Harney County School District #3
190 Hines Blvd
Burns, Oregon 97720

DISTRICT STAFF HANDBOOK 2026-2027

Mission Statement:
Prepare contributing members of society while honoring Harney County's traditions and diverse cultures.

Table of Contents

Introduction 5

District Office 6
Support Services 6
Schools in Our District 7

General Information 8
BOARD OF DIRECTORS 8
BOARD MEETINGS 8
ASSOCIATIONS 8
21ST CENTURY SITE COUNCILS 8
COMMUNITY USE OF BUILDINGS 9
CARE AND USE OF DISTRICT PROPERTY 9

You Should Know...
ATTENDANCE 9
LESSON PLANNING 9
DRESS FOR STAFF 10
EMERGENCY SCHOOL CLOSURE 11
COMPUTER USAGE 11
PHONE USAGE 12
KEYS 12
SAFETY COMMITTEE 12
FALL AND SLIP PROTECTION 12
ACCIDENT REPORTS 13
FIRST AID 13
RESUSCITATION 13
VOLUNTEERS 13
TRANSPORTING STUDENTS 14
FUNDRAISING 14
GIFTS AND SOLICITATIONS 14
FOR YOUR DINING PLEASURE 15
CANDLES AND PORTABLE APPLIANCES 15
SPECIAL EDUCATION SERVICES 15
PARENTAL RIGHTS/SURVEYS 15
PARENTAL RIGHTS - STAFF QUALIFICATIONS 16
PARTICIPATION IN POLITICAL ACTIVITIES 16
STAFF COMPLAINTS 17
STAFF CONDUCT 17

STAFF AND STUDENT BOUNDARIES AND INTERACTION 17
Your Personnel Records 19
LICENSES 19
JOB DESCRIPTIONS 20
EVALUATIONS 20
Professional Development 20
TUITION REIMBURSEMENT PROGRAM 20
PROFESSIONAL DEVELOPMENT REQUEST FORMS 20
CERTIFIED STAFF'S CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS 21
Payroll Office 21
DIRECT DEPOSIT 21
DEDUCTIONS 22
ASSOCIATION DUES 22
EXTRA DUTY CONTRACTS 22
SALARY SCHEDULE ADVANCEMENT 22
Fringe Benefits 22
INSURANCES 22
WORKERS' COMPENSATION INSURANCE 23
RETIREMENT CONTRIBUTIONS 23
PAID LEAVES 23
UNPAID LEAVES 23
FAMILY MEDICAL LEAVE ACT (Federal and State) 23
LEAVE REQUESTS 23
Purchase Orders 24
COMPLETING THE PURCHASE REQUISITION 24
PROCEDURES FOR PROCESSING PURCHASE ORDERS 25
PROCEDURES FOR RECEIVING MERCHANDISE 25
PROCEDURES FOR RETURNING MERCHANDISE 25
Travel Expenses 29
PER DIEM 29
REIMBURSEMENTS 29
Policies and Practices
NONDISCRIMINATION 30
REPORTING WORKPLACE WRONGDOING 30
SAFEOREGON 31
EQUAL EMPLOYMENT OPPORTUNITY 31

FAIR LABOR STANDARDS ACT 31
STAFF ETHICS 31
STUDENT INFORMATION - WHAT'S CONFIDENTIAL - WHAT'S NOT 32
STAFF DIRECTORY INFORMATION 32
EMPLOYMENT VERIFICATION 32
DRUG FREE WORKPLACE 32
TOBACCO FREE WORKPLACE 33
CRIMINAL RECORDS CHECK/FINGERPRINTING 33
WEAPONS 33
HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING 33
SEXUAL HARASSMENT 34
CHILD ABUSE REPORTING 34
CORPORAL PUNISHMENT 34
HEPATITIS B/BLOODBORNE PATHOGENS 35
COMMUNICABLE DISEASES 35
ADMINISTERING NON-INJECTABLE MEDICINE TO STUDENTS 36
EXPRESSION OF MILK/BREAST-FEED IN THE WORKPLACE 36

Employee's Training Acknowledgment Form 37

Introduction

This handbook is an introduction to Harney County School District #3. It should help you become familiar with the policies, rules, procedures, benefits and expectations that apply to your employment.

- **ONE OF YOUR FIRST RESPONSIBILITIES AS AN EMPLOYEE IS TO BECOME FAMILIAR WITH IT.**
- **PLEASE READ THIS HANDBOOK CAREFULLY AND KEEP IT HANDY FOR FUTURE REFERENCE.**
- **PLEASE DIRECT ANY QUESTIONS YOU MAY HAVE TO YOUR SUPERVISOR OR DISTRICT OFFICE.**

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

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

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

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital or parental status and disability if the employee, with or without reasonable accommodation, is able to perform the essential function of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District Office for additional information and/or compliance issues.

Robert Medley
Superintendent of Harney County School District #3

District Office

190 Hines Blvd. in Burns
Business hours are 7:30 a.m. to 4:30 p.m. Monday through Thursday and by appointment only on Friday. Telephone: 541-573-6811; Fax 541-573-7557.

Office staff includes:

Robert Medley, Superintendent
robertmedley@hcsd3.org
541-573-6811 ext. 105

Cara Wilber, Business Manager, Oster's Professional Group:
cwilber@opgcpa.com
541-573-6151

Taci Weil, Student Services Director:
taciweil@hcsd3.org
541-573-6811 ext. 103

Paula Toney, Executive Assistant/Financial Specialist
paulatoney@hcsd3.org
541-573-6811 ext. 101

Kelsi Swingle, Human Resources
kelsiswingle@hcsd3.org
541-573-6811 ext. 100

Support Services

In addition to those services located in the main office, several other departments play a key role in the smooth operation of the district. These include:

Erin Toelle, *Burns High School Principal*

Son Burns, *Hines Middle School Principal*

Steph Lardy, *Henry L. Slater Elementary Principal*

Jim Wagner - *Dean of Students / Athletic Director*

Brandi Fulton, *Monroe/OYA Principal*

Andy Whitehead, *Technology Director*

Wade Peasley, *Supervisor for Transportation, Facilities, & Maintenance*

Channon Rebeiro, *Supervisor for Food Services*

Katie Hanneman, *Speech & Language Pathologist*

Beth Henning, *Speech & Language Pathologist*

Schools in Our District

Just under 700 students, kindergarten through grade 12, attend the three public schools located within the boundaries of Harney County School District #3. Approximately 125 dedicated employees serve the educational needs of the children in our community at the following sites:

Burns High School, Transition Center & Alternative Program ~
Home of the Hilanders, Burns High School houses grades 9-12. This facility is located at 1100 Oregon Avenue, Burns, Oregon. Principal Erin Toelle and Dean of Students/AD Jim Wagner provide leadership for approximately 25 staff members and over 200 students. General office hours are 7:00 am to 4:30 pm Monday through Thursday. You may reach the school office staff at 541-573-2044. **Gracie Stanwyck** is the Office Manager and will be happy to answer any of your questions regarding high school activities and programs.

