Employee Handbook

2025-2026

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Following are *general procedural guidelines* for teachers and staff members. Please refer to our **Parent/Student Handbook** and **Bandon School District Staff Handbook** for in-depth policies and guidelines.

GENERAL

PUBLIC RELATIONS

All employees of the school district should consider themselves members of a Public Relations Committee. We should always strive for cooperation between school and community by helping the public to understand the goals of the school.

A school system is judged by members of the teaching community. It is important that we show respect for the community in which we are employed and for the District itself, and not violate accepted traditions and customs.

We should refrain from imposing religious and political views upon the pupils, and our personal conduct should be that which would reflect honor upon the community and the profession. Discussion regarding political or religious beliefs should always be in line with the adopted curriculum/scope and sequence and should be presented in a fair and balanced manner. We should avoid intolerance and prejudice in our relationships within the community.

ARRIVAL AND DEPARTURE

Full-time teachers are expected to arrive at school by 8:00 a.m. and remain until 4:00 p.m., unless assigned duties make other provisions necessary and are prearranged with the Principal.

Part-time teachers and classified staff members need to arrive before the beginning of their shift and stay until their shift is over.

Other arrangements may be made with the principal in case it is necessary to leave the middle school early. ***Anytime you plan on leaving campus please sign out in the office.***

USE OF PREP TIME

Prep time is a vital part of your professional day. It provides dedicated time for lesson planning, grading, student support, collaboration with colleagues, and other instructional responsibilities. This time is essential to maintaining high-quality teaching and supporting student success.

As such, prep time must be used for professional purposes only, and all staff are expected to remain on campus during their prep periods. Using prep time to run personal errands is not permitted. If a situation arises where you need to briefly leave campus, please seek prior approval from administration and enter any leave into Frontline/AESOP.

EMPLOYEE ABSENCES

All absences will be tracked and entered via our online system, AESOP.

The system allows you to plan an absence up to 120 days ahead of time. It is appreciated that you enter your absence into AESOP as soon as you know you will be gone in order to allow the system plenty of time to locate a substitute.

If you need to be absent and it is outside of work hours, please enter the absence into AESOP **and** call or text Leslie Wirt @775-303-7306. In case of no answer/reply, call or text Nicole Heim @831-588-5449. This gives us a heads up that we need to begin monitoring the system and begin calling substitutes ourselves.

Personal leave requests must be approved prior to a substitute being assigned to your absence request. All Personal Leave is also subject to the contract language of the bargaining unit and school board policy. (Article 12, Section B3. Except in emergency situations, three days' prior notice will be given to the principal. Acceptable substitutes must be available or leave may not be taken.) Please make notes regarding your personal leave when entering your request into AESOP.

If you need to have an absence extended for any length of time, please notify the office or the principal prior to entering it into AESOP.

PERSONAL LEAVE ON PROFESSIONAL DEVELOPMENT & TEACHER DIRECTED INSERVICE DAYS

Staff are encouraged to avoid using Personal Leave on Professional Development Days or Teacher Directed Inservice Days. These days are essential for collaborative planning, professional learning, and preparing for a strong instructional program. Your presence and participation on these days are highly valued and important to the work we do together.

If an unusual or unavoidable circumstance arises, please reach out in advance to request approval through the Superintendent's office.

COMPENSATORY TIME

Per Article 6D of the BEA contract, "...regular teachers shall substitute for absent teachers only when such substitution is emergency in nature and as such is deemed necessary by the building principal. Should a teacher cover for any absent teacher and thus lose preparation time, that teacher may take compensatory time or receive compensation at the rate of thirty dollars ($30) per hour." All staff choosing to earn compensatory time must maintain accurate records including principal approval using the building provided "comp sheet." Principal signature is required prior to earning and/or using compensatory time and approval will be at principal discretion.

EVALUATIONS

All observations, goal setting, and evaluations will be in accordance with the Bandon School District evaluation policy and documents. All evaluation documents are in the Frontline Professional Growth platform.

