

District Staff Handbook

2024 - 2025



Sisters School District #6 Staff Handbook

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INTRODUCTION

Welcome to Sisters School District, one of the most successful and highly acclaimed school districts of its size in the state of Oregon - not only for academics, activities and sports, but also for community, parents, and business partnership support.

One of your first responsibilities as an employee is to become familiar with this handbook. All staff members are required to acknowledge their receipt and review of this handbook. Please sign, date and return the Acknowledgment Form to the human resource department. This form is located at the end of this handbook in Appendix A.

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 Material contained herein may therefore be superseded by such board policy, administrative regulation, negotiated agreement or changes in state or federal law.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 revision or elimination. Appropriate notice will be provided. For the most updated version, please consult our website at: <https://staff.ssd6.org/staff-guides-manuals/>.

Notice of Nondiscrimination

The Sisters School District is committed to equal opportunity and non-discrimination in all of its educational and employment activities. The district does not discriminate and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, 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, gender identity, 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. For additional information, please refer to board policy: [AC - Nondiscrimination](#).

The following persons have been designated to handle inquiries regarding the district's nondiscrimination policy:

- Our Title IX and Civil Rights Coordinator is our Director of Human Resources, Joe Hosang, 525 E. Cascade Ave., Sisters, OR 97759 (541-549-8521 ext. 5022 or joe.hosang@ssd6.org).
- Our Section 504 Coordinator is our Director of Student Services, Lorna Van Geem, 525 E. Cascade Ave., Sisters, OR 97759 (541-549-8521 ext. 5017 or lorna.vangeem@ssd6.org).

¹ Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

***Community connected education that
creates belonging, prepares and inspires***

- Belong:** Every student is known and connected to adults, peers and resources to develop emotional self-regulation and a foundation of resilience.
- Prepare:** Every student is on a purposeful path to graduation and is taking an active role in their academic achievement, goal setting and character development.
- Inspire:** Every student is empowered to discover their passions and strengths through exceptional programs, community partnerships and inclusive practices.
-

FACILITIES & SAFETY

Community Use of Facilities

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. For information on facility use schedules or to reserve space, please contact the facilities office. For additional information, please refer to board policy and accompanying administrative regulation: [KG - Community Use of District Facilities](#).

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 district may request 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. For additional information, please refer to board policy: [EDC/KGF - Authorized Use of District Equipment and Materials](#).

Emergency School Closures

In case of inclement weather, hazardous, or other emergency conditions, the superintendent will confer with the transportation supervisor for road conditions, to determine if school should be closed or delayed. This decision is normally made by 5 a.m., but no later than 5:30 a.m. The superintendent will notify staff through the school district's notification system. Please ensure that your contact information is up to date so you will receive emergency notifications. The building principal or supervisor will communicate as needed. Traditionally local TV stations and radio stations broadcast school closures for the district as they also receive our emergency notifications. For additional information, please refer to board policy: [EBCD - Emergency School Closures](#).

<u>TV</u>	<u>AM Radio</u>	<u>FM Radio</u>
KTVZ News (Channel 21)	KRCO 690 AM (The Ticket)	KRCO 92.5 FM (The Ticket)
KBNZ Central Oregon Daily News (Channel 7)	KBND 1110 AM (News Talk)	KRXF 92.9 FM (Independent)
	KBNW 1340 AM (News Radio)	KXIX 94.1 FM (Power 94)
		KLTW 95.7 FM (The Ranch)
		KRCO 96.9 FM (The Ticket)
		KTWS 98.3 FM (The Twins)
		KMTK 99.7 FM (The Bull)
		KBND 100.1 FM (News Talk)
		KLRR 101.7 FM (Adult Alternative)
		KWPK 104.1 FM (The Peak)
		KBNW 104.5 FM (News Radio)
		KQAK 105.7 FM (Classic Hits)

Telephone Usage

Calls can be transferred within each building. Please become familiar with the particular phone system used in your building so that you are familiar with transferring calls, using voice mail, etc. Please check with your building principal or supervisor regarding making personal and job-related long-distance calls. Local personal telephone calls made during working hours from district telephones should be brief, infrequent and placed before or after school, during breaks, lunch or at other times when you are not responsible for supervising students.

