

# **Hines Middle School**



**2025-2026  
Staff Handbook**

*The material covered within this staff handbook communicates to employees regarding general district information, rules, and regulations. It does not replace any Board policy, administrative regulation, or negotiated agreement. Material contained herein does not supersede Board policy, administrative regulation, negotiated agreement, or state or federal law changes.*

*Any information in this staff handbook is occasionally subject to unilateral revision or elimination without notice.*

*If this handbook conflicts, in any way, with the District Staff Handbook, be advised that district policy supersedes the HMS handbook.*

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

## 2025-2026 School Calendar

<b>July 2025</b> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
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<b>Harney County School District #3</b>  <div> <div>Aug 18-22 Staff Workdays</div> <div>Aug 25 - First Day of School</div> <div>Aug 29 - Friday School</div> <div>Sep 1 - No School - Labor Day</div> <div>Sep 4 - No School - County Fair</div> <div>Sep 19 - Teacher Professional Day</div> <div>Oct 10 - Teacher Professional Development Day</div> <div>Oct 13 - Burns Paiute Tribe Recognition Day</div> <div>Oct 16 - Slater No School - Parent Teacher Conferences</div> <div>Oct 17 - Parent Teacher Conferences</div> <div>Oct 24 - Teacher Work/Teacher Grading Day</div> <div>Oct 27 - 2nd Quarter Begins</div> <div>Nov 11 - No School - Veterans Day</div> <div>Nov 14 - Friday School</div> <div>Nov 26-27 - No School - Thanksgiving Break</div> <div>Dec 5 - Friday School</div> <div>Dec 12 - Teacher Professional Development Day</div> <div>Dec 22 - Jan 2 - No School - Christmas Break</div> <div>Jan 16 - Teacher Work/Grading Day</div> <div>Jan 19 - No School - MLK Jr. Day</div> <div>Jan 20 - 3rd Quarter/2nd Semester Begins</div> <div>Jan 23 - Friday School</div> <div>Feb 13 - Teacher Professional Development Day</div> <div>Feb 16 - No School - Presidents' Day</div> <div>Mar 12 - Slater No School - Parent Teacher Conferences</div> <div>Mar 13 - Parent Teacher Conferences</div> <div>Mar 20 - Teacher Work/Grading Day</div> <div>Mar 23-27 - No School - Spring Break</div> <div>Mar 30 - 4th Quarter Begins</div> <div>Apr 10 - Teacher Professional Day</div> <div>May 1 - Teacher Professional Development Day</div> <div>May 25 - No School - Memorial Day</div> <div>Jun 4 - Last day of School - Early Release</div> <div>Jun 5 - Teacher Work/Grading Day</div> </div>																																																							
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# **2025-2026 Bell Schedule**

## **Regular and Scotty Assembly Schedule**

Period 1	7:50-8:42 AM	(52 Minutes)	
Period 2	8:46-9:38 AM	(52 Minutes)	
Period 3	9:42-10:34 AM	(52 Minutes)	
Period 4	10:38-11:30 AM	(52 Minutes)	
Period 5	11:34-12:26 PM	(52 Minutes)	(First Lunch 11:30-12:00 PM)
Period 6	12:04-12:56 PM	(52 Minutes)	(Second Lunch 12:26-12:56 PM)
Period 7	1:00-1:52 PM	(52 Minutes)	
Period 8	1:56-2:48 PM	(52 Minutes)	
Advisory	2:52-3:20 PM	(28 Minutes)	

## **Early Release Schedule**

Period 1	7:50-8:20 AM	(30 Minutes)	
Period 2	8:24-8:54 AM	(30 Minutes)	
Period 3	8:58-9:28 AM	(30 Minutes)	
Period 4	9:32-10:02 AM	(30 Minutes)	
Period 7	10:06-10:36 AM	(30 Minutes)	
Period 8	10:40-11:10 AM	(30 Minutes)	
Advisory	11:14-11:44 AM	(30 Minutes)	
Period 5	11:48-12:18 PM	(30 Minutes)	(First Lunch)
Period 6	12:22-12:52 PM	(30 Minutes)	(Second Lunch)

## **Delayed Start Schedule**

Period 1	9:50-10:23 AM	(33 Minutes)	
Period 2	10:27-11:00 AM	(33 Minutes)	
Period 3	11:04-11:37 AM	(33 Minutes)	
Period 5	11:41-12:14 PM	(33 Minutes)	(First Lunch)
Period 6	12:18-12:51 PM	(33 Minutes)	(Second Lunch)
Period 4	12:55-1:28 PM	(33 Minutes)	
Period 7	1:32-2:05 PM	(33 Minutes)	
Period 8	2:09-2:42 PM	(33 Minutes)	
Advisory	2:46-3:20 PM	(34 Minutes)	

## **Enrichment Schedule**

Period 1	7:50-8:30 AM	(40 Minutes)	
Period 2	8:34-9:14 AM	(40 Minutes)	
Period 3	9:18-9:58 AM	(40 Minutes)	
Period 4	10:02-10:42 AM	(40 Minutes)	
Period 7	10:46-11:26 AM	(40 Minutes)	
Period 5	11:30-12:10 PM	(40 Minutes)	(First Lunch)
Period 6	12:14-12:54 PM	(40 Minutes)	(Second Lunch)
Period 8	12:58-1:38 PM	(40 Minutes)	
Enrichment	1:42-3:20 PM	(98 Minutes)	

## School Staff List

**Hines Middle School**  
**500 West Barnes Avenue**  
**P.O. Box 38**  
**Hines, Oregon 97738**  
**Phone 541-573-6436**  
**Fax 541-573-7255**