EMPLOYEE MAILBOXES / EMAIL / GOOGLE CALENDAR

Each staff member has a mailbox in the office. Please check your mailbox on a daily basis for memos, information, and mail. All incoming telephone messages will be transferred to your voicemail, but other messages may be placed in your mailbox.

Check your email DAILY. Parents should receive a response to email queries within 24 hours.

Check the HLMS Staff Google Calendar DAILY for information regarding planned activities, schedules, etc.

EMPLOYEE DRESS

The district encourages you to use good judgment in the type of clothing worn to your professional work. All employees should be appropriately and professionally dressed for assigned duties, and make an excellent appearance in front of students and parents. Staff members are encouraged to wear school spirit wear on Fridays.

EMPLOYEE MEALS

Employees are encouraged to pay for meals at the office in advance. The cost is $5.00 for lunch and $3.00 for breakfast. Staff will be billed monthly for their meal charges, with bills shared through the building office. Please pay off your meal account each month.

WEEKLY ANNOUNCEMENTS

Weekly announcements will be e-mailed each Monday before school begins. Announcements will be read over the intercom to all students/staff at the start of First Period on Mondays. Teachers wishing items to appear in the announcements should submit them, in writing, to Mrs. McMonagle by 4:00 PM, Friday for the following week.

FIELD TRIPS

All field trips must be planned far enough in advance so that all necessary approvals can be granted in a timely manner. Field trip planning must include notification to the office at least 10 days in advance of the trip, learning goals or objectives related to the field trip, parent permission slips (when appropriate), a schedule of activities, provision for adequate supervision, instruction as to proper behavior, clothing, equipment and safety, departure and return times, and principal's approval. (See the office for our Field Trip Planning form.) For field trips within district boundaries, no parent permission slips are needed, but parent notification is mandatory with a minimum of 5 days advanced notice.

For trips over 50 miles away, plans will be in writing and in the district office by Friday prior to a regular board meeting so that the request is on the agenda and a copy of the plan can be sent to the board members with the agenda. Food services must be notified of the date and how many students will be gone.

Transportation requests must be submitted a minimum of 2 weeks in advance. No field trips to the beaches will be approved during November, December, January and February. *Advance plans must be made for those students not allowed to go or those failing to bring their permission slips.*

MAINTENANCE & REPAIR SERVICES

For all special custodial service or repairs, etc., a descriptive email should be sent to the building secretaries. If the district maintenance department is to perform the task, the office will complete the work order using Operations Hero. This often takes time - please plan in advance whenever possible.

PURCHASES AND GRANTS

You must **get pre-approval for all purchases** for which you would like to be reimbursed. **All reimbursements must be accompanied by an itemized receipt.** You may **only pay using cash/check/debit. NO** credit card transactions can be reimbursed. **No exceptions.**

If you want something purchased, please share the item information (include links if applicable) to **Nicole Heim** and she will make the purchase for you.

If you want to purchase something using your **Site Council funds**, you must fill out the appropriate form ***and wait for the committee's approval***.

Grant Request Forms need to be filled out and signed by your building principal prior to applying for the grant. If the amount requested **is/is over $1500**, you will have to get approval from the district office. Click here for the Grant Request form.

SAFETY & SECURITY

CRISIS RESPONSE TEAM

BSD has a Crisis Response Team including administrators and mental health therapists from each building, district-based department heads, and a member of our police department. This team comes together in the event of an emergency/crisis situation that seriously impacts our school community to determine the best course of action to provide support for our students, families, and staff.

If you believe there has been a crisis that may warrant activating our Crisis Response Team, please contact **BECKY ARMISTEAD at 541-290-8755 or MARIAH McMONAGLE at 541-297-7248**

EMERGENCY DRILLS

State law requires **monthly** fire drills. The evacuation route must be posted in your classroom. Teachers need to orient each class with the procedure so all students will become familiar with the plan. During each fire drill, the teacher needs to shut classroom windows and doors, and lead the class to the designated exit. An orderly formation outside the building should be maintained at all times. Teachers must take their red clipboards with them and attendance must be taken at this time to ensure that all students have exited the building safely.

