A licensed staff member who wishes to resign from their position with Muddy Creek Charter School must give written notice at least 60 days upon or at the time of resignation. The administrator may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that they must continue teaching for part or all of the 60-day period.

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

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date they wish to leave Muddy Creek employment.

Acceptance of the resignation by the administrator will be made to the resigning employee in writing. The resignation shall be effective as of the date specified in the resignation notice. If no effective date is specified in the resignation notice, the resignation shall be effective as of the date specified in the administrator's acceptance letter.

RETIREMENT

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

SAFETY COMMITTEE

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

The building safety committee meets monthly, conducts workplace safety inspections [quarterly][monthly] to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring. All potential hazards are to be reported immediately to a safety committee member or to the office.

SECURITY SYSTEM

Relevant employees will be issued a security system alarm code by the Facility Manager. The last employee to leave the building should ensure all doors and windows are secured, and arm the security system.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff

members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or Muddy Creek Charter School property, are at any school-sponsored activity or program, or are off school property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in Muddy Creek Charter School business, such as employees of businesses or organizations participating in cooperative work programs with Muddy Creek Charter School and others not directly subject to Muddy Creek Charter School's control at interschool or interscholastic athletic competitions or other Muddy Creek Charter School events.

"Muddy Creek Charter School" includes Muddy Creek Charter School facilities, Muddy Creek Charter School premises and nonMuddy Creek Charter School property while a staff member or student is at any Muddy Creek Charter School-sponsored, Muddy Creek Charter School-approved or Muddy Creek Charter School-related activity or function, such as field trips or athletic events, in which students are under the jurisdiction of Muddy Creek Charter School or where the staff member is engaged in Muddy Creek Charter School business. The prohibition also includes off duty conduct which is incompatible with Muddy Creek Charter School job responsibilities.

All staff members, students, and third parties are subject to this policy.

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

- A demand or request for sexual favors in exchange for benefits;

- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment;

- and Assault when sexual contact occurs without the student's, staff member's 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.

Examples of sexual harassment may include, but not be limited to, [[1]physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance].

All complaints or reports about behavior that may violate Board policy GNA/JBA – Sexual Harassment shall be promptly investigated.

Any staff member who becomes aware of behavior that may violate this policy shall [immediately] report to a Muddy Creek Charter School official so that Muddy Creek Charter School official (and the reporting

staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a non-hostile learning environment;
2. Staff member is protected and to promote a non-hostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a non-hostile 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 that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the staff member who reported to the district official.

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

Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, Muddy Creek Charter School shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant.

The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by Muddy Creek Charter School against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by Muddy Creek Charter School to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of Board policy GBN/JBA – Sexual Harassment shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the administrator or the Board.

Additionally, Muddy Creek Charter School may report individuals in violation of this policy to law enforcement officials.

Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The administrator shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of Muddy Creek Charter School officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. The policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on Muddy Creek Charter School's website and published in student/parent and staff handbooks. Muddy Creek Charter School's policy shall be posted on a sign in all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

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

Reporting Sexual Harassment

Step 1

Any sexual harassment information (i.e.: reports, complaints, rumors, etc.) shall be presented to Muddy Creek Charter School officials, this includes officials such as the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Muddy Creek Charter School official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;

Information about the internal complaint processes available through Muddy Creek Charter School that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for Muddy Creek Charter School for receiving complaints;

Notice that civil and criminal remedies that are not provided by Muddy Creek Charter School may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;

Information about services available to the student or staff member complainant through Muddy Creek Charter School including any counseling services, nursing services or peer advising;

Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through Muddy Creek Charter School district;

Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and

Notice that students who report information about possible prohibited conduct and students who participate in an investigation under Board policy GBN/JBA - Sexual Harassment, may not be disciplined for violations of Muddy Creek 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 prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

Be written in plain language that is easy to understand;

Use print that is of the color, size and font that allow the notification to be easily read; and

Include that this information is made available to students, students' parents, staff members and members of the public at each school office, at the administrative office, and on the school website.

Step 2

Muddy Creek Charter School official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within [five] working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The [Muddy Creek Charter School official(s) conducting the investigation] shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the administrator.

Step 3

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

Step 4

If a complainant is not satisfied with the decision at Step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within [10] working days after receipt of the Step 3 decision. The Board shall, within [20] working days conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Complaints against the administrator may be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within [20] days, in open session what action, if any, is warranted. Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries. Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the administrator or the compliance officer.

The initiation of a complaint in good faith about behavior that may violate Muddy Creek Charter School's sexual harassment policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

SICK & PERSONAL LEAVE

SICK TIME PROVISIONS

- Provides a minimum of 40 hours for part-time employees and maximum of 72 hours for full-time employees. Accrued sick leave does not roll-over to next employment year, and is not paid out upon employment termination.
- Employees are eligible to use sick time immediately upon employment.
- Shall be used in half-hour increments.

Sick time may be used for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time, and the FMLA/OFLA leave may run concurrently. Sick time balances are available through BambooHR.

PERSONAL LEAVE PROVISIONS

Part-time staff receive one (8 hours) personal day per year; and Full-time staff receive two (16 hours) personal days per year. These must be requested and approved in advance by the Executive Director through BambooHR.