Hines Middle School ~
Sixth, 7th and 8th grade students attend our middle school, located at 500 W. Barnes Avenue, Hines. Principal Son Burns, along with Ryan Moss, Director of Student Support, provides leadership for approximately 20 staff members and approximately 160 students. General office hours are 7:00 am to 4:30 pm Monday through Thursday. Feel free to contact Office Manager, **Wendy D'Angelo** at 541-573-6436 if you have questions about programs or activities at the middle school.

Henry L. Slater Elementary School ~
Located at 800 N. Fairview Avenue, Burns, houses approximately 320 Kindergarten through fifth grade students. Principal Steph Lardy provides leadership of this facility along with Vice Principal/AVID Coordinator Becca Birch along with 30+ staff members. General office hours are 7:00 am to 4:30 pm Monday through Thursday. Office Manager, **Coleen Allen** can be reached at 541-573-7201 and can assist you with any questions you may have regarding programs or activities at the elementary.

Monroe / Oregon Youth Authority (OYA) ~
Hector Martinez is the principal of our Monroe School, which is housed at the Eastern Oregon Youth Correctional Facility located at 1800 W. Monroe St., Burns. Office Manager, **Michelle Tummonds** can be reached at 541-573-3133 and can assist you if needed.

General Information

BOARD OF DIRECTORS
The five-member Board of Directors is the governing body for the district. A listing of current board members can be found on our website here: hcsd3.org/Board along with times and dates for the 2026-2027 school year board meetings. A copy of the Board Policy Manual is available on the district website at hcsd3.org/Board or policy.osba.org/harney/index.asp You will find references to Board policies throughout this document and we encourage you to familiarize yourself with the rules and regulations governing this district.

BOARD MEETINGS

Regular Board meetings are held on the second Tuesday of each month at 6:00 pm. The Board usually meets in the boardroom at the District Office, 190 Hines Blvd. Agendas are posted in each building and on the district's webpage, listing the items scheduled for discussion or action.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through building supervisors and administrators to the Superintendent in accordance with established lines of authority as approved by the Board. All official Board communication, policies and information of staff interest will be communicated to staff through the Superintendent to local building supervisors and administrators.

ASSOCIATIONS

The Burns-Hines Education Association (BHEA) is the bargaining unit for all licensed staff. Officers for 2026-27 are President - Bridgette Bauer, Vice-President – Sam Ellibee, Secretary – Tori Fenton, Treasurer – Dusty Davis. Slater Elementary building rep - Julee Crawford. Hines Middle School building rep Heather Sell, Burns High School building rep - Shawn Horrell and Monroe School building representative - Mike Ribeiro. Elections are held in September of each year. Email - burns-hineseducation@gmail.com

The Oregon School Employees Association – Harney County Chapter 75 (OSEA) is the bargaining unit for all classified staff. The Association Officers for 2026-27 are President Jennifer Beck, Vice-President – Kelly Land, Treasurer – Jeniffer Beck, and Secretary – Michelle Tummonds. Work Site Organizers - Kelly Land and Gracie Stanwyck. New employees may contact either Michelle or Jennifer for a membership application.

21ST CENTURY SITE COUNCILS

In accordance with the Oregon Educational Act for the 21st Century, Site Councils have been established at each school. Members include parents, community members, certified and classified staff, and administrators who work in a collaborative way to improve instruction and student achievement. Building Site Councils are responsible for the development of professional growth plans for site staff, the improvement of the instructional programs at the school and the development and coordination of the 21st Century School Act at the site. Please see your building administrator for a list of site council members in your building or if you would like to serve on this council.

COMMUNITY USE OF BUILDINGS

Harney County School District #3 schools are open to community groups during the week and weekends for approved use when such use does not interfere with district programs. As classrooms may be scheduled outside regular building hours, all staff members are encouraged to leave their rooms in order and to secure personal items. The district is not responsible for personal items left on district property.

CARE AND USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement. School

district materials and equipment will be used only for school purposes by district personnel on district properties. Exceptions to this policy must be approved by the Superintendent.

You Should Know...

ATTENDANCE

An essential responsibility of all employees is to maintain excellent attendance. Employees are expected to come to work on time and complete their entire shift unless they have specific permission to do otherwise from their supervisor. If you do find that you are unable to report to work for any reason, you must notify your supervisor as soon as possible to ensure appropriate arrangements can be made to cover your absence. Other than unanticipated illness, all leave requests must be **pre-approved**. You must enter your absence in Frontline before 6:30 AM of the day you will be absent. After 6:30 AM or during your shift, you must contact your supervisor directly. Please read the CBA and board policies regarding the details of each particular type of leave available to employees.

LESSON PLANNING

All teachers are expected to plan for success. Each teacher should develop daily plans as well as a long-term plan for each course that addresses what and how the curriculum is going to be taught. Each teacher should include at minimum in their plans any applicable State and National standards or competencies, daily targets/objectives, activities that will help meet the targets, and some form of assessment to determine learning that has taken place. Long-term plans for each class should be turned into the principal before September 15 each year. Daily written plans should be readily available to the principal and substitute teachers. Although there is no set format for daily plans, they should be detailed enough for somebody else to follow and tie directly into their long-term teaching plan for each course. Plans should include targets/objectives that tie into standards, as well as the means for delivery instruction each day.

DRESS FOR STAFF

All employees of Harney County School District #3 serve as role models for the students and as representatives of Harney County Schools. Consistent with these roles, all employees shall dress professionally and appropriately relative to their specific job duties and responsibilities.

Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment.

Teachers and teacher support personnel are expected to project a professional image that sets positive dress and grooming examples for students and 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 which is disruptive, provocative, revealing, profane, vulgar, or which endangers the health or safety of the students or others 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 be worn on workdays when

students are not in attendance. All other personnel shall follow the policy on all workdays 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 and may include the wearing of uniforms or other apparel approved by their principal or supervisor. 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 which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols
5. Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols
6. Tank tops or spaghetti strap tops
7. Undergarments worn as an outer garment or any see-through clothing that reveals an undergarment
8. Hats, visors, sunglasses may be worn outside but must be removed when inside the workplace
9. Any item of clothing or jewelry that creates a disruption of the school environment/learning activities, or that poses a threat to the safety and well-being of students or staff.

Supervisors and school level administrators are authorized to interpret and enforce this policy. Accommodations may be made as approved in writing by the appropriate supervisor for those employees who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular part of this policy for dress or appearance.