Earthquake and Safety Threat Drills will take place on a regular basis. Follow building guidelines. Student behavior expectations during Emergency Drills will be communicated and taught in advance.

ON THE JOB INCIDENTS/ACCIDENTS/INJURIES

Accidents/injuries shall be promptly reported and a written report completed immediately by staff. Always secure full details, including names of witnesses, time and place of the accident. This is very important, not only for the welfare of the student/staff member, but also for your own protection.

Fill out the **Employer's First Report of Injury** that you can get from the office. This must be done on the **same day** as the incident (when possible).

If you think you will need to see a **medical professional**, a DIFFERENT form **(SAIF 801 Report)** will need to be filled out and turned in to the secretary **immediately.**

Report unsafe (or potentially unsafe) conditions to the building safety representative and administrator immediately.

HARASSMENT/SEXUAL HARASSMENT

Our goal at HLMS is to provide an environment free of all forms of harassment. Sexual harassment, sexual intimidation, bullying, cyberbullying, general harassment, intimidation, and hazing of any form has a detrimental effect on the lives and/or education of students and employees. Therefore, it is the policy of Bandon School District to maintain learning and working environments free from all types of discrimination including all forms of harassment and intimidation. The complete **Sexual Harassment Policy (GBN/JBA) and Bullying Policy (JFCF/GBNA)** are available for review in the school office and on the **school district web page**. These policies cover all forms of harassment (including with electronic devices).

The Principal or Superintendent will investigate all harassment complaints.

School Board Policies are available at the Bandon School District website at http://www.bandon.k12.or.us/board-policies/

Sexual Harassment Policy: GBN/JBA

Sexual Harassment Complaint Policy: GBN/JBSA-AR(1)

Any concerns are to be brought to the building administrator. If you are not comfortable sharing your concern with your building administrator, the Superintendent is next in the chain of command.

Complaints can be made verbally or in writing. If a verbal complaint is received, I will encourage you to put it into writing and follow our complaint procedure. That said, verbal complaints will be investigated, too!

CHILD ABUSE & NEGLECT - MANDATORY REPORTING

Oregon state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. ALL HLMS staff and faculty are mandatory reporters and are a crucial link in the system to protect Oregon's most vulnerable citizens.

- **Child Welfare Reporting Line: 541-756-5500.**
- We do not investigate, nor do we need a student to verify our beliefs that there are issues before we make a report. If you think there ***may*** be an issue, make the call.
- Reporting responsibility rests with whomever has the knowledge of the issue, but you can always request support and I will sit with you while you make the call to help you through the process. Please contact the office and indicate that you need to schedule time with me to make a DHS call...I will make it fit into my schedule in a timely manner!
- **Every report needs to be documented on a form at the office and signed by the principal.**

SENATE BILL 155

Maintain professional relationships with one another, our families, and our students.

Personal Boundaries— Avoid being alone with any child. Refrain from personal activities such as taking pictures of students for personal use, posting comments on social media, or loaning money to kids.

STUDENT ILLNESS

Refer all cases to the office. **At no time** will a student be allowed to go home without checking out through the office. Do not administer aspirin or any other medication. A school nurse will be consulted if needed. *Students should not be sent to the office for pain relievers, Band-Aids or telephone use during instructional time* ***except in case of emergency***. Whenever possible, please have students remain in class for instruction and come to the office during a transition (passing period) or lunch. Please do not have students call home from your classroom phone. All illness concerns shall be routed through the office/nurse.

KEYS

School fobs are not to be given out or loaned to students under any circumstances. Never leave your fob on your desk, table or any place where it might be taken by anyone during your absence. Do not send students to the office for fobs. Should a teacher borrow a fob from the office, it is to be returned by the **teacher,** not by a student.

ALARM SYSTEM

If an employee enters the 6/7/8 Grade wing when the alarm system is on, they are responsible for resetting the alarm upon leaving the building. The access code is the last 4 digits of your phone number.