To ensure fast and accurate processing of payroll, sick leave and personal hours must be requested/recorded in BambooHR within 24 hours of the employee's absence.

SNOW DAYS / INCLEMENT WEATHER

Muddy Creek follows the Corvallis School District Inclement Weather schedule.

Hourly employees will not be paid for canceled days, nor will they be required to make up time for missed school due to inclement weather. Sick days may be used on canceled days.

Salaried employees will be paid for canceled days, and may be required to make up missed days due to inclement weather at the end of the school year or on one of our scheduled non-work days in the spring.

SPECIAL INTEREST MATERIALS

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

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

STAFF CONDUCT

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

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

Application of Rules

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

- b. The executive secretary shall regularly inform the commission of the status of any complaints on which the commission has deferred action.

Definitions

The following definitions apply to OAR 584-020-000 through 584-020-0045 unless otherwise indicated by context:

1. “Administrator” means any educator who holds a valid Oregon administrative license or registration, and who works in a position requiring an administrative license.
2. “Competent” means discharging required duties as set forth in these rules.
3. “Educator” means any licensed or registered or certified person, who is authorized to be engaged in the instructional program including teaching, counseling, school psychology, administering, and supervising.
4. “Ethical” means conforming to the professional standards of conduct set forth in these rules.
5. “Sexual contact” means any conduct with a student that includes, but is not limited to:
 - a. The intentional touching of the breast or sexual or other intimate parts of a student;
 - b. Causing, encouraging, or permitting a student to touch the breast or sexual or other intimate parts of the educator;
 - c. Sexual advances or requests for sexual favors directed toward a student;
 - d. Verbal or physical conduct of a sexual nature when directed toward a student or when such conduct has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile, or offensive educational environment; or
 - e. Verbal or physical conduct which has the effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile, or offensive educational environment.
6. “Sexual harassment” means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.
7. “Teacher” means any person who holds a teacher’s license as provided in ORS 342.125.

The Competent Educator

The teacher demonstrates a commitment to:

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

Curriculum and Instruction

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

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

Supervision and Evaluation

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

The competent teacher demonstrates:

1. Multiple ways to assess progress of individual students;
2. Skill in the use of assessment data to assist individual student growth;
3. Procedures for evaluating curriculum, instructional goals, and practices;
4. Skill in the supervision of students; and
5. Skills in differentiating instruction.

Management Skills

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

1. Establishing and maintaining classroom management that is conducive to learning;
2. Using and maintaining Muddy Creek Charter School property, equipment, and materials appropriately;
3. Using and maintaining student records as required by federal and state law and Muddy Creek Charter School policies and procedures;
4. Using Muddy Creek Charter School and school business and financial procedures; and
5. Using Muddy Creek Charter School lawful and reasonable rules and regulations.

Human Relations and Communication

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

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

The Ethical Educator

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

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

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

The ethical educator, in fulfilling obligations to **Muddy Creek Charter School**, will:

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

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;

2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential, as appropriate.

STAFF DEVELOPMENT

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

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

All requests for Muddy Creek Charter School payment of college coursework tuition require prior administrative approval. All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with Muddy Creek Charter School goals, and job assignment. Requests require prior administrator approval. Forms are available in the office.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 255 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of associations of educators, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of Muddy Creek Charter School funds.

STAFF DRESS AND GROOMING

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

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

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

STAFF ETHICS

Muddy Creek Charter School employees are prohibited from engaging in, or having a personal financial interest in, any activity that raises a reasonable question regarding the use of their official position in regards to their duties and responsibilities as employees of Muddy Creek Charter School. This also applies to any personal financial benefit for Muddy Creek Charter School employee's relative or

member of household of the employee, or any business with which Muddy Creek Charter School employee or a relative or member of the household of Muddy Creek Charter School employee is associated.

This means that:

1. Employees, relatives¹³, or members of Muddy Creek Charter School employee's household will shall not solicit for financial remuneration use the employee's position to obtain financial gain or avoidance of financial detriment from students, parents, or other staff;
2. Any device, publication, or any other item developed during the staff member's paid time shall be Muddy Creek Charter School property;
3. Employees shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way;
4. No Muddy Creek Charter School employee may serve as a Board or budget committee member for the sponsoring district;
5. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.
6. 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.

Muddy Creek Charter School facilities, equipment, or materials may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

STAFF HEALTH AND SAFETY

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

Safety Data Sheets (SDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office, 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 Muddy Creek Charter School and the following safety rules of Muddy Creek Charter School:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of Muddy Creek Charter School;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. Employees shall not operate any machine unless guard or method of guarding is in good condition, working order, in place, and operative;

¹³ "Relative," for Oregon Ethics Law purpose, means the spouse (includes domestic partner), parent, step-parent, child, sibling, step-sibling, son-in-law, or daughter-in-law of the employee; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also include any individual for whom the employee has a legal support obligation, whose employment provides benefits to the employee, or who receives any benefit from the employee's public employment.