EMERGENCY SCHOOL CLOSURE

In case of inclement weather, hazardous, or other emergency conditions, the Superintendent will notify your building principal or supervisor, who will, in turn, begin the building communication system to notify you of any school closure or delay. Decisions concerning any closures or delays of school are usually not made before 6:00 am. Information will be posted on our district website and sent out via ParentSquare.

COMPUTER USAGE

District policies and procedures regarding computer use are covered in Board Policy. Staff may be permitted to use the district's electronic communications system for personal use, in addition to official district business, consistent with Board policy, the general use

prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of district-owned computers including Internet and e-mail access by employees is prohibited during the employee's work hours. Downloading/file sharing of music from the internet that was originally intended for sale is strictly prohibited. Additionally, employee use of district-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

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

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

Failure to abide by these policies and administrative regulations governing use of the District's Electronic Communication System (DECS) may result in the suspension and/or revocation of system access. Staff violations may also result in discipline up to and including dismissal. Fees, fines or other charges may also be imposed. See instructions in this handbook on reporting computer problems. Please read the acceptable use policies carefully.

PHONE USAGE

Phones are available throughout the building for staff convenience. Personal phone calls made during working hours from district phones should be brief, infrequent, and placed before or after school, during breaks, lunch, or at other times when staff is not responsible for supervising students. Using personal cell phones is discouraged during working hours and should only be used during breaks.

KEYS

Security of staff-issued keys is the sole responsibility of the staff member. Do not loan keys to students. Use only school issued padlock keys for small locks. Lost keys are to be immediately reported to your building administrator. Under no circumstances should a staff member request new keys from anyone other than the building administrator. The staff member will be responsible for the cost of rekeying the doors to which he/she has access if keys are lost. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key

control procedures:

1. The duplication of keys is prohibited.
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.
4. Lost or stolen keys must be reported to the building principal or supervisor so that measures may be taken to protect district property.
5. Keys are inventoried at the end of each school year.

SAFETY COMMITTEE

Your building safety committee has been established to help implement the safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff and others while on district property. All potential hazards should be reported immediately to a safety committee member or to the office. The building safety committee meets monthly and conducts regular workplace safety inspections to locate and identify safety and health hazards and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

FALL AND SLIP PROTECTION

All staff members are expected to take precautions in regards to slips and falls by using good common sense. Ladders, not chairs, desks, or other furniture should always be used when attaching items high on walls or ceilings. In the winter when snow or ice is present, sturdy footwear should be worn. For teachers or classified staff who are outside walking on snow or ice during school hours, YakTrax or something that is equivalent must be used. These devices are provided by the district. If you do not have a pair, please contact your supervisor immediately.

ACCIDENT REPORTS

If you are involved in an accident or witness a student accident, you must complete the appropriate Accident Report Form and submit it to your building administrator or supervisor immediately. This includes all accidents occurring on district premises, in school vehicles, at a school sponsored activity or involving staff members who may be elsewhere on school business. Reports must be submitted for property damage as well as personal injury. Please refer to Disability Insurance in the Fringe Benefits section of this handbook for information about workers compensation claims.

FIRST AID

In cases of sudden illness or injury to a student or staff member, first aid will be given by school staff. Each principal is charged with providing for the immediate care of ill or injured persons within his /her area of control.

If, as a result of accident or illness, a student requires medical attention, the following things shall be done:

1. Notify the principal or designated alternative through a third party;
2. Remain with the student until relieved of the responsibility by the principal or designated alternate or parent;
3. The parents or guardians shall be contacted immediately by telephone if at all possible. If the parent has given the name of an alternate to be contacted, this should be the second line of action. Proceed as directions are received for further action;
4. In case the parent or other designated person cannot be reached at once, the student should be kept physically quiet until contact can be made. If there is any question whatsoever in regard to moving the student to the hospital, you should call the ambulance. The student should not be transported home by school employees. Parents should be encouraged to provide transportation home for the student if illness or injury is not severe;
5. If the parent or other designated person cannot be contacted immediately in case of severe illness or injury, and the family doctor cannot be reached or is unknown to school authorities, the ambulance services at 9-1-1 should be enlisted;
6. Every effort shall be made to have complete information in a student's personal record which will include an alternate to be notified and also the name of the family physician.

RESUSCITATION

The district will call [911] whenever resuscitation is needed.
The district staff shall use resuscitation techniques with the objective of restoring life. Such efforts shall continue until trained medical assistance arrives.

VOLUNTEERS

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of our instructional and other programs are valuable assets. All volunteers must be registered with the district ***prior*** to serving our students and must undergo a criminal history background check. Please keep in mind that this process may take two to three weeks so plan accordingly. As an example, parents who volunteer to accompany your class on a field trip must first clear the criminal background check. Your school's office manager maintains a current list of eligible volunteers and the District Office has the Volunteer Application Packets, which must be completed by all volunteers. Applicants who have cleared and are available to serve as a volunteer will be placed on the volunteer list and updates will be sent to each building office once/month. Volunteers who may spend time alone with students, such as overnight trips, *must* be fingerprinted. Details on how are at the district office. (Policy IICC)

TRANSPORTING STUDENTS

Transportation of students is provided by the district's transportation system. Our Transportation Supervisor will make every effort to accommodate your transportation requests. 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's approval**. The parent, employee or other adult driving the vehicle must complete a **Use of Personally Owned Vehicles** form and provide a copy of his or her valid insurance card and driver's license before transporting students. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district. The vehicle must

contain an adequate number of seat restraints, including when applicable, a child safety system for a child four or five years of age or who weighs between 40 and 60 pounds regardless of age, and the driver must require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required.

A student will be allowed to perform district business with his/her own vehicle or a staff member's vehicle. In addition, students so authorized must obtain prior written approval from the superintendent. (Policy EEAE, EEBB)

FUNDRAISING

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

All school-sponsored fundraisers must be approved by the superintendent.

Any activity must have a completed ***Activity Approval Form*** into the principal 10 days prior to activity. Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals and must not interfere or disrupt school. All money raised must be receipted daily and deposited in either school or district accounts in accordance with building procedures. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. (Policies

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as $50 or more from a single source in a single year.

FOR YOUR DINING PLEASURE

Our Meal Time Program requires a debit card code, which will be issued to you at the beginning of the year. You may deposit money into your meal account at any time during regular cafeteria hours. Adult meal prices for the 2026-2027 school year are $4.80 for lunch. Individual servings at ala carte prices are also available. Charges are limited to $14.40. Catering is available for school affiliated functions. Contact Channon Rebeiro, our Food Services Supervisor at Slater for more information or visit the website for any updates: https://www.hcsd3.org/foodservices.