LOCKING CLASSROOMS

It is requested that each teacher be conscientious to keep his/her room locked, especially at close of the day. See that all windows are closed and lights out before you lock your room. Teachers using the buildings during the evening are responsible for turning out lights in locker rooms, lavatories, and halls before leaving the building, unless a custodian is on duty. Always lock areas of the building that are not in use.

PERSONAL VALUABLES AND MONEY

As a general rule, teachers are not to collect money in the classroom. Collection of money from students for any reason must take place through the office. Teachers are also cautioned against leaving personal valuables in the classroom. Do not permit students to store valuable items in the classroom. Any student arriving to campus with an item of value and/or a large sum of money may choose to leave it in the office until dismissal.

HAZARDOUS MATERIALS

All materials that may pose a health concern (for example, chemicals for cleaning, chemicals for science experiments, cooking ingredients, etc) must be stored in a lock box and/or secure location. An inventory log including Safety Data Sheets (SDS, formerly known as Material Safety Data Sheets (MSDS)) must be kept up to date and in a secure location that is easily accessible in case of an emergency. HLMS will keep the SDS binders in the HLMS Office. All teachers with potentially hazardous materials are responsible for keeping their information up to date.

CARE AND USE OF SCHOOL PROPERTY

It is the duty of each teacher to assume responsibility for their classroom and adjoining halls. Teachers have a responsibility to see that students show respect for school property in the building and on the playground. Teachers should check desks, tables and chairs regularly to ensure that students are not misusing school property. Any defacement should be reported immediately to the AWC. Good housekeeping is a part of good teaching. Please maintain a pleasant appearance in your classroom, taking care of furniture and equipment at all times. *Please lock your classroom/area of responsibility when you are not there.*

LOST TEXTBOOKS, LIBRARY BOOKS, DESTRUCTION OF SCHOOL PROPERTY

Staff is responsible for keeping accurate records of school property assigned to students such as Chromebooks, textbooks, etc. Students are responsible for all textbooks and/or other school materials issued to them, and all library books they check out. Staff must report any missing or damaged school property/items as soon as they become aware to ensure that we can properly process the damage/loss. Students are responsible for the replacement costs of lost or damaged items and must pay for such items at the office. In all cases, a receipt will be issued. If a lost item is recovered/found, then the student will receive a refund. Good record keeping is critical to this process!

TECHNOLOGY

STAFF SOCIAL MEDIA AND CELL PHONE USE

Teachers and staff members are not to have personal Facebook/Social Media relationships with students, nor are teachers/staff to text individual students (incoming or outgoing) for any reason. Per Bandon School Board Policy GCAB (8/8/2022),

> "Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with a work assignment...Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on-duty time."

To maintain a positive and productive school environment, staff are encouraged to be thoughtful about their use of social media, public websites, and blogs both on and off duty. Actions that cause disruption to the school setting may result in appropriate disciplinary measures, up to and including dismissal.

Please see the Personal Electronic Devices and Social Media - Staff** Policy GCAB for more detailed information about expectations with communication.

TECHNOLOGY REQUESTS

For technology requests contact Adam Wehner @ Operations Hero or Nicole Heim @ nheim@bandon.k12.or.us

TECHNOLOGY PURCHASES

Technology Purchases must be approved by the Tech. Dept/Principal. Please do not install anything on your computer without prior permission from the Tech. Dept.

PRINTERS

Please use the copier as your default printer. Other printers are clearly labeled and should be used sparingly. Color copies may be requested through the office, but are not guaranteed. Color ink is expensive and will be considered part of your classroom supply budget for individual printers in classrooms! **REPLACEMENT INK REQUESTS go to Nicole Heim.**

STUDENT TECHNOLOGY USE

All classrooms need to assign Chromebooks to individual students each period and maintain that assignment for the duration of the semester. (For example, one student per period will be assigned to each particular Chromebook in your room resulting in only 6 students with access to each device daily.)

Device assignment must be completed by 4pm on Friday, September 5th.