Electronic Communications

For information about electronic communications, please refer to board policies and accompanying administrative regulations: [GCAB - Personal Electronic Devices and Social Media - Staff](#) and [IIBGA - Electronic Communications System](#).

Keys & Key Cards

Security of staff-issued keys and key cards is the sole responsibility of the staff member. **NEVER** loan keys and key cards to students. Lost keys and key cards are to be immediately reported to your building administrator or supervisor. Under no circumstances should a staff member request new keys and key cards from anyone other than the building administrator or the human resource department. The staff member will be responsible for the cost of re-keying the doors to which they have access if keys and key cards are lost. Depending upon your job function, you may be requested to turn in your keys at the end of each school year. Check with your building administrator for building procedures.

Identification Badges

To help ensure the protection of staff and students and reduce the possibilities of theft, vandalism and loss of district property, all district employees shall be issued and wear identification badges when on district property.

1. Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends their identification badge will be subject to disciplinary action.
2. A report of a lost or stolen badge must be made to the human resource department immediately.
3. An identification card lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by the district at no cost to the employee. Other replacements costs will be charged to the employee at the rate of \$5 per replacement.

For additional information, please refer to board policy and accompanying administrative regulation: [ECAAA - Employee Identification Badge System](#).

Safety Committee

Your district 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 by contacting a safety committee member, or supervisor. The safety committee meets regularly 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 re-occurring. Contact your building administrator for a list of current safety committee members and to report a safety issue.

Please be familiar with the Emergency Operations Plan (EOP) located on our website at: <https://district.ssd6.org/departments/district-office-operations/safety/emergency-management/>. For additional information, please refer to board policies and accompanying administrative regulations: [EBAC - Safety Committee and GBE - Staff Health and Safety](#).

Accident - Incident Reports & Worker's Compensation Injuries

All accidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to your building principal or supervisor immediately. PACE will cover property damage as well as personal injury. A completed Injury / Accident Report must be submitted to your building principal or immediate supervisor within 24 hours or the next scheduled district work day, as appropriate. In the event of a work-related accident or injury resulting in doctor's treatment or hospital admission whereby medical treatment other than first aid is provided, the employee must complete a Report of Job Injury or Illness (Worker's Compensation Claim - Form 801) and submit it to their immediate supervisor. The claim will be filed with the Oregon Workers Compensation Division and reported to the Oregon Occupational Safety and Health Division (OR-OSHA). The district safety officer is responsible for all accident investigations. All accidents / incidents will be promptly investigated and corrective measures implemented as appropriate. These reports and forms are located on our website at: <https://staff.ssd6.org/staff-forms/>. For additional information, please refer to board policy: [EBBB - Injury or Illness Reports](#).

EMPLOYMENT

Hiring

When a position opens, the position is posted in the buildings and on our website at: <https://sisters.tedk12.com/hire/index.aspx>. For additional information, please refer to board policies: [GCC - Recruitment of Licensed Staff](#) and [GDC - Recruitment of Classified Staff](#).

Emergency Contact Information

At the time of initial hiring, you received an [Employee Emergency Contact Form](#) to complete and return to the human resource department. If your emergency contact name and/or phone numbers and/or address changes, please update your information in the iVisions Web Portal located on our website at: <https://staff.ssd6.org/staff-portals/>.

School Calendar / Work Calendar

The school calendar also doubles as a work calendar for certified staff. Many classified staff will receive a work calendar if their work year varies substantially from student attendance days. For the most recent version of the school calendar, please consult our website at: <https://district.ssd6.org/event-calendar/>. For additional information, please refer to board policy and accompanying administrative regulation: [IC/ICA - School Year / School Calendar](#).

Snow Day Make-Up Day(s) Procedure

Because school closures due to inclement weather may result in the loss of student instructional time as well as lost work time, the board has adopted the following procedure for making up lost days due to such closures:

1. Certified Staff
 - a. First closure due to inclement weather: If the first closure occurs on an instructional day, the missed day will be made up as agreed by the superintendent. If the first closure occurs on a non-instructional day, the missed day will not be made up.
 - b. Two or more closures due to inclement weather: If it is necessary to close school for two or more days due to inclement weather, the second and subsequent closures will be made up as like days (instructional or non-instructional), either by adding days to the end of the school year, or as agreed by the superintendent and the union leadership.