### ADMINISTRATION

Son Burns	Principal	<a href="mailto:sonburns@hcsd3.org">sonburns@hcsd3.org</a>	Ext. 382
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### CERTIFIED STAFF

Sarah Ayling	Math II & III	<a href="mailto:sarahayling@hcsd3.org">sarahayling@hcsd3.org</a>	Ext. 312
Wendy Bull	Electives	<a href="mailto:wendybull@hcsd3.org">wendybull@hcsd3.org</a>	Ext. 315/316
Erin Cate	Science I & Electives	<a href="mailto:erincate@hcsd3.org">erincate@hcsd3.org</a>	Ext. 321
Korie Doty	Social Studies II, III	<a href="mailto:koriedoty@hcsd3.org">koriedoty@hcsd3.org</a>	Ext. 311
Sam Ellibee	Band	<a href="mailto:samellibee@hcsd3.org">samellibee@hcsd3.org</a>	Ext. 333
McKenzie Hughes	ELA I, & Elective	<a href="mailto:mckenziehughes@hcsd3.org">mckenziehughes@hcsd3.org</a>	Ext. 326
Luke Jones	Social Studies I & Health	<a href="mailto:lukejones@hcsd3.org">lukejones@hcsd3.org</a>	Ext. 317
Vanessa Komperda	Math I & Electives	<a href="mailto:vanessakomperda@hcsd3.org">vanessakomperda@hcsd3.org</a>	Ext. 310
Ryan Moss	Dean of Students	<a href="mailto:ryanmoss@hcsd3.org">ryanmoss@hcsd3.org</a>	Ext. 325
Abby Nonnenmacher	P.E.	<a href="mailto:abbynnonnenmacher@hcsd3.org">abbynnonnenmacher@hcsd3.org</a>	Ext. 325/385/386
Heather Sell	Special Education	<a href="mailto:heathersell@hcsd3.org">heathersell@hcsd3.org</a>	Ext. 302
Katie Sorenson	Science II & III	<a href="mailto:katiesorenson@hcsd3.org">katiesorenson@hcsd3.org</a>	Ext. 323
Shannon Swindlehurst	ELA II & ELA III	<a href="mailto:shannonswindlehurst@hcsd3.org">shannonswindlehurst@hcsd3.org</a>	Ext. 327
Bryce Tiernan	Electives	<a href="mailto:brycetiernan@hcsd3.org">brycetiernan@hcsd3.org</a>	Ext. 328

### CLASSIFIED STAFF

Wendy D'Angelo	Office Manager	<a href="mailto:wendydangelo@hcsd3.org">wendydangelo@hcsd3.org</a>	Ext. 380
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Gerry Schaff	Custodial	<a href="mailto:gerryschaff@hcsd3.org">gerryschaff@hcsd3.org</a>	Ext. 320

### DISTRICT STAFF

Melinda Christensen	District Librarian Technician	<a href="mailto:melindachristensen@hcsd3.org">melindachristensen@hcsd3.org</a>	Ext. 304
Christa Varlof	District Nurse	<a href="mailto:christavarlof@hcsd3.org">christavarlof@hcsd3.org</a>	Ext. 306
Maggie Young	District Counselor	<a href="mailto:maggiyoung@hcsd3.org">maggiyoung@hcsd3.org</a>	Ext. 303
Meagan Williams	District Librarian	<a href="mailto:meaganwilliams@hcsd3.org">meaganwilliams@hcsd3.org</a>	Ext. 304

## **DISTRICT INFORMATION**

### **ASSOCIATIONS**

The *Burns-Hines Education Association* is the bargaining unit for all licensed staff. Natalie Wassom-Paul is the association president. Hines building representative is Heather Sell.

The *Oregon School Employees Association* is the bargaining unit for all classified staff. The association president is Robin Stoner (BHS).

### **BOARD of DIRECTORS**

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

Douglas Furr, Board Chair  
Randy Fulton, Board Vice Chair  
Joe Wright  
Chad Boyd  
Rachel Beaubien

### **BOARD MEETINGS**

- Held 2<sup>nd</sup> Tuesday of each month @ 6:00 PM. (see board calendar)
- All staff are invited to attend
- Agenda items must be submitted to District Office the Friday before the meeting.

### **COMMUNITY USE OF BUILDING**

- Open to the public for use, with a completed permission form
- Permission forms are available at the school office

## **GENERAL INFORMATION**

### **ABSENCES**

All absences must be entered in the Frontline (Absence Management/Evaluation) online at <https://appfrontlineeducation.com>.

Requests must be made by 6:30 am for the system to contact a sub. Requests after that time must go through the school office manager.

**Absence slips must be completed** in addition to the Frontline program request.  
Paid/Unpaid leaves are provided according to the contract.

Federal Family & Medical Leave Act

*See District Staff Handbook*

### **ACCIDENT/INCIDENT REPORTS**

**All accidents at school or school-sponsored events must be reported to the office within 24 hours, including staff or student accidents.**

Teachers on duty are responsible for all injured students.

If a serious injury occurs or if you suspect a broken bone, ***do not move the student***. Send someone to alert the office.

Any student receiving a head injury should not be moved until someone with a First Aid card has checked them. Please notify the office immediately, and they will send someone.

The office will notify the parent or guardian of the injury and request that the parent or guardian come to examine the child.

All accidents/incidents must have an injury form completed, which will be promptly investigated, and corrective measures implemented as appropriate. Discussions of incidents will be brought to the Safety Committee.

### **ASSEMBLIES**

1. Advisory teachers are expected to teach appropriate assembly behavior.
2. Advisory teachers are expected to sit with their advisory class in the bleachers.
3. Teachers have the authority to remove students who are being disruptive.