- b. Employees shall stop any machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. Employees shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body, or a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
- 3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade; or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
 - 4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
 - 5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
 - 6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
 - 7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
 - 8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
 - 9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
 - 10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
 - 11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
 - 12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
 - 13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF INVOLVEMENT IN DECISION MAKING

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

STAFF/PARENT RELATIONS

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

A noncustodial parent may receive and inspect the school records pertaining to the student and to consult with teachers concerning the student's welfare and education only if approved by a custodial parent.

In the case of joint custody, Muddy Creek Charter School will adhere to all conditions specified and ordered by the court. Such information will be maintained on file in the office and provided to staff, as appropriate.

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

STAFF ROOM

A staff room is provided to staff use during break, lunch, and preparation periods, as may be appropriate. All staff are expected to contribute to the clean-up and maintenance of the staff room and kitchen equipment as needed, to help keep this gathering area clean and orderly. Please label your food items, wash your dishes, wipe out the microwave, and dispose of your trash/recycling. Refrigerator will be cleaned out quarterly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Muddy Creek Charter School will not be liable for loss or damage to personal items brought to Muddy Creek Charter School property and Muddy Creek Charter School-sponsored activities.

Students are not permitted in the staff room.

SUPERVISION OF STUDENTS

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

All teachers are expected to be in their classrooms prior to the arrival of students at 8:25am.

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

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

School events that are sponsored by organizations such as the PTO, do not require that the staff supervise students. It is the responsibility of the student's parents to supervise and be responsible for their student(s) during these types of events.

SUSPECTED SEXUAL MISCONDUCT

Sexual conduct by Muddy Creek Charter School employees, contractors¹⁴, agents of the charter school¹⁵, and volunteers¹⁶ will not be tolerated. All Muddy Creek Charter School employees, contractors, agents, and volunteers of the charter school are subject to Board policy, GBNA/JHFF – Reporting Requirements Regarding Suspected Sexual Conduct with Students.

“Sexual conduct,” means verbal or physical conduct; or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are: 1) sexual advances or requests for sexual favors directed toward the student; or 2) of a sexual nature that is directed toward the student or that has the effect of unreasonably interfering with a student's educational performance or of creating an intimidating, hostile, or offensive educational environment. “Sexual conduct” does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent, or volunteer; and for which there is no sexual intent.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from Muddy Creek Charter School that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any Muddy Creek Charter School employee, contractor, agent, or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another Muddy Creek Charter School employee, contractor, agent, or volunteer; or that another Muddy Creek Charter School employee, contractor, agent, or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator for their school building. If the administrator is the alleged perpetrator the report shall be submitted to the Board chair.

¹⁴ “Contractor” means a person providing services to Muddy Creek Charter School under a contract in a manner that requires the person to have direct, unsupervised contact with students.

¹⁵ “Agent” means a person acting as an agent for Muddy Creek Charter School in a manner that requires the person to have direct, unsupervised contact with students.

¹⁶ “Volunteer” means a person acting as a volunteer for Muddy Creek Charter School in a manner that requires the person to have direct, unsupervised contact with students.

When Muddy Creek Charter School receives a report of suspected sexual conduct by a Muddy Creek Charter School employee, and there is reasonable cause to support the report, Muddy Creek Charter School shall place the employee on paid administrative leave¹⁷ and take necessary actions to ensure the student's safety, and initiate an investigation¹⁸. The employee shall remain on leave until Teacher Standards and Practices Commission (TSPC) or ODE determines that the report is substantiated and Muddy Creek Charter School takes appropriate employment action against the employee; or cannot be substantiated or is not a report of sexual conduct, and Muddy Creek Charter School determines either: 1) an employment policy was violated and Muddy Creek Charter School will take appropriate employment action against the employee; or 2) an employment policy has not been violated and an employment action against the employee is not required. If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When Muddy Creek Charter School receives a report of suspected sexual conduct by a contractor, agent, or volunteer of Muddy Creek Charter School, Muddy Creek Charter School shall prohibit the contractor, agent, or volunteer from providing services to Muddy Creek Charter School. If Muddy Creek Charter School determines there is reasonable cause to support the report of suspected sexual conduct, Muddy Creek Charter School shall prohibit the contractor, agent, or volunteer from providing services.

If, following the investigation, Muddy Creek Charter School decides to take an employment action, Muddy Creek Charter School will inform Muddy Creek Charter School employee of the employment action to be taken and provide information regarding the appeal process. The employee may appeal Muddy Creek Charter School's decision through an appeal process.

If the employee decides not to appeal the employment action or if the determination of an appeal is sustained Muddy Creek Charter School shall create a record of the findings of the substantiated report and the employment actions taken by Muddy Creek Charter School will be placed in the records of Muddy Creek Charter School employee maintained by Muddy Creek Charter School. The employee will be notified that this information may be disclosed to a potential employer.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a Board member, Muddy Creek Charter School employee, contractor, agent of Muddy Creek Charter School, or volunteer in good faith, the student will not be disciplined by Muddy Creek Charter School board or any Muddy Creek Charter School employee, contractor, or agent of Muddy Creek Charter School.