2. Classified Staff

If district schools and facilities are canceled or delayed during the employees' work year and the district will not be making up a school day, employees will have the following options:

- a. Report for work if the district determines work is available, or
- b. Take a paid vacation day, or
- c. Take a paid personal or sick day, or
- d. Take unpaid leave (pay deduction), or
- e. With the district / supervisor's approval, the day may be scheduled and worked at a later time.

For additional information, please refer to board policy and accompanying administrative regulation: [EBCD - Emergency School Closures](#).

Complaints, Discipline & Grievances

Please refer to your union collective bargaining agreement for the steps and process for complaints, discipline, and the process for filing a grievance. For additional information, please refer to board policy and accompanying administrative regulation: [GBM - Staff Complaints](#).

Hiring & Supervising Spouses and/or Relatives

No employee will participate in any way in the hiring process of any position whereby a spouse or relative has applied for that position. An employee may not be supervised by a spouse or relative. For additional information, please refer to board policies: [GBC - Staff Ethics](#) and [GBCA - Staff Conflicts of Interest](#).

Fair Labor Standards Act

Regular working hours for all classified staff will be set by the building principal or supervisor. Classified staff is 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 worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday.

All regular non-exempt employees, the classified staff, of the district are eligible for overtime compensation. Overtime pay, which is authorized work in excess of 40 hours per week, shall be paid at the rate of one and one-half (1 1/2) times the regular rate of pay. For bus drivers, overtime compensation will be paid for work in excess of eight (8) hours in a workday. Paid holidays, in accordance with Article 6.6 of the OSEA Collective Bargaining Agreement, will count as time worked under this article.

Classified Staff Alternative Leave Hours

When necessary, alternative hours may be approved by building principal or supervisor for classified staff. For additional information, please refer to your OSEA Collective Bargaining Agreement for specifics on alternative leave. Please complete and submit to your supervisor for approval the appropriate [Classified Over Regular Schedule - Time Card](#) located on our website at: <https://staff.ssd6.org/staff-forms/>.

Classified Sub Rate for Former Employees

If a classified employee leaves the district on good terms and has passed the probationary employment period, and returns to the district on a substitute basis in the same job capacity, they will be paid at the rate they were paid when they terminated vs. the current substitute rate, or whichever rate is higher.

However, if a classified employee leaves the district on good terms and has not passed the probationary period, and returns to the district on a substitute basis in the same job capacity, they will be paid based on the regular substitute rate.

COMPENSATION, PAYROLL & BENEFITS

Payday Calendar

Payday is normally on the 20th of each month. For pay dates, please refer to the [Payroll Dates](#) located on our website at: <https://staff.ssd6.org/staff-forms/>. For additional information, please refer to board policy: [DLA - Payday Schedule](#).

Direct Deposit

Your monthly paycheck will be deposited into your account by direct deposit authorization. Simply complete the [Authorization Agreement for Direct Deposit](#) and return it to the human resource department **IN PERSON**. This form is located on our website at: <https://staff.ssd6.org/staff-forms/>.

Mandatory Payroll Deductions

1. Social Security Tax

This is required by federal law primarily to provide a retired employee with supplemental retirement benefits and Medicare coverage benefits. An employee should contact the Social Security Administration for specific benefits.

2. Federal and State Income Taxes

These are required by law to be withheld on a monthly basis. The amount of the employee's withholding is determined by their W-4 filing status. A separate W-4 must be completed for both Federal and State withholding.

The marital status and number of exemptions, which are claimed in a pay period, are stated on the employee's monthly paycheck remittance statement. Any employee wishing to change either of these categories may complete and submit a new W-4 to the human resource department prior to the payroll cut-off date of any month to be effective for that month's payroll calculations. New W-4 forms are located on our website at: <https://staff.ssd6.org/staff-forms/>. For additional information, please refer to board policy: [DLB - Payroll Deductions](#).

To estimate the federal income tax you want withheld from your paycheck, please use the Tax Withholding Estimator Tool on the IRS website at: <https://www.irs.gov/individuals/tax-withholding-estimator>.