**Students who misbehave during assemblies may lose the privilege of attending the next assembly.**

### **ATHLETIC ACTIVITY CODE**

Per the district athletic policy, grades will be checked every three weeks. Students are not allowed to participate in sporting events with a D or an F but may continue to practice in accordance with District Policy.

## **BREAKS (Classified Staff)**

1. Classified staff are to receive a 15-minute break for the first 4 hours and the last 4 hours of work.
2. Classified staff are expected to adhere to this policy, and all deviations require approval by the building principal.

## **CARE/USE OF DISTRICT PROPERTY**

1. Staff is expected to care for all district-owned property
2. Incidents of theft or willful destruction of property should be reported immediately to the building principal
3. Loss of building keys should be reported immediately

## **CASH IN CLASSROOMS**

Money collected by staff due to 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 in classrooms. All fundraising money must be run through the Office.

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

## **CHILD ABUSE REPORTING**

Any staff member who believes a child under 18 has been abused and has reasonable cause or suspicion shall immediately report the abuse to the Department of Human Services or local law enforcement agency. The building principal must also be immediately informed. The staff member will complete the Mandatory Reporting Form and Log.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. The threat of harm;
5. Sexual abuse and sexual exploitation.

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

A staff member who, based on reasonable grounds, reports child abuse report shall have immunity from any liability, civil or criminal that might otherwise be incurred or imposed as provided by law.

## **CLASSROOM SECURITY**

1. LOCK YOUR CLASSROOMS WHEN YOU'RE NOT THERE
2. KEEP YOUR KEYS IN YOUR POSSESSION
3. Turn out lights & shut windows at the end of the day
4. Have students place chairs on desks/tables at the end of the day.
5. Place garbage cans outside the classroom door at the end of the day.
6. Be cautious about having personal items unattended in your room due to the possibility of theft.  
The District is not responsible for lost, stolen, or ruined personal items.



# **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

## **HBV/Bloodborne Pathogens Training and Immunization**

Staff members designated as primary first aid providers or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the district 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 after that 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 ten days of initial assignment to all staff identified by the district as having occupational exposure. Report any occupational exposure to Bloodborne pathogens to the building principal. Following a report of an exposure incident, the district will immediately make available to the exposed staff member a confidential medical evaluation and follow-up.

## **Infection Control Procedures**

The district has established appropriate hygienic and sanitation practices as follows:

1. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV\*, HBV, and/or Blood borne pathogens;
2. Students should be directed to care for their minor bleeding injuries whenever possible. This includes encouraging students to apply their own Band-Aids. If assistance is required, Band-Aids may be used after the removal of gloves if the caregiver will not come into contact with blood or wound drainage;
3. The 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 to 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 a germicidal soap, is necessary;
6. If hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible;

7. Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed 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 allowed to air dry. As the Centers for Disease Control recommends, other disinfectants may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys, or changing tables;
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
9. Contaminated laundry, such as clothing and towels, must be placed and transported in bags and containers in accordance with the district'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 district property must not be picked up by students at any time. Properly trained staff must use appropriate puncture-proof gloves or mechanical devices such as a broom, brush, and dustpan.** Any such items found must be disposed of in closable, puncture-resistant, leak-proof containers that are appropriately labeled or color-coded;
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. The type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing, and disposing of regulated waste with gross contamination;
13. Maximum protection with gloves, face and/or eye protection, and gowns are required whenever splashes, sprays, 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 wound with spurting blood;
14. If a first aid situation occurs, students should report to someone in authority, and staff should report to a supervisor.

\* HIV - Human Immunodeficiency Virus  
 AIDS - Acquired Immune Deficiency Syndrome  
 HBV - Hepatitis B Virus

\*\* Disinfectants that can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine-Sol, Spic and Span, Tackle liquid, Comet, and other products with EPA numbers.

## **COMPLAINTS**

### **Student/Parent Complaints**

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

If the complaint is not informally resolved, staff should advise the complainant that he/she might submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

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

All staff members should familiarize themselves with Board policy, applicable provisions of administrative regulations, and negotiated agreements regarding the handling of complaints.

### **Staff Complaints**

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, staff may initiate formal complaint procedures in accordance with board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

## **CONDUCT (STAFF)**

All staff are expected to conduct themselves according to applicable job descriptions, Board policy, and administrative regulations. Additionally, all licensed staff are expected to adhere to Oregon Educators' Standards for Competent and Ethical Performance as specified in Oregon Administrative Rules.

### **Application of Rules**

The Teacher Standards and Practices Commission, in accordance with Oregon Revised Statutes, adopted Oregon Administrative Rules.

1. Oregon Administrative Rules may be used as criteria by the Teacher Standards and Practices Commission in matters pertaining to the revocation or suspension of licenses issued by the commission under Oregon Revised Statutes or the discipline of any license holder or any person who has held a license at any time within five years before the issuance of the notice of charges under Oregon Revised Statutes.
2. The commission determines whether an educator's performance is ethical or competent, considering all the facts and circumstances surrounding the performance.
3. 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 Oregon Revised Statutes when the investigation report indicates that disciplinary action against the educator is pending at the local district 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.

### **The Competent Educator**

The teacher demonstrates a commitment to:

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

### **Curriculum and Instruction**

The competent educator measures success by each student's progress toward realizing their personal potential as a worthy and influential citizen. A competent educator stimulates the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of goals appropriate for each individual.