We will NOT be allowing access to YouTube by students this year. (Way too many flags in our monitoring system and inappropriate language/images/topics to warrant its use...and I *know* that they find work arounds!) *Teachers are still able to use YouTube for class presentations of instructional materials. Please contact the office to make tech arrangements for instructional YouTube access. This process may take some time so please plan accordingly.*

STUDENT CELL PHONE USE

As mandated by **Governor Tina Kotek's Executive Order 25-09 & updated District Policy JFCEB,** all Oregon school districts must prohibit the use of personal electronic devices during the school day. Harbor Lights Middle School will implement a district-wide ban on student cell phones, smartwatches, and similar devices during school hours to promote student mental health, reduce distractions, and enhance learning outcomes.

Covered Devices -
This policy applies to all personal electronic devices capable of calling, texting, or accessing the Internet independently from school systems, including but not limited to:

- Cell phones
- Smartwatches
- Headphones or earbuds
- Any similar portable electronics

Device storage procedure when student is caught with their phone

1. The student will give their personal electronic device to the teacher. The teacher will then place the student's phone in a Yondr pouch.
2. Students will keep the sealed Yondr pouch on their person throughout the day.
3. Devices will be unlocked at the **end of the school day**, in the main office.

Disciplinary Consequences for Violations

Offense	Consequence
1st Offense	Device secured in Yondr pouch + 1 detention
2nd Offense	Device secured in Yondr pouch + 2 detentions
3rd Offense	Device is secured in Yondr pouch + Half-day in an alternative instructional setting and parent/guardian must pick up the device.
4th Offense	Device is secured in Yondr pouch + Full day in an alternative instructional setting and parent/guardian must pick up the device.
5th Offense	Device is secured in Yondr pouch + Two full days in an alternative instructional setting and parent/guardian must pick up the device.

Replacement Fee for Yondr Pouch Damage

Students/families are responsible for a **$50 fee** if a Yondr pouch is damaged while in the student's possession.

Additional Notes

Noncompliance or refusal to follow instructions related to device storage will be considered defiance and may result in additional disciplinary actions.

For any emergencies or urgent communication needs, messages should be directed to the main office to reach students during the school day.

SUPERVISION

RESPONSIBILITIES OF TEACHERS/STAFF ON DUTY

A teacher should be in a classroom with students at all times. If you need to step out of your classroom for any reason while students are in your classroom, please see that the office is notified for coverage.

Regardless of area of responsibility, it is most imperative that the teacher/aide be on duty at the time designated. Failure to do so leaves the potential for behaviors that are not aligned with our building expectations and/or liability for safety concerns. *School rules apply at all extracurricular activities*. If you know that you will be late for duty assignment, please contact the office as soon as possible to arrange coverage.

Teachers/aides on supervision duty should constantly be moving and scanning and free from distractions. Students will take advantage if they know you are stationed at one particular spot or not fully engaged in your supervision responsibilities. Teachers/aides on duty have the authority to discipline any student for any infraction they observe. Inform students verbally that school rules are in effect at all extracurricular activities. Communicate with the AWC/Behavior Specialist, as appropriate.

Teachers/aides on duty outside should be aware that we do have a "Closed Campus Policy" and that students leaving middle school premises must have signed out at the office.

Teachers/aides on hall duty should at no time allow students to scuffle or roughhouse. When a large group gathers, trouble is probably brewing, and your presence will generally reduce any difficulty.

STUDENTS PASSING TO CLASSES

Teachers should form a habit of standing by their doors when students are passing between classes. This will eliminate much confusion in the hallways and improve the hallway behavior of the students. Threshold greeting (welcoming students at the door) has been found to have a significant impact on students' attitudes towards school and learning.

PLAYGROUND SUPERVISION

During school hours, playgrounds should *never* be unsupervised. While the supervisor cannot be expected to observe all students simultaneously, all supervision staff should move around constantly in order to be aware of what is occurring in all corners of the playground. There must be a playground supervisor on duty. If your students are given free time or a break, you are required to have them supervised. Professional development related to active supervision will be provided to Classified Staff by the Behavior Specialist and upon request by any staff member.