CANDLES AND PORTABLE APPLIANCES

Personal electrical, portable appliances (i.e., coffee pot, toaster, heater, and microwave) are not permitted in classrooms or assigned work areas without prior written approval from the building administrator. Candles and open flames are also prohibited. For liability purposes, a copy of the

approved request must be filed with the building principal.

SPECIAL EDUCATION SERVICES

Students ages kindergarten through 21 living in the district that have been evaluated and found eligible for services or programs for students with disabilities are served by the district's Special Education department. The related services and educational programs provided are designed to meet the needs as specified by the student's Individualized Educational Program (IEP). Whenever appropriate, students with disabilities are educated with students without disabilities. Special placements or separate schooling is provided only when the nature of the disability prevents some educational benefit in the regular classroom or affects the health or safety of the student or others. Placement options are considered by the child's IEP team.

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.

PARENTAL RIGHTS/SURVEYS

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

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

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

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

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

PARENTAL RIGHTS - STAFF QUALIFICATIONS

Under ESSA (Every Student Succeeds Act), parents had the right at any time to inquire into the qualifications of their student's teachers and Paraprofessionals, in terms of licensure, endorsement areas and highly qualified status.

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are required to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. All controversial topics discussed with students shall be approved by the building principal prior to discussion.

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

STAFF COMPLAINTS

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

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations GBM. Negotiated contract procedures will be followed related to complaints against an employee.

STAFF CONDUCT

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

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

STAFF AND STUDENT BOUNDARIES AND INTERACTION

All district staff members maintain the highest professional behavior when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the district.

District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether conduct is inappropriate.

The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship with students to avoid the appearance of impropriety and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

The district supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

Examples of possible inappropriate boundary invasions by staff members include but are not limited to the following:

A. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment;
B. Showing pornography to a student;
C. Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship;
D. Socializing where students are consuming alcohol, drugs or tobacco;
E. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;

F. Sending students on personal errands unrelated to any educational purpose;
G. Banter, allusions, jokes or innuendos of a sexual nature with students;
H. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
I. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names or otherwise in an overly familiar manner;
J. Maintaining personal contact with a student outside of school by phone, e-mail, instant messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business) without including the building administrator/supervisor and parent/guardian;
K. Exchanging personal gifts, cards or letters with an individual student;
L. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
M. Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
N. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom).
O. Soliciting phone, email, text messages or other forms of written or electronic communication to students without building administrator/supervisor and parent permission when the communication is unrelated to school work or other legitimate school business; or
P. Any other conduct that fails to maintain professional staff/student boundaries.

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable, these activities should be pre-approved by the appropriate administrator. If not pre-approved, the staff member must report the occurrence to the appropriate administrator as soon as possible.

A. Being alone with an individual student out of the view of others;
B. Inviting or allowing individual students to visit the staff member's home;
C. Visiting a student's home; or
D. Sending or soliciting email, text messages or other electronic communications to the student, even when the communication relates to school business, except where the parent or guardian and building administrator/supervisor has consented to such communications and receives a copy of the communication and receives a copy of the communication. Staff should use school email addresses, phone numbers, and the parent/guardian phone numbers for communications with students, except in emergency situations.

Your Personnel Records

Your personnel file is kept in the District Office and is considered confidential. It may contain such information as your original application, applicable contracts, job descriptions, evaluations, correspondence, transcripts, and licenses.

Except as provided below, or required by law (ORS 342.143 not exempt), your personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the Superintendent to inspect the contents of his/her personnel file at any time.
2. Others designated in writing by the employee.
3. The district's auditor, when necessary.
4. A board member when specifically authorized by the Board.
5. The Superintendent and members of the District Office staff, as necessary.
6. District administrators and supervisors who currently or prospectively supervise the employee.
7. Attorneys for the district on matters of district business.
8. Upon request from a law enforcement agency, the Department of Human Services or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

All authorized individuals reviewing personnel records will keep the information confidential. No personnel files will be removed from the District Office.

LICENSES

Classified positions may require licenses/certifications. It is the employee's responsibility to maintain a current license/certificate and register it in the District Office. Any employee who allows a required license to lapse or fails to register it may be suspended or terminated.

Certified staff whose teaching license has expired will not be permitted to continue their teaching assignment. Teacher's Standards and Practices Commission recently notified the district that, although Oregon Administrative Rules allows for a 120-day grace period following the expiration of a teacher's license, the license is invalid if an application for renewal has not been received by TSPC prior to the expiration date of the license. Any teacher who fails to submit an application for license renewal before the expiration date of the license must meet qualifications for reinstatement, rather than basic renewal requirements. Therefore, any district certified staff member whom TSPC does not receive an application for license renewal by the expiration date of his/her license may be dismissed. Furthermore, it is the responsibility of certified employees to maintain proper subject area endorsements for their teaching assignment.

JOB DESCRIPTIONS

The job description developed for your position serves to assist you in understanding all the essential functions of the assignment and to assist administrators and supervisors in the evaluation of your performance.

Your building administrator or supervisor will review your job description with you at the beginning of the school year. It is important for you to discuss with him/her any questions you may have regarding your responsibilities as outlined in this document. Once you have signed your job description, it is forwarded to the District Office and becomes part of your permanent personnel file.

EVALUATIONS

The Superintendent and administrative team have developed a comprehensive evaluation process for all district employees. Due to SB 290, our district will compare and align our evaluation process with the legislative requirements. Our five-part process begins with the actual vacancy announcement for your position, the standards developed for the position as listed with the vacancy announcement, the job description, the evaluation procedures, and the evaluation itself. The evaluation process is a positive tool for professional growth. All employees will be evaluated annually or if a contracted teacher may be evaluated every other year. (ORS 342.850)

Professional Development

The Board feels strongly about continued professional growth for all employees. Professional growth experiences may include college courses, workshops and conferences, curriculum day activities and other job related training.

TUITION REIMBURSEMENT PROGRAM

The bargained contract provides tuition reimbursement language for a maximum of 9-quarter hour (or 6 semester) credits of college level coursework to certified employees. Please see the current Collective Bargaining Agreement for specifics in terms of eligibility requirements. **Application for tuition reimbursement must be approved by the Principal AND Superintendent in advance.** Application forms are located in your school office or District Office. Following approval and upon completion of the course work, an itemized bill, receipts for tuition paid and a transcript or grade report indicating a "pass" grade or better must be submitted to the District Office for processing of reimbursement. Please note that the Business Office will not be able to process reimbursements after the end of the fiscal year, so it is important to turn in your receipts and grades in a timely manner.