### **The competent teacher demonstrates**

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

### **Supervision and Evaluation**

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

### **The competent teacher demonstrates:**

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

### **Management Skills**

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

The competent teacher demonstrates skills in the following:

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

### **Human Relations and Communications**

The competent educator effectively collaborates with students, staff, parents, and patrons. The competent educator is aware of how the community identifies with the school, its needs, and how the school program is designed to meet them. The competent educator can communicate with knowledge, clarity, and judgment about educational matters, the school, and student's requirements.

### **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**

An ethical educator is a person who accepts the requirements of membership in the teaching profession and acts ethically at all times. In doing so, the ethical educator considers the needs of the students, the district, and the profession.

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

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues.

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

1. Apply for, accept, offer, or assign a position of responsibility only based on 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 continuous improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence the judgment in exercising professional duties;
5. You may only use the district's or school's name, property, or resources for non-educational benefit with the 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 keep such information confidential as appropriate.

## **CONFERENCES PARENT-TEACHER**

Planned conferences between teachers and parents are essential to the district's efforts to further understanding between home and school. Conferences will be scheduled twice a year.

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

Teachers or parents may occasionally arrange 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 parents as necessary.

## **CONTRACTS AND COMPENSATION**

Contracts will be issued for all licensed and classified district employees.

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

The Board may enter into agreements that provide a shorter probationary period of not less than one year for teachers who have satisfied the three-year probationary period in another Oregon school district.

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

Suppose the teacher's contract has not been extended for a new two-year term. In that case, the Board, upon the superintendent's recommendation, may elect by written notice to the teacher no later than March 15 of the second year of the teacher's contract not to extend the teacher's contract based on any ground specified in ORS 342.865. A contract teacher whose contract is not extended may appeal the non-extension to the Fair Dismissal Appeals Board.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board, which are consistent with salary schedules and salary placement provisions of negotiated agreements.

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

Staff will be given notice in compliance with the insurance carrier's rules and the current relevant collective bargaining agreement regarding domestic partner benefits.

## **COPYRIGHT**

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

All reproduction of copyrighted material 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 before the reproduction of material in any form.

## **COPY MACHINES**

There are copy machines in the staff lounge upstairs and the office for your use.

If you jam the machine and can't locate the problem, notify the office staff.

## **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

All newly licensed educators and those applying for license renewal are required to undergo a nationwide criminal records check and 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 year.

Additionally, all staff not requiring licensure ***or registration*** as a teacher, administrator, personnel specialist, or school nurse and newly hired into a position having direct, unsupervised contact with students must submit to a nationwide criminal records check and fingerprinting as required by Board policy and law.

The district has determined that individuals hired into the following positions may have such contact:

1. Educational assistants;
2. Library/Media technicians;
3. School office secretaries;
4. Custodians;
5. Cooks;
6. Bus Drivers;
7. Extracurricular activity staff, including
  - a. Coaches/Athletic trainers;
  - b. Club, organization, or other extracurricular advisors not requiring licensure.

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

Fees, as required by the Oregon Department of Education (ODE) for individuals currently employed by the district and not requiring licensure, shall be paid by the district and individual per contractual agreement. The individual shall pay fees for all other individuals subject to such checks and/or fingerprinting, including non-licensed applicants for positions with the district.

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

### **Termination of Employment**

Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status by the superintendent immediately upon the following:

1. Refusal to consent to a criminal records check and/or fingerprinting.
2. Notification by the Superintendent of Public Instruction or designee that the employee has made a false statement as to conviction of a crime prohibiting employment with the district as specified in law.



## Appeals

A non-licensed individual may appeal a determination that prevents their employment or eligibility from contracting with the district to the Oregon Superintendent of Public Instruction. The ODE will in writing notify individuals eligible to appeal as a contested case.

## CURRICULUM

1. Curriculum drives instruction – NOT THE TEXTBOOK
2. Though instruction techniques may vary, teachers are expected to reflect best practices consistent with research on effective instruction.

## DAILY ANNOUNCEMENTS

1. Daily Announcements will be read over the intercom at the beginning of 1<sup>st</sup> period.
2. Students and staff should be quiet and attentive during announcements.
3. Items for the Daily Announcements should be given to the office staff.
4. Staff should check their email at least twice daily, as this is the main avenue for receiving information from the principal. If a response is needed, it will be sent within 24 hours of receiving the emails.
5. Staff will be held accountable for the information in the announcements or via email.

## DISCIPLINE

A well-ordered school environment provides children with the safety and security to feel comfortable. A child dealing with fear, disorder, or inconsistency can seldom concentrate.  
Our school supports three simple rules:

### 1. Be Safe

- a. Students should be supervised at all times
- b. Stand outside your door during student transitions
- c. Arrive at your duty station on time & actively patrol your area
- d. Stop bullying immediately so students feel safe in your presence
- e. Establish a seating chart.

### 2. Be Respectful

- a. Speak respectfully to your students, parents & co-workers
- b. Listen to students who have a concern
- c. Give frequent praise for good behavior & participation
- d. Use light consequences for minor misbehaviors...it takes time & consistency to establish a pattern of expected behavior
- e. Stay calm and don't debate or criticize a student in front of others
- f. Model the behavior you are looking for

### 3. Be Responsible

- a. Establish & teach classroom rules & procedures
- b. Post your procedures/consequences/incentives & send a copy home to parents
- c. Be consistent when enforcing your procedures/rules, etc.
- d. Communicate both positive & negative items with parents
- e. Keep up with correcting & posting of grades so students and parents have current feedback
- f. Have a well-organized room

When communicating with a parent about their child's misbehavior:

- Beat the story home! Call before the child gets home.
- Don't tell the parent, "You have a problem here..." **You** have a problem in your classroom. The parent may not have the same problem with the child or may not want to admit it.
- Tell the parent what happened and how you dealt with the situation. Ask for their support and reinforcement as they speak with their child at home.
- Be sure the parent knows you care about the misbehaving student. Begin by making a positive comment about their child.
- If you spot a child you think will have serious behavior problems early on, cultivate your relationship with the child and parent from the outset. Find things to praise, and then pass on the praise to the home.