LIBRARY USE

When classes are scheduled in the library, the *teacher* is responsible for the conduct of the students. Additional students may be in the library space during assigned library times for AWC purposes and are not the responsibility of the classroom teacher. Any behavioral concerns from students not in your assigned class should be reported to the Student Support Specialist or Behavior Specialist.

STUDENTS LEAVING THE ROOM

Students leaving the classroom must have a hall pass in their possession at all times. Students who come to the office during instructional time without a hall pass will be sent back to the classroom to obtain one.

STUDENT CONDUCT

DISCIPLINE/STUDENT CONDUCT

PBIS (Positive Behavioral Intervention Support) is our district-wide approach to develop a culture of academic and behavioral success. We have adopted the following three key behavioral rules across the district: **BE SAFE. BE RESPECTFUL. BE RESPONSIBLE.**

At Harbor Lights Middle School, we believe that positive reinforcement of expected behaviors will serve as encouragement for all students. It is our desire to create an educational environment that is safe, fun, and encourages mindfulness in all areas. Research has shown that the implementation of punishment, especially when it is used in the absence of other positive strategies, is often ineffective. Our PBIS approach introduces, models, and reinforces positive social behavior and restorative practices as an integral piece of a student's educational experience.

When infractions do occur, Bandon School District uses a progressive model of discipline. Lower level incidents are handled by the classroom teacher using his or her own classroom management model. This model should include but is not limited to: clearly taught expectations and procedures, interventions for both positive and negative behavior, development of classroom community and teacher-student relationships, and regular parent contact. If you need support with developing your classroom management model, your Principal can assist you.

There are two levels of inappropriate behaviors: Minor and Major. Minor behaviors will be addressed and handled by the teacher in the classroom. Major behaviors will be referred to the AWC to be handled by the Behavior Specialist or Principal. The following table gives examples of minor and major behavior concerns. This is not to be considered an exhaustive list, but rather a guide.

Behavior	Minor (Staff managed)	Major (Office/AWC managed)
Disruptive Behavior	• Tapping • Talking out of turn • Otherwise off-task • Arguing with peer	• Repeated minor infractions • Screaming/yelling • Throwing objects
Defiance, Disrespect, and Non-compliance	• Failure to follow directions in a reasonable amount of time • Refusal to work • Making faces or rolling eyes	• Repeated minor infractions • Blatant insubordination • Explicit gestures or language • Arguing with adult • Cheating/Lying
Inappropriate language	• Whining • Negative talk (this is boring) • Minor name-calling (stupid, ugly) • Foul words (frickin')	• Repeated minor infractions • Explicit swear words • Suggestive language • Bullying/harassing • Aggressive/threatening language
Physical Contact	• Poking • Tripping • Spitting • Light pushing • Play fighting	• Repeated minor infractions • Hitting • Kicking • Shoving • Use of item as weapon
Property Misuse	• Minor vandalism that can be removed, cleaned, or fixed	• Repeated minor infractions • Vandalism unable to be cleaned or fixed by the student
Technology Violation	• Cell phones out in class or on the playground • Off task or unsafe behavior on Chromebooks/devices.	• Repeated minor infractions, accessing off limits areas of the computer.

Minor Infractions

All minor behaviors shall first be managed by the teacher in the learning environment. Chronic minor infractions may result in a major infraction which can be referred through the Alternative Work Center to the Behavior Specialist.

Major Infractions

Students will be referred by school staff to the AWC (Alternative Work Center)/Library for chronic minor rule violations and for major infractions. Minor violations should be first managed in the classroom by the classroom teacher. Staff in the AWC/Library will require the student to complete a Refocus Form. The Refocus Form is reviewed by the AWC Staff before the student is allowed to go back to class or continue with their day. The AWC will retain the Refocus Form. The AWC staff will compile all Refocus Forms for each student.

Teachers and staff will use the AWC Referral form for all major rule violations. The teacher or staff member will refer the student to the AWC. The AWC staff will contact the AWC (Student Support Specialist or Behavior Specialist) to inform them of the situation. The student will remain in AWC until he/she has a meeting with the Behavior Specialist or Principal. The Behavior Specialist or Principal will debrief with the student and assign consequences. Parent notification will be made via email (minor or early chronic behaviors) or via phone (all other major infractions).