Workers' Compensation Insurance

Workers' compensation insurance is provided by the district for payment of employee medical expenses and partial salary continuation in the event of a work-related accident or illness. Medical expenses incurred as the result of a work-related injury or illness are paid, and partial salary payments are provided, beginning the fourth consecutive day of absence from work. Accrued sick leave or vacation leave may be used to pay for the portion of the employee's regular salary not paid by the insurance.

Time Clock

At this time, the following classified employees will enter their hours on Time Clock Plus: bus drivers, nutrition services workers, and FAN advocates. The payroll cutoff date is the 10th of the month.

Voluntary Payroll Deductions

The following can be payroll deducted from your monthly paycheck: 403b TSA (Tax Sheltered Annuities), United Way, monthly membership dues to Sisters Athletic Club, employee HSA contributions, and direct deposits to credit unions. Please complete the [Voluntary Payroll Deduction Form](#) and submit to the business office. This form is located on our website at: <https://staff.ssd6.org/staff-forms/>. For additional information, please refer to board policy: [DLB - Payroll Deductions](#).

Insurance Benefits

Medical, dental and vision insurance packages are available to eligible employees. Family members may also be enrolled, subject to carrier restrictions. The district will pay a portion of these premiums based on the amount of the district cap. The amount and portion of the district cap is calculated per criteria defined in the collective bargaining agreements. Premiums will be automatically deducted from your paycheck each month. Insurance benefits are effective the first day of the month following a 30-day probationary period. Life insurance, disability and other optional insurance plans, as well as a Section 125 benefit plan are also available to employees during open enrollment periods. These premiums are all employee paid. For any insurance questions or concerns, please contact the human resource department.

Retirement Contributions

Sisters School District is a member of the Oregon Public Employees Retirement System (PERS). The district pays the 6% employee contribution for staff that work over 600 hours in a calendar year and are not retired from PERS. Any questions regarding your PERS account can be directed to the State of Oregon Public Employees Retirement System at 503-598-7377.

Paid Leaves

Please refer to your union collective bargaining agreement for a full explanation of benefits.

1. Family Medical Leave Act (Federal & State)

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave. Family medical leave is granted for a serious health condition of the employee, a spouse, child, parent, or parent-in-law, as well as parental leave. Although unpaid, unless covered by accumulated sick leave, personal leave, PFMLI/PLO or vacation leave, this program protects your job while you are gone. The employer portion of your insurance premium is covered by the district during your approved absence. You continue to be responsible for any employee paid insurance premiums during your absence. Contact the human resource department for specific questions and guidance. For additional information, please consult our website at: <https://staff.ssd6.org/human-resources/> and/or refer to board policy: [GCBDA/GDBDA - Family Medical Leave](#).

2. Paid Family Medical Leave Insurance / Paid Leave Oregon (PFMLI and PLO)

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Oregon Employment Department. The district will file the Oregon Quarterly Tax Report as required. This leave runs concurrently with FMLA/OFLA leave when applicable.

Employee Assistance Program

Many face issues too big to handle alone, which may or may not affect job performance. The school district values your well-being and work, offering the Employee Assistance Program (EAP) to provide counseling. The EAP is available to you and eligible family members for up to three free visits per year. It offers confidential access to professionals for stress management, marital or family difficulties, emotional concerns, depression, substance abuse, grief, anger management, medical conditions, and chronic pain. The district and coworkers will not be aware of your request for help. For additional information, or to schedule an appointment, call 833-506-0376, or visit the website at: <http://members.uprisehealth.com>.

Care Solace

The Sisters School District has also partnered with Care Solace to help ease the burden of finding mental health and substance use services. With a network of over 380,000 providers and services, Care Solace can help you find the right help at the right time 24/7/365. For additional information, or to schedule an appointment, call 888-515-0595, or visit the website at: <https://www.caresolace.com/site/sisterssd>.

The Ethical Educator

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, 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 the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and
3. Maintain an appropriate professional student-educator relationship by:
 - a. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
 - b. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
 - c. Reporting to the educator's supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator; and
 - d. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

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

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

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

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential as appropriate.

Staff Ethics

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the district.

This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be district property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. For additional information, please refer to board policies: [GBC - Staff Ethics](#) and [GBCA - Staff Conflicts of Interest](#).