***Maintain a Parent Communication notebook with dates, times, and student information, available upon request.***

### **DRESS AND GROOMING (STAFF)**

All employees of Harney County School District #3 are role models for the students, therefore as representatives all employees shall dress professionally and appropriately for their duties and responsibilities.

Teachers and teacher support personnel must project a professional image that sets positive student dress and grooming examples. Such employees will adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing that is disruptive, provocative, revealing, profane, vulgar, or endangers the students' or others' health or safety is prohibited.

However, the principal may designate days when reasonable modifications to this policy may be made. The principal may also determine the appropriate dress to wear when students are absent on work days. All other personnel shall follow the policy on all work days unless directed differently by their supervisor. Physical education teachers and coaches should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.

Appropriate dress is also expected of classified employees, including cafeteria, maintenance, and transportation personnel. This may include wearing uniforms or other apparel their principal or supervisor approved. Vocational teachers must wear OSHA-approved clothing when teaching Career and Technical Education classes.

An employee's dress may not be so unusual, inappropriate, or lacking in cleanliness that it disrupts classroom or learning activities. Examples of attire considered inappropriate for school employees include but are not limited to:

1. Jewelry affixed to an employee's tongue, cheek, lip
2. Clothing or lack of clothing that is provocative, revealing, indecent, vulgar, or obscene
3. Low necklines, bare midriffs, and excessively tight clothing
4. Clothing that promotes alcoholic beverages, tobacco, or the use of controlled substances through words or symbols
5. Clothing that contains profanity, nudity, depicts violence, or is sexual by words or symbols
6. Tank tops or spaghetti strap tops
7. Undergarments are worn as an outer garment or any see-through clothing that reveals an undergarment.
8. Hats, visors, and sunglasses may be worn outside but must be removed inside the workplace.
9. Any item of clothing or jewelry that disrupts the school environment/learning activities or threatens the safety and well-being of students or staff.

Supervisors and school-level administrators are authorized to interpret and enforce this policy. The appropriate supervisor may approve in writing accommodations for employees who, because of a religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this policy for dress or appearance.

### **DRUG-FREE WORKPLACE**

No staff member engaged in work in connection with a direct federal grant or contract of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I – V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

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

Appropriate action will be taken within 30 days of a staff member's criminal drug statute conviction for violating this.

### **EMERGENCY CLOSURE**

Because of severe weather or other emergencies, it may be necessary to close school, delay the start, or dismiss students early. If the emergency is of such a nature that the children cannot be safely transported, they will be kept at school under supervision until the emergency has passed. The phone notification system will announce school closure or delayed school opening due to snow, ice, or other emergencies.

### **EVALUATION OF STAFF**

The district's evaluation program aims to aid teachers in continuing professional growth and determine their performance in terms of teaching responsibilities. The program also provides for the assessment of classified employees and the current performance of their job assignments.

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

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

Licensed probationary staff will be formally evaluated annually. Evaluations will be based on at least two observations and other relevant information developed by the district. All other licensed staff will be evaluated as per the contract.

### **EXCUSING STUDENTS**

The classroom teacher must have the authority to allow students to leave campus during school hours. Students leaving the campus during the school day must check out in the office. It is up to the office staff to determine whether a student may leave school to go home to get forgotten items, etc. When a student leaves your room with a pass, please contact the office if they haven't returned within 10 minutes.

### **FAIR LABOR STANDARDS ACT**

The building principal will set regular working hours for all classified staff. Classified staff may not work before, beyond, or outside their established working hours and may **work overtime with prior administrative approval**.

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

### **FIELD TRIPS**

All field trips must meet content standards and be approved by the principal. Teachers are encouraged to set their field trip days early, as transportation in the spring is difficult. Chaperones must be adults who have passed a district background check and are on the approved volunteer list. The teacher must complete the field trip packet and have it approved by the administration.

## **FIRE / EARTHQUAKE / SAFETY DRILL / BOMB THREAT**

### **FIRE / EARTHQUAKE**

We have three general areas where students gather for fire drills. Students will be in their alphabetical lines, and teachers will have attendance with them along with red slips/green slips.

- Area 1—Those exiting out of the gymnasium, band room, and front doors of the school will line up to the south of the bike lane, in the grassy area next to the fence (not on the blacktop). These classes are Gym, Library, Staff Room, Music, Office, Rm.12, Rm. 21, Rm. 10, Rm. 1, Rm. 6, and Rm. 11.
- Area 2—Those exiting out of the west doors to line up on the playground are: Rm.15, Rm. 16, Rm. 17, Rm. 28, Rm. 29, and Rm. 31.
- Area 3—Those exiting from the east doors to line up on the playground are Rm. 13, Rm. 23, Rm. 25, Rm. 26, Rm. 27, and Rm. 31.

The cafeteria would exit through the back cafeteria door and meet on the playground blacktop.

Straightforward process! Line your kids up in alphabetical order. Take your roll sheet and your Green and Red Cards. Take roll....any missing kids (not absent for the day, but missing) or extra kids...hold up your red card. Someone will come to get the information from you (Office Staff or the Principal). If all is good and no one is missing or extra in your class...hold up the green card.

There will be a minimum of one fire/earthquake drill per month. The first drill will be conducted at an announced time, and subsequent drills will be unannounced.