Muddy Creek Charter School will provide to employees at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for Muddy Creek Charter School, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and

¹⁷ Muddy Creek Charter School employees cannot be required to use any accrued leave during the imposed paid administrative leave.

¹⁸ An "investigation" means a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the person who initiated the report, the person who may have been subjected to sexual conduct, witnesses, and the person who is the subject of the report; and results in a finding that the report is a substantiated report, cannot be substantiated, or is not a report of sexual conduct. If the subject of the report is a Muddy Creek Charter School employee represented by a contract or a collective bargaining agreement, the investigation must meet any negotiated standards of an employment contract or agreement.

3. A description of the prohibitions imposed on Muddy Creek Charter School employees, contractors, and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2). Senate Bill 155 (2019)

Muddy Creek Charter School will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the administrator will follow up on receipt of a report.

TEACHING ABOUT RELIGION

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

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

TOBACCO-FREE SCHOOL

In order to comply with state law the use, distribution, or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all Muddy Creek Charter School property, in Muddy Creek Charter School-owned buildings and vehicles, and at Muddy Creek Charter School-sponsored events.

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

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

TIMECARDS

Hourly employee time cards are maintained in BambooHR, and are expected to be completed by the 20th of the month. It is the responsibility of the employee to ensure that the times worked are correct and entered into BambooHR. Hourly employees should record and check the accuracy of the hours worked on a daily basis. Salaried employees need only make sure that the Office Manager/Executive Director is informed of sick time, personal days, and professional development.

TUTORING

No private tutoring for which a staff member receives a fee is permitted in Muddy Creek Charter School schools on school time. Muddy Creek Charter School facilities, materials, or equipment may not be used. Muddy Creek Charter School facilities, materials, or equipment may be used under the same conditions as this property is made available to the general public and the authorized use is consistent with ORS Chapter 244.

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

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

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

Any employee, volunteer, or representative of Muddy Creek Charter School operating a Muddy Creek Charter School unmanned aircraft system shall do so in accordance with Board policy, all applicable FAA and ODA regulations, and local laws.

A UAS operated at Oregon School Activities Association (OSAA) sanctioned events will do so in accordance with OSAA policies. https://www.faa.gov/uas/educational_users/

Prior to operating a UAS, the public charter will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (instructor/teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and to be in compliance with current FAA1 regulations. Muddy Creek Charter School staff will not operate more than one UAS at the same time.

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

USE OF PRIVATE VEHICLES

The use of private vehicles for Muddy Creek Charter School business, including the transportation of students, is highly discouraged. Staff members should use Muddy Creek Charter School, sponsoring district vehicles, transportation vendor whenever possible, and schedule activities or other transportation far enough in advance to avoid any use of private vehicles. No staff member may use a private vehicle for Muddy Creek Charter School business without written permission from the administrator. When using any vehicle while on Muddy Creek Charter School business, staff will use seat belts. Failure to do so is grounds for dismissal.

If an employee is required to use their personal vehicle for a school-related purpose they may request a mileage reimbursement through the “Bill Spend&Expense” app which will calculate the mileage rate based on the current IRS-approved schedule.

VOLUNTEERS

Muddy Creek Charter School encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

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

Any individual considered for volunteer service with Muddy Creek Charter School who is allowed to have direct, unsupervised contact with students shall submit to an in-state criminal records check.

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

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

Any electronic communications with students **by a volunteer** for Muddy Creek Charter School will be appropriate and only when directed by the administration. When communicating with students electronically regarding school-related matters, volunteers shall use Muddy Creek Charter School e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by the administration. Texting or electronically communicating with a student through contact information gained as a volunteer for Muddy Creek Charter School is strongly discouraged. Senate Bill 155 (2019)

WEAPONS

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by Muddy Creek Charter School's weapons policy, shall immediately report such violation to an administrator, a designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing, or using a dangerous or deadly weapon, firearm, or destructive device. Parents will be notified of all conduct by their student that violates Muddy Creek Charter School's weapons policy.

Employees shall promptly report all other conduct prohibited by Muddy Creek Charter School's weapons policy to an administrator.

WHISTLEBLOWER

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

1. Discharge, demote, transfer, reassign, or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state, any agency of the state, or political subdivision in the state, or any person authorized to act on behalf of the state, any agency of the state, or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county, or metropolitan service district.

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

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

WORK DAYS & HOURS

Licensed Staff (191 days)

Full-time licensed staff are expected to be on site at Muddy Creek from 8am to 4pm Monday through Friday. All licensed staff will have one 45 minute non-student contact prep time, and one 30 minute lunch break per working day. Flex time is available at the discretion of the Executive Director.

Classified Staff (180 days)

Full-time classified staff are expected to be on site at Muddy Creek from 8am to 4pm Monday through Friday. Full-time classified staff will have two 15 minute non-student contact breaks (one in the first 4

hours of work, one in the second 4 hours of work), and one 30 minute paid lunch break per working day.

Part-time classified staff are expected to be on site at Muddy Creek for their specified work days/hours based on the need and teacher/student schedule. All part-time classified staff will have one 15 minute non-student contact break for every four hours worked. Lunch breaks are un-paid for staff working four hours or less daily.