When writing a referral, take care to spell the student's name correctly and to provide a clear, factual description of the infraction. Do not use other student names on the referral. Example, "Billy and Johnny were fighting, just Billy was involved in a physical altercation" and then write a separate referral for Johnny.

If a major incident occurs and you need the student removed from your classroom immediately, you may send them to the AWC without a referral. Please notify the AWC with a phone call before sending the student or to let the AWC know they are on their way. If a student refuses to leave class, contact the office immediately and the Behavior Specialist or Principal will come directly to your classroom.

Sending a student to the hallway for an extended period of time is not a discipline option for teachers. Beyond a brief private teacher-student conference in the hall, students are expected to be in class.

ACADEMIC PRACTICES & CLASSROOM EXPECTATIONS

CURRICULUM/INSTRUCTION PLANNING

A monthly scope and sequence of your aligned instruction to CCSS and state-approved content standards will be due to the building administrator the first of each month preceding instruction. Evidence of planning for each day and student learning targets should be readily available for an administrator to see during a walk-through observation. We will use the following accountability supports to ensure compliance with this expectation:

1. Verbal reminder from the Principal and/or Designee (secretary).
2. Written reminder and documentation of expectations via email from the Principal.
3. Formal meeting regarding additional supports needed to meet the expectation with union representation as per your collective bargaining agreement.

HOMEWORK

All homework policies are specific to the teacher and need to be detailed within the class syllabus.

ATTENDANCE

Each teacher will record student attendance in Synergy immediately after the beginning of each class period. Students are never to be sent home from school without the express approval of the office. In all cases, students will check out through the office first. Please be consistent in this area. TIMELY and ACCURATE completion of attendance within the Synergy Student Information System is required within the first 5 minutes of each class period. We will use the following accountability supports to ensure compliance with this expectation:

1. Verbal reminder from the Principal and/or Designee (secretary).
2. Written reminder and documentation of expectations via email from the Principal.
3. Formal meeting regarding additional supports needed to meet the expectation with union representation as per your collective bargaining agreement.

GRADING

Our approach to grading emphasizes equity and student mastery of academic skills. Grades should reflect what students know and are able to do in relation to state standards—not solely factors like on-time assignment submission, participation, or behavior.

In alignment with Oregon state requirements, all grades must be based on evidence gathered from classroom assessments. These assessments should be designed to evaluate students' understanding of academic content and skills. Grades are intended to serve as constructive feedback to students and families, and as a tool for teachers to inform and improve their instructional practices.

By focusing on mastery and evidence-based assessment, we aim to ensure that all students are graded fairly and given meaningful opportunities to demonstrate their learning.

Synergy Gradebook is required to be updated by 8:00am each Monday morning, with a minimum of 2 grades entered in each class weekly (including electives). Participation/effort may be used as one of the weekly marks for core subject areas. Progress reports and report cards will be due according to the district adopted calendar and/or as directed by building administrators. We will use the following accountability supports to ensure compliance with this expectation:

1. Verbal reminder from the Principal and/or Designee (secretary).
2. Written reminder and documentation of expectations via email from the Principal.
3. Formal meeting regarding additional supports needed to meet the expectation with union representation as per your collective bargaining agreement.

TEACHER SYLLABUS REQUIREMENTS:

Teachers are required to create comprehensive syllabi that outline course expectations, grading policies, and learning objectives, and to share this information with both students and parents/guardians.

Syllabus Required: Teachers must create a syllabus for their courses each semester.

Communication with Students and Families: The syllabus needs to be shared with both students and their families.

Course Content: The syllabus typically outlines:

- Course goals and objectives.
- Contact information for the teacher.
- Grading breakdown (percentage of value given to tests, homework, etc.).
- Behavioral expectations.
- Required materials.
- Information about exams and major projects.
- Important due dates.
- The grading scale used.
- A section for parent and student signatures confirming they've read the syllabus.