**Post the designated fire route beside your classroom door (inside the classroom) and ensure students know the correct exit.** Discuss alternative ways in case of an emergency. Teachers should also review exit routes for evacuating the gym, cafeteria, music room, etc.

When the alarm is sounded:

1. Close all windows and turn off lights;
2. Teachers will check the hallway first. Once the hallway is cleared, students will exit;
3. Evacuate the classroom with the teacher leaving the room last;
4. Take your attendance sheet to be able to account for each child;
5. Close the door, but do not lock it.
6. Students exit the school in an orderly fashion. Students and staff are to go to the designated area and wait for the bell to ring, letting you know it's safe to return to the building.
7. Take student roll and immediately report missing students to the administration.

## **SAFETY PROCEDURES**

**Follow the directions on the IN AN EMERGENCY (TAKE ACTION) sheet, often called the Standard Response Protocol. The following are some specific steps we are to take.**

### **Lockdown**

If you are the first to see an (armed) intruder, notify the office at ext. 380, 381, or 382. Identify yourself, your location, and a description of the intruder, or deliver a note to the office with your general location and an intruder alert warning. Send a text message to 541-589-3450, and the Standard Response Protocol will be activated if needed.

**Staff will do the following:**

- **Room 26 teacher will ensure the southeast door is locked.**
- **Designated Paraprofessional will ensure the southwest door is locked.**
- **Office Staff will lock the front door.**
- **Principal will notify Band/Choir and P.E. if they're inside and close all three gym doors.**
- **If P.E. is outside and the threat is outside, they will walk to the Mormon Church with the class.**
- **PE Teacher will take students to the boys' locker room and lock the gate if the threat is inside.**
- **The cafeteria and kitchen doors will remain locked at all times.**

Students in the hallways should be pulled into the nearest classroom, and their teacher will be notified of their location within the first two minutes. If possible, the principal will sweep the hallways. Teachers will take attendance and inform the office of any student unaccounted for after two minutes. Any group leaving the building will leave a contact phone number with the office if it is unsafe for them to return.

If there are further instructions, there will be an announcement or a text message for staff.

The office will notify the custodian and/or another building by radio if further assistance is needed.

Movement from the classroom is allowed once the office notifies you.

Sub plans **MUST** contain a copy of these procedures with your specific duty highlighted.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## **STAFF PHONE TREE**

### **ADMINISTRATION**

Son Burns Ext. 382

### **CERTIFIED STAFF**

Sarah Ayling Ext. 312  
Wendy Bull Ext. 315/316  
Erin Cate Ext. 321  
Korie Doty Ext. 311  
Sam Ellibee Ext. 333  
McKenzie Hughes Ext. 326  
Luke Jones Ext. 317  
Vanessa Komperda Ext. 310  
Ryan Moss Ext. 313  
Abby Nonnenmacher Ext. 325/385/386  
Heather Sell Ext. 302  
Katie Sorenson Ext. 323  
Shannon Swindlehurst Ext. 327  
Bryce Tiernan Ext. 328  
Room 25 Ext. 325

### **CLASSIFIED STAFF**

Wendy D'Angelo Ext. 380  
Kim Palmer Ext. 381  
  
Amber Melhus Ext. 302  
Eric Sawyer Ext. 302  
Karmen Schatz Ext. 302  
Shayleen Schreiber Ext. 302  
Seth Thissell Ext. 302  
  
Aelinn Sasfai Ext. 384  
LeeAnna Smith Ext. 384  
  
Henry Kurkowski Ext. 320  
Gerry Schaff Ext. 320

### **DISTRICT STAFF**

Melinda Christensen Ext. 304  
Christa Varlof Ext. 306  
Maggie Young Ext. 303

## **BOMB THREAT PROCEDURES**

In the event of a bomb threat, the following procedures will be followed:

1. Standard Response Protocol will be active and directions to evacuate the building will be given.
2. Teachers must open doors and windows, pick up their class roster, and walk the students to the Mormon/LDS Church at 600 N. Saginaw.
3. As soon as roll call is taken (can be taken on the TeacherVUE app) and school is canceled, students may be checked out by a parent or guardian.
4. Teachers may leave for the day once all the children have gone home.



## FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. Any activity must have completed the appropriate forms and submitted them to the principal **10 days** before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended to support the school's extracurricular activities program. The principal is responsible for administering student activity funds, and the student body officers and classroom representatives serve as the student government representatives.

**DO NOT KEEP MONEY IN CLASSROOMS!**

## GIFTS AND SOLICITATIONS

Staff members should avoid accepting anything of value offered by another to influence their professional judgment.

Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district.

Organizations must only solicit funds from school staff members, and distribute flyers or other materials related to funding drives through the school with the building principal approval.

## GRADEBOOKS

Be able to prove or justify any grade given to a student every nine weeks.

## GRADING PROCEDURES

In addition to the Grading Policy in the Student Handbook, teachers need to know that they are expected to post new grades each Thursday. Students have until 4:30 PM Monday to turn in any late work from the previous week. The teacher will establish the amount of credit given for late work.

The following grading symbols will be used...

EX: Students are excused from doing the work. It does not affect student scores.

MI: The assignment is missing but can be turned in for either full credit or reduced credit

0: All problems are incorrect but may be corrected and turned in for up to 70%.

Or the assignment is too late to turn in for a grade.

**The goal of this policy is not to let students get 10+ assignments behind. If they see this, it should be a RED FLAG to subject area teachers and advisory teachers, and an informal meeting with the student should occur.**

## GUEST SPEAKERS

1. Prior approval by the building principal is required whenever there is a guest speaker.
2. Guest speakers should represent various approaches or points of view on a given topic to give students a more comprehensive understanding of the issue.
3. 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.
4. Please notify office staff of expected visitors.