Flex time is available at the discretion of the Executive Director.

STUDENT OPERATIONAL PROCEDURES

ALL SCHOOL MEETING

All School Meetings take place in our gym on the first Friday of every month at 8:45am. Every class has a dedicated space to sit. Parents are encouraged to attend. It typically lasts until around 9:15am. Student and staff birthdays are celebrated as a whole school at the meetings.

Program

1. **Flag Salute:** Begins with one student who is chosen to start The Pledge of Allegiance. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.
2. **Welcome new students/ visitors;** Students raise their hand, stand up and welcome specific people with a presentation volume voice.
3. **Class Sharing (optional):** Each class typically has two students who stand up and give a report about what is happening in their class.
4. **Birthdays:** Students and staff come to the center of the group for recognition.
5. **Announcements (optional):** By teachers/staff. General information that all need to know.
6. **Teacher approved student announcements (optional):** Students need prior approval from their teacher.
7. **Golden Awards:** Awarded to the classes from PE, Art, Lunch, and Hallways.

School Songs

"Birthday Song"	"We've Been Waiting For You"
------------------------	-------------------------------------

<p>Today's your birthday, we wish you many more.</p> <p>Health and wealth and friends by the score.</p> <p>Cut the cake and let's eat some more.</p> <p>Happy Birthday to you!</p>	<p>We've been waiting for you to come to this place,</p> <p>Waiting for you to come to this place.</p> <p>Wherever you're from,</p> <p>We're glad that you've come.</p> <p>We've been waiting for you to come to this place.</p>
--	--

ASSIGNMENT OF STUDENTS TO CLASSES

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

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

ATTENDANCE

Teachers are required to use the District's Synergy system to take attendance on a daily basis. Attendance should be recorded by 8:45am. If computers or Synergy are unavailable, call the office or send a note with a student as soon as possible.

CLASS INTERRUPTIONS

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

CONTESTS FOR STUDENTS

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

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

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

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

CORPORAL PUNISHMENT

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

A staff member is authorized to employ physical force when, in their professional judgment, the physical force is necessary to prevent a student from harming themselves, others or doing harm to Muddy Creek Charter School property.

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

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

DRUG, ALCOHOL AND TOBACCO PREVENTION

Students have a right to attend school in an environment conducive to learning. Muddy Creek Charter School will not tolerate the possession, sale, or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents, and other dangerous substances, and drug paraphernalia), alcohol or tobacco in the schools, on Muddy Creek Charter School property, on a school bus or while participating in any Muddy Creek Charter School-sponsored activity, whether on Muddy Creek Charter School property or at sites off Muddy Creek Charter School property.

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

Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the administrator. The program includes current basic drug, alcohol, and tobacco information and an explanation of Muddy Creek Charter School drug, alcohol, and tobacco policies, procedures, and programs. The input of staff in planning and implementing Muddy Creek Charter School’s staff development and public information program is

encouraged to ensure a drug, alcohol, and tobacco program that best meets the needs of Muddy Creek Charter School students.

EMERGENCY DRILLS AND INSTRUCTION

1. All teachers are required to provide instruction on fire, earthquake, safety threats, and drills in September.
2. At least one fire drill, which includes routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of the school year.
3. At least two drills on earthquakes and two drills for safety threats will be conducted each year.
4. 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.

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

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

The warning signal for an earthquake alarm/drill is a verbal signal via walkies. In the event of an earthquake, teachers are required to:

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

FEATURE FILMS/VIDEOS

Administrator approval is required prior to showing a feature film or video to students in Muddy Creek Charter School classrooms. Only films or videos rated [G,] [PG,] [PG-13,] [or] [other non-rated media] may be authorized for classroom use.

Requests are to be submitted to the administrator at least five days prior to the proposed showing. Forms are available in the office. The following information should be included:

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

The showing of all feature films or videos with a [G] rating requires prior parent notification from the staff member. Feature films or videos with a [PG,] [PG-13,] [or] [non-rated media] rating must have prior parental consent. Any media materials that are not rated are subject to the approval of the administrator prior to viewing.

Parents should be provided the opportunity to preview a feature film, video, or other non-rated media, whenever possible.

FIELD TRIPS AND SPECIAL EVENTS

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

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

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

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. Any out-of-state travel must be approved by the Board and Executive Director.

FLAG SALUTE

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

GRADING

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

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

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

The grading scale will be used as follows:

N/A- Standard was not assessed during this time period

1- EMERGING- Beginning to show progress/understanding toward end of the year expectations

2- DEVELOPING- Developing and is not meeting end of year expectations

3- PROFICIENT- Meets end of the year grade level expectations

4- EXCEEDS- Exceeds grade level expectations and shows in-depth understanding

Grading will be conducted on a semester basis.

HOMEWORK

There is a growing body of educational research that shows homework isn't really that helpful in elementary school. Teachers should only ask students to do work at home they were unable to complete at school. Examples might include interviewing a family member, finishing up classwork, or counting the number of invisible forces they can find in their homes. The only exception will be reading practice. All ages of students benefit from reading at home and that should be a consistent expectation.