PROFESSIONAL DEVELOPMENT REQUEST FORMS

Attendance at workshops and conferences must be pre-approved by your building administrator and the Superintendent. Professional Development Request forms, created for this purpose and to track your professional growth as an employee of this district, are available in your school office and must be completed and approved prior to your attendance. These forms also include authorization for district payment of associated fees and travel expenses through reimbursement or per diem. (See the Travel Expenses section of this handbook - page 29)

CERTIFIED STAFF'S CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

It is the teacher's sole responsibility to keep their license current with TSPC (Teachers Standards and Practices Commission). The district subsequently developed a Professional Development Plan to assist staff in meeting those requirements. You will find PDU Guidelines and a PDU form in this packet (Professional Development Units). Your completed PDU form, including evidence of all PDUs, must be submitted to the district office when you renew your teaching certification as part of your documentation of experience. The district office will send a PEER form directly to TSPC on your behalf.

Payroll Office

Payday for employees of Harney County School District #3 is on or before the 21st of each month or as listed on the Pay Date sheet in this handbook. Balance of contract checks for the summer months are distributed on the last working day of the school year. (The Direct Deposit option is not available for the last balance of contract check). Certified employees receive two balance of contract checks upon check out with your supervisor. Certified & Hourly employees receive a final balance of contract (or third check) for the summer months on or before the 21st of June.

Timesheets for hourly wage employees are due in the District Office by the Time Card Due Date listed on the "Payroll Calendar' document posted in any school or district office. It is your responsibility to see that Time Sheets are a true reflection of all time worked and that they are recorded (time posted) at the end of each workweek and submitted to the Office Managers according to the posted due date in order to receive a paycheck on the posted "Pay Date". Time Sheets are available at any school building office.

Custodians do not have annualized paychecks for the year. Custodians will fill out a timesheet and be paid for the hours worked each month of the year. This will not change or affect benefits.

In accordance with the Fair Labor Standards Act, classified staff may <u>not</u> volunteer to work before, beyond, or outside their normal working hours in their regularly assigned positions. Any overtime <u>must be pre-approved</u> by the building administrator or (Food Services or Transportation/Facilities/Maintenance) supervisor.

DIRECT DEPOSIT

The district offers Direct Deposit of your payroll check to the bank or credit union of your choice. If you wish to enroll in this program, please contact the District Office. All new employees have the option to use Direct Deposit for your payroll check. This option is a convenience for the employee and cost savings for the district. (The Direct Deposit option is not available for the last balance of contract check at the end of the school year). As of 7/1/2021, Certified employee's last balance of contract check will be directly deposited versus printed. The Certified and Classified employees will receive two printed balance of contract checks on their last day of work.

DEDUCTIONS

In addition to the deductions required by law, the district offers automatic payments of premiums for approved insurance and disability programs and contributions to Health Savings Accounts. Deductions for TSA's and other annuities are also available. Any changes in your payroll deductions must be submitted to the District Office by the 5th of the month in order to reflect on that month's paycheck.

ASSOCIATION DUES

For employees who choose to join a union, association dues will be deducted from your check, in accordance with your Collective Bargaining Agreement beginning in October of each year. Please see your building association representative if you have questions regarding this

deduction.

EXTRA DUTY CONTRACTS
Employees who have been hired to fill extra duty positions may choose a payment option of a monthly sum or a lump sum at the end of the contract period. Coaches may elect to receive payment in equal installments over the course of the season or in a lump sum at the end of the season. Employees filling hourly paid extra duty contracts must submit a timesheet to the district office according to the timesheet due date (generally on the 5th of the month) in order to receive payment in that current pay option. With any option, the last payment will be held until your checkout procedure has been completed.

SALARY SCHEDULE ADVANCEMENT
For certified staff, advancement on the salary schedule is based on post degree credits earned and years of service. Salary schedules for both certified and classified staff are in the appendix of your Collective Bargaining Agreement.

Fringe Benefits

Harney County School District offers a comprehensive benefit package to its employees. Contact the district office for help with your questions. Additional information can also be found in your Collective Bargaining Agreement.

INSURANCES
In addition to your medical, dental and vision coverage, the district offers an optional 24-hour accident and dismemberment policy and cancer insurance. You should have received information about these policies during the new employee's orientation. If not, please contact the district office.

For 26-27, the Open Enrollment period is August 15 – September 1st. Insurance coverage is October 1 – September 30 of each year. This is an important time to make changes in your coverage due to marriage or births that occur over the summer. However, for changes to become effective at the beginning of the current year's coverage period, you will need to submit the change order to the District Office before the September payroll is cut. During the regular school year, there is a 31-day time limit for change of status. If you fail to make changes within the 31-day time limit, you must wait until the next Open Enrollment period.

WORKERS' COMPENSATION INSURANCE
All employees are covered by the district's Workers' Compensation Insurance. Work related injuries or illnesses must be reported at once to your building principal or supervisor and a written report must be submitted to the Superintendent's office within 24 hours.

RETIREMENT CONTRIBUTIONS
Harney County School District #3 is a member of the Public Employees Retirement System (PERS). The district pays the employer portion and the employee's required contribution is

deducted for staff who work at least 600 hours in a calendar year and are not already retired from PERS. This amount will show on your pay stub under the benefits section.

PAID LEAVES
All certified staff receive sick leave hours to be used when they are unable to attend work because of an illness. Classified employees working nine months or more receive 80-96 hours sick leave depending on the number of months worked. In addition to sick leave, employees receive personal leave and bereavement leave each year. You may also qualify for jury leave, National Guard/Reserve leave, sabbatical leave, professional leave, or witness leave. Please see your Collective Bargaining Agreement for a full explanation of these benefits.

UNPAID LEAVES
All time "Without Pay/Dock Time" **must be pre-approved** by the Superintendent. If you find yourself in a situation that requires you to take uncovered leave, you must submit a leave request form and a letter of explanation in advance. Your request may or may not be approved, depending on the specific situation. However, it is extremely unusual for dock days to be approved. If the situation is a known event and you have not reserved paid leave time the dock time generally is not approved. Benefits may be reduced at a prorated amount for unpaid leave taken: See CBA's for details.

FAMILY MEDICAL LEAVE ACT (Federal and State)
Staff members may also be eligible for FMLA/OFLA, in accordance with federal and state eligibility requirements. Although unpaid unless covered by accumulated sick leave, this program protects your employment while you are gone and your insurance premiums are covered by the district. A FMLA/OFLA request form must be submitted for an absence of more than five calendar days.

LEAVE REQUESTS
Leave Request & Employee Absence Form must be filled out and approved in advance for time away from scheduled workdays. Final authorization of all leave, with the exception of accumulated sick leave, is contingent on the Superintendent's approval. Forms are available in your school office. Following approval log into Frontline and post the approved absence.