## HOMEWORK

Homework is assigned to allow students to practice independently what has been presented in class, improve the learning processes, aid in the mastery of skills, and create and stimulate interest. Whatever the task, the experience is intended to complement the classroom process. **It should not be given as busy work.** If it is assigned, be sure you check or grade it. Keep in mind students have several subjects & teachers and to give an amount that should take less than a half hour. Remember that many students do not have the support at home to accomplish anything, let alone some from every class daily. Homework may be given in limited amounts on Monday nights, if at all.

## ILLNESS/INJURY - STUDENT

If a child becomes ill in your class, send the ill student to the office accompanied by another student. School staff may administer emergency or minor first aid. If the student is too ill to remain in school, the student will be released to the student's parents or another person as directed by the parents on the student's emergency form. Students should not use classroom phones to call their parents.

## JOB SHARING

The district endorses the concept of job sharing. Job sharing is the sharing and occupation of a single staff position by two individuals, with each assignment being half-time. Job-sharing requests are considered on an individual basis and subject to superintendent approval.

## KEYS

Keys are issued to all staff. To protect property, students, and staff and to ensure the building is adequately secured, all staff are expected to follow the following key control procedures:

1. The duplication of keys is prohibited. If you need a certain key, check in the office.
2. Keys are not to be unattended. Avoid leaving them on desks, tables, etc.
3. Do not loan your keys to anyone. Extra keys are kept in the office and may be checked out.
4. Lost or stolen keys must be reported within 24 hours. Three days are allowed to locate or recover the keys before charges are assessed.
5. Once a report of lost keys is made, replacement keys will be made within 5 days.
  - a. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
6. Keys will be checked in at the end of the year and may be checked out when needed.

## LESSON PLANS

1. Should be prepared weekly
2. It should be kept on the desk for easy access for guest teachers/principal
3. Teachers may be asked to submit plans to the principal from time to time
4. Should have objectives, activity & assignments clearly written
5. Up-to-date seating charts & class schedules should be kept with plans

## LICENSE REQUIREMENTS

1. Original teaching license needs to be presented to the District Office before being hired.
2. Renewal information needs to be given to the District Office/principal
3. It's your responsibility to keep your license current

## LUNCH CHARGING

Staff charging for lunches is discouraged. However, if you need to charge for lunch, please pay for it promptly. Staff members who do not pay promptly will have it deducted from their paycheck. Payment is accepted by the lunch ladies or within the MealTime System.

## MATERIAL 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 building principal. The materials and proposed method of distribution will be reviewed, and a decision will be made based on the educational concerns and interests of the district.

## MEETINGS

STAFF MEETINGS – 1st Monday of the month, at 3:30, in a designated room.

Staff meetings are scheduled for the purpose of the organization and professional development.

**All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal** (Classified until 4:00, but staff are encouraged to stay if they wish). Staff are expected to schedule their time accordingly so that it does not conflict with these meetings.

**Keep in mind that some Fridays we have school this year, there are many Fridays scheduled as curriculum days, so you should expect that we will meet on some, and there are a few Fridays for teachers to work in their classrooms.**

## COMMITTEE MEETINGS

Each staff member is expected to be on one or more activity committees to organize the many activities we offer our students at Hines. Each committee will meet to work towards the goals established. Committees will keep all staff abreast of activities during staff meetings or through email.

## PERFORMANCE GOALS

Staff members must have performance goals and forms turned in to the principal by the *designated date*. Classified staff will turn in two (2) written goals, and certified staff will submit three (3) goals using the Frontline program, as well as submitting a hard copy. For your record, you should keep a copy of your stated goals.

## PROGRESS REPORTS

Every three weeks, parents of students with a D or F grade will be notified that their student is having academic difficulties in school. Progress reports are to be turned in to the office on **the Wednesday (12:00 PM) prior to the progress report dates, which will be provided at the onset of the school year and within the school announcements.**

**A final grade of D or F cannot appear on a report card without a Progress Report being sent home at the nine-week progress report mark or at least one week before the end of the grading period.**

## PROFESSIONAL DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities in improving job performance. All requests for professional development must have prior approval from the superintendent.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees, and other such activities. All requests for district payment of college coursework tuition require prior administrative approval. Tuition reimbursement forms are available in the school office.

## **PURCHASING POLICY**

Teachers must have all purchases pre-approved by the building principal. Anyone making purchases on their own will pay for them on their own. The purchasing policy is as follows:

Make sure money is available in the budget category, including shipping;

1. Give the office manager all pertinent information.
2. The office manager enters the requisition into the system, the principal approves it, and then the district office approves it and sends us a purchase order.
3. Purchase orders are then mailed or faxed by the office to the vendor.
4. No purchases can be made until the district office has approved the purchase order.

## **REPORT CARDS (Update)**

Grades are mailed out every nine weeks. Quarter-end dates are as follows:

Quarter 1-	October 23rd
Quarter 2-	January 15th
Quarter 3-	March 19th
Quarter 4-	June 4th

## **RESIGNATION OF STAFF**

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

Where less than 60 days' notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's license for the remainder of the school year. The School Board may consider exceptions due to emergencies or other extenuating circumstances.

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

## **RETIREMENT**

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

## **SAFETY COMMITTEE**

The building safety committee meets monthly and conducts quarterly workplace safety inspections to locate and identify safety and health hazards and recommend corrections as needed.