HEALTH EDUCATION

Human sexuality, HIV/AIDS¹⁹, 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. The HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

¹⁹ AIDS – Acquired Immune Deficiency Syndrome; HIV – Human Immunodeficiency Virus; HBV – Hepatitis B Virus

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 12.

MAKE-UP WORK

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

MEDIA ACCESS TO STUDENTS

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

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

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

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

MEDICATIONS

Students may be permitted to take medication at school, at school-sponsored activities, under the supervision of school personnel and in transit to or from school or school-sponsored activities, provided that a medication form has been filled out and turned into the office for filing.

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

Training will provide an overview of applicable provisions of Oregon law, administrative rules, Muddy Creek Charter School policy, and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping, reporting of medication administration, reporting of errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality.

Students in grades K-12 may be permitted to administer medication to themselves without assistance from designated personnel in accordance with the following procedures:

1. A permission form from a parent or guardian (unless the student is allowed to seek medical care without parental consent pursuant to ORS 109.610, 109.640, or 109.675) and written instructions have been submitted for all medication. In the case of prescription medications, permission from the prescriber or other Oregon licensed health care provider is also required and shall include acknowledgement that the student has been instructed in the proper use of the prescribed medication. Such permission may be indicated on the prescription label. Permission from the administrator and a prescriber or a registered nurse practicing in the school setting is also required for all self-administration of medication requests;
2. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated personnel. A permission form and written instructions will be required as provided above;
3. All medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, method of administration, dosage, frequency of administration, and any other special instruction;
 - b. Nonprescription medication must have the student's name affixed to the original container.
4. The student may have in their possession only the amount of medication needed for that school day except for manufacturer's packaging that contains multiple dosage, the student may carry one package;
5. Sharing and/or borrowing of any medication with another student is strictly prohibited.

Permission to self-medicate may be revoked by the administrator if there are any abuses of these procedures. All other students will be administered medication only by designated personnel after receipt of required parent permission forms and written instructions.

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

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

An individualized health care plan will be developed for every student with a known life-threatening allergy and for every student for whom Muddy Creek Charter School has been given proper notice of a diagnoses of adrenal insufficiency. Senate Bill 665 (2019)

NON-SCHOOL-SPONSORED STUDY

Muddy Creek Charter School does not sponsor, endorse, or financially contribute to the variety of non-school-sponsored study and tours/trips/competitions available to students.

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

Staff members are prohibited from using their contact with students to advertise or recruit for summer or other holiday travel activities not sponsored by Muddy Creek Charter School which involve their supervision of students. Staff may not advise parents regarding selection of such trips or tours for their students. Oregon Government Ethics Commission (OGEC) and ORS Chapter 244.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, or disability, or other reasons deemed appropriate by Muddy Creek Charter School, upon the request of the parent.

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

RECESS PROTOCOL

Any staff member assigned to recess duty should bring their walkie and whistle with them. Safety vests are available and optional. Each person on duty will be asked to supervise a specific zone (changing each week), and one person blows their whistle once 5 minutes before recess ends (and students freeze and listen). At the end of recess, that same person blows the whistle twice and students WALK to line up. Inclusion Specialists sweep the area to bring all stragglers to line up.

Teachers: Teachers remind students to wear raincoats/boots/pants when it is raining. Students who are not wearing appropriate rain gear will be asked to sit under the 5th grade covered area. Teachers look outside to verify that an adult is on the blacktop, THEN the teacher releases students for recess. At the end of recess, teachers walk out to their class line, and lead the students back to class.

Students: Students put on or carry their coats (they are not allowed to go back indoors to pick up a coat) and walk across the courtyard to join recess. If a student takes the coat off, the student hangs the coat up on outside hooks (they do not leave it on the ground). If it is raining, they must wear boots in the mud/creek area. Boots are stored outside. Students need permission from the Inclusion Specialist to go inside and use the bathroom. Students freeze and listen at first whistle. Students walk to line up at the second (double) whistle. Students wait quietly in line.

RELIGIOUS INSTRUCTION

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

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

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

RESTRAINT OR SECLUSION

Muddy Creek Charter School has developed a policy and administrative regulation to define the circumstances that must exist and the requirements that must be met prior to, during, and after the use of restraint or seclusion as an intervention with Muddy Creek Charter School students.

If restraint or seclusion continues for more than 30 minutes, school staff will attempt to immediately notify parents or guardians verbally or electronically.