Purchase Orders

When you need to purchase or preview items for your classroom or department, need to pay a registration fee for an approved workshop or conference, or pay for lodging, you must submit a district Purchase Requisition in advance. Your Office Manager may help you with this process. Please keep in mind that monies, which appear in the adopted budget, are not automatically approved for expenditure. A budget is a planning document - priorities may change or anticipated funds may not be available.

Please follow these guidelines when making purchases for Harney County School District #3.

- Purchase Requisitions must be submitted through your school office for approval by the building principal who is responsible for site budgets, and then the District Office for approval by the Business Manager **and** Superintendent, **before** an order is placed. This

electronic process flows from one authorized approver to another. Plan your purchases in advance, some delays may occur due to schedule conflicts with the required approvers.

- Telephone or online orders must also be pre-approved by your supervisor and the Superintendent before an order is called in or ordered online. Be sure and use the Purchase Order number.

- Dollar amounts on purchase requisitions are meant to be close approximations (over amounts will be adjusted upon payment) and should include shipping and/or handling charges. If unknown, an estimate of 15% of the total purchased is the standard shipping and handling charges.

COMPLETING THE PURCHASE REQUISITION

Some important reminders when completing the request are:

- "Vendor Address" should be included.

- Product number, current price and total cost need to be listed on the Purchase Requisition.

- Purchase Requisitions (P.R.) and or reimbursements for workshops and/or lodging reservations need to include who is attending, the name of the workshop/conference, location of the event, and dates attending. Registration forms, plus Professional Development Request forms need to be submitted before you submit the P.R. to your building administrator for approval.

- Please list any special instructions for the business office, (i.e. "emergency order", "to be picked-up", "call when P.R. ready", "needed by", "please fax") clearly with the P. R. This information will help process your order in a timely manner.

- A Purchase Order is created and sent to the vendor.

- Please try to plan; it does take some time for a P.R. to get through the steps outlined above. The business office will make every effort to process your P. R. within 24 working hours after received.

PROCEDURES FOR PROCESSING PURCHASE ORDERS

- Complete Purchase Requisition.

- P.R. electronically transferred for approval consideration by administrator or supervisor.

- P.R. electronically forwarded to the District Office for final approval, verification and processing. P. Rs. that are incomplete or do not have adequate funds in the account will be returned to the building administrator.

- Business Manager or Superintendent approves/denies purchasing requisitions. Purchase

Requisitions denied by the Business Manager or Superintendent will be returned electronically to the building administrator.

- Distribution of processed Purchase Order:
    - Original P.O. sent to vendor;
    - Amount electronically deducted from the account code line item and shows in building accounting records when payment has been made.

PROCEDURES FOR RECEIVING MERCHANDISE

Your administrator has designated someone within your building to act as receiving agent for all incoming merchandise. Once you have received your order, please follow these procedures:

- Verify the packing slip against the package contents.
- Sign and date the packing slip.
- Complete "Receiving Copy" (See sample in Appendix A). Sign/date and note if all items have been received. Attach the packing slip and send it to the District Office.
- Forward signed and dated packing slip to the Accounts Payable Clerk in the District Office.
- If partial shipment is received, check off items received on the packing slip, sign and date and forward to the District Office. Please do not wait for the remainder of the shipment before sending documents to the business office.

PROCEDURES FOR RETURNING MERCHANDISE

If you need to return an item you have ordered, it is very important that you notify your building administrator or supervisor immediately so that he/she can notify the accounts payable clerk to stop payment.

Infinite Visions Entering a Requisition

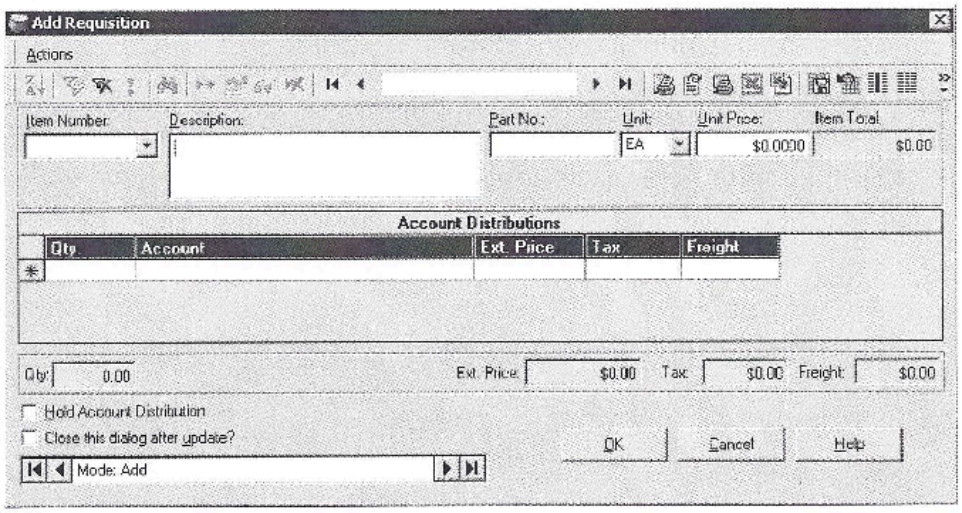
Purchasing and Payables, expand the Purchasing Menu, and double click on the Control Panel.

Select to add a new requisition.

Using the Vendor drop down list, select the Vendor.

Using the Requester drop down list, select the person requesting the Requisition.

Select . The system will display the following screen.



Input the description of the item being ordered.

Select <Tab>. Input the Part No (Catalog Number) if it is available.

Empowering people who serve the public™ tyler technologies

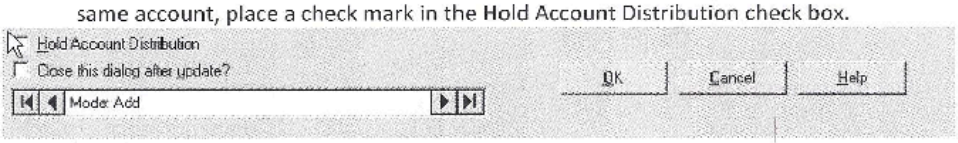
Select <Tab>. Input the Unit.

Select <Tab>. Input the Unit Price. This would be the price per Unit.

Select <Tab> twice. Input the Qty of the item being ordered.

Select <Tab>. Input the Account Number the item will be expensed out of.

- Note: To view the description of the available accounts, select from the Account field.
- Note: If this is the first of many items being entered that will be expensed out of the same account, place a check mark in the Hold Account Distribution check box.



Select OK. The Description, Unit and Unit Price field will clear and your record will be saved if there is enough budget money available for the item.

Repeat above steps for all items being ordered on this requisition.

When finished entering items for the requisition, select Cancel.

The system will display the entire requisition. Select OK. All items, vendor information will clear from the screen and the requisition will be saved.