1. All significant safety-related incidents are investigated to help prevent similar events from recurrence.
2. All potential hazards must be reported immediately to a safety committee member or the office.
3. Exit signs are not to be covered or obstructed with flammable materials.
4. Flammable materials should not be hung overhead or from electrical conduits.
5. Remember that our parking lot is sloped; use parking brakes!

## SEARCHES AND QUESTIONING (see Student Handbook)

### SEXUAL HARASSMENT

Sexual harassment by staff and students is strictly prohibited and shall not be tolerated in the district.

"District" includes district facilities, district premises, and non-district property while a staff member or student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

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

Building principals, the compliance officer, and the superintendent are responsible for investigating 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.

### SPECIAL EDUCATION SERVICES

Whenever appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the disability prevents some educational benefits in the regular classroom or affects the health or safety of the student or others. 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. Classroom teachers are responsible for modifying the curriculum and making accommodations for students on a 504.**

### TALENTED AND GIFTED PROGRAMS

The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted, and students with disabilities. Identifying Talented and Gifted Students will be based on:

1. Behavioral, learning, and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A nationally standardized academic achievement test for assistance in identifying academically talented students or Smarter Balance Assessment Consortium (SBAC).

The identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

#### Appeals

Parents may appeal the identification process services and/or placement of their student in the district's TAG program as follows:

#### Informal Process:

1. The parent(s) will contact the district TAG coordinator/teacher to request reconsideration. The **teacher** will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement or services will be shared;
2. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

**Formal Process:**

1. Parent(s) shall submit a written request to reconsider the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher, and other appropriate administrators shall review the student's file and earlier decisions within 10 working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to review school/district data and present additional evidence;
5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parents shall be notified of the decision in writing, and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) are still dissatisfied, they can appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

**Programs and Services**

The district's TAG program and service options will be developed and based on the student's individual needs.

**Programs and Services Complaints**

Individuals with complaints regarding the appropriateness of programs or services provided for TAG students should complete the TAG Standards Complaint form available through the school office. All complaints will be reported to the superintendent, who will arrange for a review committee to meet within [two school] days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within 10 school days of receiving the original complaint. The superintendent will report the recommendation to the Board, whose decision will be final.

The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or if 90 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the OAR will be provided upon request.

**STAFF/PARENT RELATIONS**

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 parent's responsibility with sole custody to provide the district with any court order that curtails the non-custodial parent's rights.

A non-custodial parent may receive and inspect the school records, including grades and attendance information, pertaining to their student and consult with teachers concerning their student's welfare and education.

*Non-custodial parents will not be granted visitation or telephone access to their students during the school day, and students may not be released to non-custodial parents without the permission of the custodial parent.*

Staff members with questions regarding custodial/non-custodial parent rights with respect to particular students should contact the office.

## SUBSTITUTE TEACHER PROCEDURE

*Ensure the substitute teacher procedure packet remains at school in a designated location.*

### STAFF LOUNGE

Let's ensure this is a pleasant atmosphere where we speak professionally and abide by our confidentiality policy. Please take only those supplies for which you have an immediate need. When you finish an item, return it to its proper place. If you need a supply item, but do not find it in the supply room, contact the office staff. Please remember that plates, napkins, forks, etc., are ***not*** for classroom use.

***Students are not to be in the staff room without office approval.***

### STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The district's transportation system provides transportation for students to and from school and to curricular and extracurricular activities sponsored by the district in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior building principal approval and appropriate forms filled out and filed as the District Office.

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

### TEACHING ABOUT RELIGION

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

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

Though teachers may be permitted to expose students to information concerning religious beliefs, teachers may not advocate for a particular religion or religious belief over another.

### TEACHING DAY

Teacher hours Monday through Thursday will be from 7:30 a.m. to 4:30 p.m. Teachers will work from 7:30 – 3:30 on designated curriculum days. If you will be late for school in the morning or have to leave school during working hours, please contact the building administrator. **When you leave the building at any time other than a lunch hour, please inform the office and check out.** This will enable office staff to respond appropriately to messages and emergency situations.

**Staff is expected to arrive on time each day.** There are times when circumstances may prevent your prompt arrival. However, if a pattern of lateness develops, the building principal will address it.

When a delayed start is called, the staff is to arrive as soon as safely possible but no later than 30 minutes before students arrive.

Teachers must step into the hall and monitor students during all passing times. High teacher visibility is the best deterrent to potential problems.

## TOBACCO AND DRUG USE

To protect the health of students, staff, and the general public, provide a healthy working environment, and promote good student health, tobacco or drug use is prohibited on all district property and in district-owned vehicles.

## YEAR-END CHECKOUT

The office staff will collect all staff keys before issuing final paychecks unless assigned duties require continued access. All staff will complete a checkout procedure provided by the office.

## TELEPHONE CALLS

The school telephone is a business phone. Personal calls will not be transferred to your room during instruction time. If you are expecting a priority call, such as from a doctor, please notify the office so that the call will be transferred. Please limit cell phone use to before and after school, preps, and lunch. Although not required, it is suggested that all staff have cell phones with them at all times for emergency purposes.

If a staff member needs to make a long-distance telephone call, they must:

1. Get approval from the administration;
2. Not make personal long-distance telephone calls without using a credit card.

## VISITORS

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted, and that visitors are appropriately directed to the areas in which they are interested, ***all parents and/or visitors must report to the office upon entering the school property.*** All visitors are required to have an office-issued badge. If you see a visitor on school property without a badge, you are obligated to ask them if they require assistance and verify the reason for their presence. The principal will approve requests to visit as appropriate.

Student visitors are not allowed on the campus or in the classrooms during school hours.



*Be the BEST you!*