Alignment with Standards: Learning outcomes should be aligned with the assessments outlined in the syllabus.

Accessibility: Course syllabi for grades 6-12 must be available to students, staff, parents, the district school board, and other interested individuals. *A copy must be turned in to the HLMS Office prior to the end of the first week of each semester.*

Grading System: HLMS/BHS uses a traditional A-F or proficiency-based grading system. Some electives may be graded on a Pass/No Pass scale, as indicated in the course syllabus.

Optional Inclusions: You may include additional information that they deem fit, such as clearer expectations regarding academic misconduct, including potential penalties, specific guidelines for online assignments or group projects, etc.

MOVIES IN THE CLASSROOM

In accordance with Bandon School District Policy IIABB - Use of Feature Films, Videos or Other Media, *teachers must obtain approval from the building principal prior to showing movies in the classroom*. At least 5 days prior to showing a feature film/video in the classroom, teachers must provide the principal (in writing) with the following information (see Office for Approval for Class Movie/Video form):

- Title of movie and brief description;
- Purpose for the showing;
- Match with course objectives;
- Proposed date of showing;
- When and how parents will be notified (so they may grant or deny consent for their child to view the film);
- Alternative plans for students without parent permission to participate;
- Audience rating - Only films rated G, PG or PG-13 may be shown as part of the school program. PG or PG-13 films require parent opt-in permission. Films rated G require parent notification and opt-out permission.

SPECIALIZED SERVICES

COUNSELING SERVICES

Laurie Reis will be serving our HLMS students once again through a partnership with Coos Health and Wellness. Laurie will begin with students previously receiving services and will reach out to teachers directly to identify students who may benefit from mental health services. Families expressing interest in counseling can be directed to the office for more information. Teacher referrals will be managed through the office or counselor's mailbox. ****ALL mental health concerns should go to LAURIE first. Please contact the office for time sensitive needs.****

SPECIAL EDUCATION AND IEPS/504S/BEHAVIOR CONTRACT PLANS

Know your students' plans. They are "law" for the student. Partner with specialists!

IEP Case Managers: Megan Stallard (LRC) and Brook Schwenninger (ALS)

504 Case Manager: Mariah McMonagle

TAG Coordinator: Nicole Kraynik

Attend meetings, even if they happen during your prep time. Follow plans as written. If something is not working, contact the case manager, but continue with the plan until the team reconvenes and makes adjustments. This isn't a suggestion; it's the law.

ALTERNATIVE WORK CENTER (AWC)

MISS TINA will continue her work in the AWC this year, but her space has shifted to include the Library! She is your first line of defense for behavior support and an alternative work space for students. This is **NOT** a holding pen for students presenting a challenge to teachers - pull out the tools from your toolbelt and build relationships that you can use to engage students! **YOU can assign Lunch Detention, just communicate with TINA/MARIAH in advance so lunch can be ordered.**

Data will be collected and used for intervention planning re: behavior and academic needs. We will have periodic behavior team reviews with all staff. **MARIAH McMONAGLE, our Behavior Specialist,** will be our 2nd line of defense for behavior. She will pull me in, when appropriate.

CLOTHES CLOSET

Clothing and shoes donated to HLMS are kept in the "Clothes Closet" in Room 1. If you have a student in need, please send them to the office.

We have shoe donations from Adidas. Rotary generally donates shoes annually. These can be for general use or for "court shoes" required for PE.

PLEASE DO NOT ALLOW STUDENTS IN THE CLOTHES CLOSET WITHOUT A SECRETARY OR MISS TINA! We monitor the clothes/shoes and have resources to supplement our supply when we run low.

PROFESSIONAL DEVELOPMENT

Character Strong: continued focus on Social Emotional Learning and building community

Classified Training: CultivatePD MicroPD guided and asynchronous

CPI Nonviolent Crisis Intervention: Full certification for selected SpEd staff plus verbal interventions for BHS/HLMS Certified

Professional Learning Community: data dives with grade level/content partners, analyzing state and local assessment data