Repeat above steps for all requisitions that need to be entered at this time.

When finished entering Requisitions select Cancel to close the Requisition screen and return to the Control Panel.

Approving the Requisition

Once the requisition has been entered, it must first be approved in order to begin on its way through the approval process.

Close the Control Panel – going to File – Close.

Double Click on Requisition Approval to open that screen.

All unapproved requisitions will appear on the screen.

Place a check mark in the process field for all requisitions to be approved.

- Note: To select all requisitions at once – use the Actions Menu – Select All.

Using the Actions Menu, select Approve Requisition. The system will display a message asking if you are sure you want to approve the selected requisition(s). Select OK.

Travel Expenses

The district will pay normal travel expenses to professional meetings related to your job and for district required travel. There are two standard methods of payment of your travel expenses.

PER DIEM

The Professional Development Request form, discussed on page 19 of this Handbook, includes a section for requesting per diem for meals, mileage and lodging. Employees are expected to seek the Standard government rate for lodging whenever possible. The district follows the current IRS mileage rate for reimbursement. Meal allowances are - $14.00 for breakfast, $15.00 for lunch and $25.00 for dinner.* Per diem requests must be received in the Business Office at least a week prior to the workshop registration deadline for advance payment of per diem. *(Mileage rates and dollar amounts may be subject to change based on negotiations and the state reimbursements rates).

REIMBURSEMENTS

Reimbursement forms are used to reimburse staff members for pre-approved out-of-pocket expenditures. Reimbursement forms are submitted after the expense is incurred. Possible reimbursements may include meals, mileage, lodging, miscellaneous travel expenses, or workshop registration fees. Keep in mind most of these expenses should be confirmed in advance by a Purchase Requisition, for example your workshop registration fees, lodging and meals are normally provided by per diem.

Please follow these simple procedures when submitting a reimbursement request:

- Complete the Reimbursement Form, available in your school office.
- Attach itemized receipts, which include the name of proprietor, date and amount. Alcoholic beverages are not reimbursable. Copies of cancelled checks are not acceptable.
- Attach workshop agenda, if applicable.
- Boarding passes for air travel must be included.
- Mileage and meal reimbursements are paid according to your Collective Bargaining Agreement. As of the time of this writing, mileage reimbursement is 67¢ per mile (subject to periodic adjustments).
- Meal reimbursement will not be provided when hotels provide breakfast and when they are provided by a conference attended. Generally, depending on departure and arrival time the first day of breakfast or dinner on the day of return will not be reimbursed, subject to a case-by-case basis.
- Submit completed Reimbursement Form to your building administrator for pre-approval and signature.
- Forward to the District Office for processing.

Reimbursements are processed for payment about every two weeks. Call the District Office if you need to make special arrangements for payment.

Reimbursement for in-district travel will be paid on a monthly basis. For reimbursement, the mileage reimbursement form must be submitted to the district office each month.

Policies and Practices

NONDISCRIMINATION

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, individual's perceived or actual race , color, religion, sex, sexual orientation , national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.
The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972 and other civil rights or discrimination issues, notify students, parents, and staff with their names, office addresses, and phone numbers. The Board will adopt and the district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed state or federal law.

REPORTING WORKPLACE WRONGDOING

If you have questions, problems, or complaints regarding workplace wrongdoing, you must report it to your supervisor immediately. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to your building principal. If neither of these alternatives is satisfactory to you, you can direct your questions, problems, complaints or reports to the school district Superintendent at 541-573-6811. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

SAFEOREGON

The goal of SafeOregon is to prevent school safety threats from occurring by providing schools and communities with a relevant tool for reporting potential threats. Tips can be submitted in a variety of ways, including email, phone calls, text, a mobile app and the web portal. All tips go immediately to a tip line technician 24-7. Tips are promptly analyzed and forwarded to designated personnel who can provide further assistance in resolving reported incidents. SafeOregon gives kids, parents, schools and their communities a way to report safety threats or potential acts of violence.

Website:	https://www.safeoregon.com/
Call:	844-472-3367
Text:	844-472-3367
Email:	tip@safeoregon.com

EQUAL EMPLOYMENT OPPORTUNITY

Harney County School District #3 is an equal employment opportunity employer and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position. (Policy GBA)

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the building principal or supervisor. Classified staff are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from the administration. All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and the collective bargaining agreement. Overtime is defined as time spent working over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday. If funds are available and with Superintendent prior approval, overtime will be compensated at not less than one and one-half times the employee's rate of pay. If funds are not available for overtime, compensatory time at not less than time and one-half will be allowed. (Policy GBAA)

STAFF ETHICS

District employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in

the course of or by reason of position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district;
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized. (Policies GBC, EDC/KGF)

STUDENT INFORMATION - WHAT'S CONFIDENTIAL - WHAT'S NOT

Directory information is personally identifiable information from the educational records of students. The following categories are designated as directory information and may be made public, except as prohibited by the parent in writing:

1. Student's name, parent names;
2. Residential address and listed telephone numbers;
3. Date and place of birth;
4. Participation in sports and activities;
5. Height and weight of athletic team members;
6. Illness or accident information as required in health and safety emergencies;
7. Degrees or awards received.

However, no directory information shall be released without administrative authorization. No detrimental information will be released and no information should be given over the telephone. All other information contained in a student's record is considered confidential.

STAFF DIRECTORY INFORMATION

A staff member or volunteer's address, date of birth, social security number and personal phone number contained in personnel records maintained by the district is exempt from public disclosure. Such information will be released by the district only upon written permission of the staff member or volunteer, unless otherwise an exception by law. Exceptions include requests by the Association or requests by a party seeking disclosure who is able to show by clear and convincing evidence that the public interest requires disclosure in a particular instance. Regardless, disclosure should not be made if the staff member provides evidence that disclosure would cause danger to the staff member or to other members of his/her family.

EMPLOYMENT VERIFICATION

The district may disclose information about a former employee's job performance to a prospective employer under the following conditions:

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

DRUG FREE WORKPLACE

It shall be the policy of the Board to provide a drug-free workplace. This serves as notification to

all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace. This policy applies to all employees, including, but not limited to, those exempt, unclassified, management service, classified and temporary employees who are paid directly or indirectly from funds received under a federal grant or contract. Appropriate action will be taken against employees who violate this prohibition. Please read Board Policy GBEC for details. Marijuana is legal in Oregon but as a school that receives federal funds, marijuana is still illegal. Employees (or potential employees) are prohibited from using marijuana.

TOBACCO FREE WORKPLACE

The use of tobacco in any form by district employees is prohibited on all district property, in district-owned vehicles and at school sponsored activities. Violations of this policy will result in disciplinary action and may be considered as grounds for dismissal. Please review the district Tobacco-Free Environment policy.