Following an incident involving the use of restraint or seclusion, Muddy Creek Charter School staff will provide parents or guardians of the student the following:

1. Verbal or electronic notice of the incident by the end of the school day when the incident occurred.
2. Written documentation of the incident within 24 hours that provides:
 - a. A description of the restraint or seclusion including:
 - i. The date of the restraint or seclusion;
 - ii. The times the restraint or seclusion began and ended; and
 - iii. The location of the incident.
 - b. A description of the student's activity that prompted the use of the restraint and seclusion;
 - c. The efforts to de-escalate the situation and the alternatives to restraint or seclusion that were attempted;
 - d. The names of staff of the district who administered the restraint or seclusion;
 - e. A description of the training status of the staff of Muddy Creek Charter School who administered the restraint or seclusion, including any information that may need to be provided to the parent or guardian; and
 - f. Timely notification of a debriefing meeting to be held and of the parent's or guardian's right to attend the meeting.
3. If the restraint or seclusion was administered by a person without training, the administrator will ensure written notice is issued to the parent or guardian of the student that includes the lack of training, and the reason why a person without training administered the restraint or seclusion.
4. An administrator will be notified as soon as practical whenever restraint or seclusion has been used.
5. If restraint or seclusion continues for more than 30 minutes the student must be provided with adequate access to bathroom and water every 30 minutes. If restraint or seclusion continues for more than 30 minutes, every 15 minutes after the first 30 minutes, an administrator for the Muddy Creek Charter School must provide written authorization for the continuation of the restraint or seclusion, including providing documentation for the reason the restraint or seclusion must be continued. Whenever restraint or seclusion extends beyond 30 minutes, staff of the district will immediately attempt to verbally or electronically notify a parent or guardian.

6. A Restraint and/or Seclusion Incident Report must be completed and copies provided to those attending the debriefing meeting for review and comment. The completed Restraint and/or Seclusion Incident Report Form shall include the following:
 - a. Name of the student;
 - b. Name of staff member(s) administering the restraint or seclusion;
 - c. Date of the restraint or seclusion and the time the restraint or seclusion began and ended;
 - d. Location of the restraint or seclusion;
 - e. A description of the restraint or seclusion;
 - f. A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - g. A description of the behavior that prompted the use of restraint or seclusion;
 - h. Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted;
 - i. Information documenting parent or guardian contact and notification.
7. A documented debriefing meeting must be held within two school days after the use of restraint or seclusion; staff members involved in the intervention must be included in the meeting. The debriefing team shall include an administrator. Written notes shall be taken and a copy of the written notes shall be provided to the parent or guardian of the student.
8. If serious bodily injury or death of a student occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the Department of Human Services within 24 hours of the incident.
9. If serious bodily injury or death of a staff member occurs in relation to the use of restraint or seclusion, written notification of the incident must be provided to the superintendent within 24 hours of the incident, or to the union representative for the affected person, if applicable.
10. Muddy Creek Charter School will maintain a record of each incident in which injuries or death occurs in relation to the use of restraint or seclusion.

RESUSCITATION/LIFE-SUSTAINING EMERGENCIES

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the jurisdiction and supervision of Muddy Creek Charter School staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained Muddy Creek Charter School staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death.

Examples of life-sustaining emergency care may include efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

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

RETENTION OF STUDENTS

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

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

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file.

SCHOOL TRADITIONS/EVENTS

- Giving Thanks Auction - Fundraising event that includes a pot-luck dinner, cake-walk, BINGO and other family fun activities. This event typically takes place in the fall.
- Jog-A-Thon - PTO sponsored fundraising event. Takes place in the spring.
- Original Works - Art fundraiser that takes student artwork to be placed on items such as coffee mugs, t-shirts and cards.
- Food Drive - Hosted by the kindergarten each fall. School-wide participation to help local food-banks.
- Post Office fun - Kindergarten led - This is a perfect time to teach about letter-writing. An all-school event.
- Egg Drop - School-wide event which takes place towards the end of February or early March.
- Field Day - School-wide event that takes place towards the end of the school year. Each class has a unique flag and is expected to come up with a class chant.
- Marys Peak Hike - School-wide event at the beginning of the year. Families are encouraged to join.
- Craft Day - Takes place prior to the winter break. School-wide event that takes place in the gym. Stations of crafting activities that appeal to all age levels.
- Read-a-Thon - Annual school-wide event where students rotate through classrooms in mixed-aged small groups, listen to a story and then do a craft activity.
- Read-In - Annual school-wide event prior to winter break. Each class rotates to each teacher and listens to seasonal stories and enjoys a themed snack.
- OBOB - 3rd/4th/5th grade students engage in a fun competition among themselves and other Oregon school to see who knows their chapter books best!
<https://www.oregonbattleofthebooks.org/>

STANDARDIZED TESTS

State testing happens around April and goes to about the end of May. 3rd through 5th graders are required to take the tests, math and language arts. 5th graders have to take the science test. Also, K-5 participates in the STARS testing. STARS is a school tool to assess kids in math and reading. MCCS has students take the STARS test in September, January, and April-May. Lastly, the 3rd through 5th

graders have to complete district assessments (work samples) in math, speech, writing, and science. These are done around May.

STUDENT CONDUCT

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

In addition to adopted Board policies governing student conduct, administrative regulations, and school rules specifying student conduct expectations have been established. These regulations apply to actions which occur on Muddy Creek Charter School property; at any Muddy Creek Charter School-sponsored activity regardless of location; or when traveling to or from school or Muddy Creek Charter School-sponsored activities on transportation provided or approved by Muddy Creek Charter 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 document shall be developed and distributed to parents, students, and employees.

Each school shall publish any additional rules specific to the school and distribute it to students and parents. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with Muddy Creek Charter School policies, administrative regulations, and school rules governing student conduct and discipline.

Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents. Classroom rules and consequences are to be submitted to the administrator for review and approval prior to implementation.

STUDENT DISCIPLINE

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

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

Minor Violations

Step 1

With the first offense, the staff member describes the inappropriate behavior, provides an opportunity for the student to be heard, describes appropriate behavior, if necessary, and informs student that subsequent violations will result in a parent contact by the teacher. Document with student's response and signature.

Step 2

With a second offense, the staff member describes the inappropriate behavior, provides the student with an opportunity to be heard, describes appropriate behavior, if necessary, and informs the student that they are not on Step 2.

Contact parents with details and inform parents and student that further violations of the same rule will result in a referral to the office for disciplinary action. Document with student's response and signature.

Step 3

With a third offense, the staff member confronts the student, describes the inappropriate behavior, provides the student with an opportunity to be heard, and if necessary, document with student's response and signature. Submit form to the office for administrative action.

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

Severe Violations

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

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

STUDENT DISMISSAL/CHECK-OUT

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

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

Parents are required to communicate and go-home schedule changes with the MCCS Office Manager prior to 2:30pm on the changed day. The office manager will alert teachers of any changes before dismissal at 3pm.

STUDENT/PARENT HANDBOOK

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

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

STUDENT PERFORMANCES

Teachers are encouraged to arrange for individual student and group public performance when such performance contributes to the educational process and is consistent with Muddy Creek Charter School and course goals.

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from school, and curricular and extracurricular activities sponsored by Muddy Creek Charter School is provided by Muddy Creek Charter School's transportation vendor, Mid-Columbia Bus Company, transportation system in accordance with Muddy Creek Charter School policy.

Designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities with prior administrator approval only. The adult driving the vehicle must be properly licensed, have written permission from the student's guardian, and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by Muddy Creek Charter School. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits.

A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

STUDENT WITHDRAWAL FROM SCHOOL

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

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other Muddy Creek Charter School property including replacement costs, if known. Submit the list to the office.

Muddy Creek Charter School shall notify the resident district of the student's withdrawal.

VISITORS

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

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

SPECIAL PROGRAMS

ASSESSMENT PROGRAMS

Muddy Creek Charter School's assessment program has been developed to meet state requirements and local Muddy Creek Charter School needs.

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

Muddy Creek Charter School's assessment program consists of the following:

1. Criterion-reference assessments, including performance-based assessments, content-based assessments and other valid methods as may be required by state and federal requirements;
2. Assessment of Essential Skills;
3. Individual diagnostic and ability evaluations in all grades when individuals have been referred and parental permission obtained;
4. Assessments by individual teachers;
5. Optional schoolwide and grade level wide assessments as recommended by the administrator and as approved by the Board. Dates for Muddy Creek Charter School and state assessments will be announced by the administrator, as appropriate.

A student may opt-out of the statewide summative assessments as provided by state law. Muddy Creek Charter School shall provide the required notice and necessary forms to the student.

BILINGUAL EDUCATION/ELL PROGRAM

Students whose primary language is a language other than English are provided appropriate assistance [through Muddy Creek Charter School's English as a Second Language Program (ESL) English Language Learners (ELL) until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

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

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

HEALTH-SERVICES PROGRAMS

Muddy Creek Charter School has an established health services program which provides:

1. Pertinent health information on students, as required by Oregon statutes and rules;
2. Health-appraisal services, including screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that is appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by the Oregon Health Authority and the local health department;
6. Assistance for students in taking medication according to established Muddy Creek 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.

Non Emergency invasive physical examinations and screenings not otherwise required or permitted by state law may take place 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.

Muddy Creek Charter School may use the most cost effective means available to meet the above requirements.

HOMEBOUND INSTRUCTION

Homebound instruction is provided to any student whose health or impairment causes them to be absent from school for at least [10] days. A physician's statement substantiating such absence is required in order for Muddy Creek Charter School to authorize homebound instruction.

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

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

HOME TUTORING SERVICES

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

A physician's statement substantiating such absence is required in order for Muddy Creek Charter School to authorize home tutoring.

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

MEAL PROGRAMS

Muddy Creek Charter School participates in the Special Milk program. All students are expected to provide their own packed lunch and snacks. In an emergency, snacks may be available to students from the office.

SPECIAL EDUCATION SERVICES

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

Teachers with questions regarding the referral and placement process should contact a special education staff member. All teachers are expected to work cooperatively with special education staff to modify curriculum, instructional strategies and grading as necessary to meet the needs of a student's IEP.

SST & STUDENT REFERRALS

All services for students begin by filling out a MCCS Care Team Referral form. This google form is available in the Staff Share > CARE TEAM folder on the Google Drive. The completed form will be emailed to the Executive Director who will, in turn, initiate a Care/SST Meeting.

TITLE IA PROGRAMS

In order to help meet the needs of disadvantaged students, Muddy Creek Charter School participates in Title IA federally-funded programs that provide basic skills instructional services for educationally disadvantaged students in grades K-5 and who live in targeted low-income areas. Students identified in need of Title I services are provided instruction on a weekly schedule, as appropriate. Title IA staff will meet with individual teachers regarding scheduled instruction.

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

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