CRIMINAL RECORDS CHECK/FINGERPRINTING

In a continuing effort to further ensure the safety and welfare of students and staff, the district requires criminal records checks and fingerprinting of all employees. Employment with Harney County School District #3 is considered probationary pending the return and disposition of criminal records checks and/or fingerprinting and/or drug testing.

Fingerprinting of volunteers is not required by law, however all volunteers must undergo a criminal records check before working in the district.

WEAPONS

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

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

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

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated. This policy is in effect while on district grounds, district property or on property within the jurisdiction of the district; while on district-owned

and/or district-operated buses, vehicles or chartered buses; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order, efficient management and welfare of the district. Board policy GBNA describes in detail required practices and procedures concerning all forms of harassment. Please familiarize yourself with this policy and the required procedures for reporting violations. An employee, who has knowledge of conduct in violation of Board policy JFCF, shall immediately report his/her concerns to the designated district official.

SEXUAL HARASSMENT

Sexual harassment of students or staff is strictly prohibited and shall not be tolerated. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Please review policy GBN/JBA and the accompanying Administrative Rule GBN/JBA, which outlines the investigation procedures and includes the complaint form.

CHILD ABUSE REPORTING

Any school employee who has reasonable cause or reasonable suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, will immediately notify the Oregon Department of Human and Community Services or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal or Superintendent.

Oregon law recognizes these types of abuse:

a. Physical;
b. Neglect;
c. Mental injury;
d. Threat of harm;
e. Sexual abuse and sexual exploitation.

Please read the Board policy at JHFE and the accompanying Administrative Rule JHFE for the procedures involved in reporting suspected child abuse. (Policies JHFE and administrative regulations)

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment. “Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain. No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer

found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district. See Board Policy JGA for further explanation of the district policy. Any time physical force/restraint is used, it shall immediately be reported to a supervisor.

HEPATITIS B/BLOODBORNE PATHOGENS

All employees of the district will be required to complete SafeSchools training for Hepatitis B/Blood borne Pathogens. Additionally, all district employees will be required to attend a training session once per year thereafter.

COMMUNICABLE DISEASES

Staff and Students

Protection from communicable disease is generally provided through immunization, exclusion or other measures provided for in Oregon Revised Statutes and rules of the county health department. A staff member who is diagnosed to have a school restricted disease shall not engage, as long as the disease is in a communicable stage, in any occupation which involves contact with students. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

A student with certain school restricted diseases is not allowed to come to school while the disease is contagious. Parents of a student with a communicable or contagious disease should notify the school principal so that individuals who have been exposed to the disease can be alerted. A few examples of school restricted diseases include but are not limited to: Chickenpox; Cholera; Diphtheria; Measles; Meningococcal Disease; Mumps; Pediculosis**; Pertussis; Plague; Rubella; Scabies; Staphylococcal Skin Infections; Streptococcal Infections; Tuberculosis.

A restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an (**), the restriction may be removed after the school receives a signed statement that a recognized treatment has been initiated.

In those cases where a communicable disease is diagnosed and confirmed but not restricted according to the Oregon Health Services, the district will inform the appropriate staff members to protect against the risk of exposure, as necessary.

Please contact your building administrator if you find you have questions regarding this issue.

Students with HIV, HBV or AIDS

Parents of a student six years of age or older who is infected with HIV or HBV and not a special risk student as defined by the Department of Human Services are not required by law to report their student's condition to the district. These students also, as provided by law, have a right to continue school. 'Special risk student' means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present a special risk to other students or adults in an educational setting. Such special risks include but are not limited to a student's

ongoing history of biting others, spitting or scratching, lack of control of body secretions or uncoverable, oozing lesions.

Parents of an HIV student five years of age or younger, a special risk HIV students (as defined above) or of any students with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted Department of Human Services or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. If the district is informed of the student's infection and written parental permission is obtained, a planning team is convened to address the nature, duration and severity of risk as well as any modification of activities needed.

Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education

All teachers are expected to teach the age-appropriate curriculum annually in grades K-12 in accordance with established curriculum. Parents of minor students shall be notified in advance of any human sexuality or AIDS/HIV instruction. Any parent may request that their child be excused from that portion of the instructional program under the procedures set forth in ORS 336.035(2).

ADMINISTERING NON-INJECTABLE MEDICINE TO STUDENTS

Students may be permitted to take prescription or non-prescription medication at school or at school-sponsored activities on a temporary or regular basis when necessary. Each school has designated school staff that are authorized to administer medication to students. Training will be provided to other designated school staff who are authorized to administer medication to students while participating at school sponsored activities on or off district property. Please see your building principal to determine if you should receive the required training. Board Policy JHCD/JHCDA and the accompanying Administrative Rule provide details for administering medication as well as student self-medication procedures.

EXPRESSION OF MILK/BREAST-FEED IN THE WORKPLACE

When possible an employee must give reasonable notice of the intent to express milk or breast-feed to their immediate supervisor. The district shall provide the employee a reasonable rest period to express milk or breast-feed each time the employee has a need to express milk or breast-feed. If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

We hope the information contained in this Staff Handbook has been helpful. The District Office and Support Services staff is here to support your valuable work, the people responsible for the education of the children in our community. Please feel free to contact us any time you have a question about district policies or procedures. If you have any suggestions about making this handbook more informative, please be sure to let us know.

Have a great year!

Employee's Training Acknowledgment Form
Personnel Handbook and Policies

As part of my harassment and discrimination training, I read and understand the personnel handbook and personnel policies for the Harney County School District #3.

Furthermore, I understand my organization's policy of "no tolerance" for workplace wrongdoing. I agree to report workplace wrongdoing, including but not limited to, sexual harassment, discrimination, theft, violence, unsafe acts, violation of authorized computer use, and misrepresenting a workers' compensation claim.

I further understand that I have several avenues of reporting workplace wrongdoing available to me as follows:

Reporting Procedures

If I am harassed or discriminated against, I must report the act of harassment or discrimination to my immediate supervisor. If I feel uncomfortable doing so, or if my supervisor is the source of the problem, condones the problem, or ignores the problem, I must report to another administrator or a member of the Collective Risk Management Team.

If none of these alternatives is satisfactory to me, I can direct my questions, problems, complaints or reports to the Harney County School District's SafeOregon line at 844-472-3367. I am not required to directly confront the person who is the source of my report, questions, or complaint before notifying any of those individuals listed.

I acknowledge that I have read and understand my rights and responsibilities as an employee of the Harney County School District #3, as outlined in the Staff Handbook and the Board policies therein.

_____ _____

Employee Name (Please Print) Date

_____

Employee Signature