Boundaries

1. **Maintain visible and observable interactions with students:** ensure that interactions with students are visible to others.
2. **Foster inclusive connections:** build relationships that benefit all students, avoiding actions that could isolate or exclude any individual.
3. **Act in the best interest of students:** ensure that all activities and shared information prioritize the well-being and success of students.
4. **Communicate safely and respectfully:** maintain safe, healthy, and respectful communication in all interactions with students.

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 superintendent. 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 above. For additional information, please refer to board policy: [GBM - Staff Complaints](#).

Child Abuse Reporting

Reporting child abuse of a physical or sexual nature is a mandated duty of all employees of the Sisters School District. If employee becomes aware of child abuse it is the employee's **RESPONSIBILITY** to report directly to the local office of the Oregon Department of Human Services (DHS) **AND** the building administration. Staff must notify the Department of Human Services as soon as possible. Failure to do so could result in a loss of license, legal liability and possible further harm to a student. To help guide you through the process you must take to guarantee student safety and personal protection, please refer to board policies and accompanying administrative regulations: [GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements](#) and [GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements](#).

Oregon law recognizes these types of abuse:

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

Dress Code

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand².

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

Teaching as a profession demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world. For additional information, please refer to board policy: [GBCB - Employee Dress and Grooming](#).

² Discrimination on the basis of race, including but not limited to natural hair, hair texture, hair type and protective hairstyles, is prohibited. See ORS 659A.001.

Jury Duty

When employees are called for jury duty, the district encourages you to participate in the judicial process if the timing is appropriate. Your supervisor will work with you in helping to make this happen. Or, if the timing of the request is not in the best interest of the employee or the district, the superintendent's office will be happy to write a letter to the court requesting a deferral, or if necessary, requesting that you be excused from jury duty.

When you receive your request to serve on jury duty, you will need to complete and submit to your supervisor for approval the [Jury Duty Request Form](#) located on our website at: <https://staff.ssd6.org/staff-forms/>. It will then be forwarded to the human resource department.

When you serve on jury duty the school district continues to pay your wage if it is a regularly paid day for you. You also receive compensation from the court for mileage allowance.

On those days that you report for jury duty, but are not selected to serve on a jury, you are requested to return to work if it is one of your regularly paid days. If your job is such that a substitute has been called to fill in, when you return to work your supervisor will assign you other duties for the remainder of the day; or the substitute will be assigned other duties and you will resume your regular duties. Or, you may choose to take personal leave hours for the remaining portion of your workday (if you have personal leave hours available to use). When you return to work the following day, you will complete a [Leave Request](#) through the iVisions Web Portal located on our website at: <https://staff.ssd6.org/staff-portals/>.

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 allowed by law. Exceptions include request by the union 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 their family. For additional information, please refer to board policy: [GBL - Personnel Records](#).

Parent-Teacher Conference

An employee may be excused for a period of time during their workday with prior approval, if they need to attend a parent-teacher conference, without their pay being docked, if an appropriate time is not available after their normal work hours.

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.

Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and departments will be standardized whenever consistent with educational goals and in the interest of efficiency or economy. For additional information, please refer to board policy: [DJ - District Purchasing](#).

Purchasing Authority

NO BILLS WILL BE APPROVED FOR PAYMENT UNLESS PURCHASES WERE MADE ON APPROVED ORDERS.

Purchase orders will be authorized only by the superintendent or the business manager. All purchase requests for the current fiscal year must be submitted by the cutoff date determined annually by the superintendent and the business manager, except in the case of emergency purchases or services to ensure public safety.

Purchasing Procedures - Purchase Orders

1. Use established vendors or obtain a W-9

A W-9 Form is an IRS form that requests the vendor's taxpayer identification number and tax filing status. Vendors who are not currently established in the district's accounts payable system must first provide the district with a properly completed and signed W-9 Form before doing business with the district.

2. How to obtain a purchase order

Purchase orders begin with a Purchase Requisition (PR). A requisition is an **UNAPPROVED** purchase order. Complete a purchase requisition located on our website at: <https://staff.ssd6.org/staff-forms/>. Submit it by email to the building secretary for creation of an electronic purchase requisition in the district's financial accounting software. These electronic purchase requisitions are then sent to your administrator or supervisor for approval and forwarded on to the business office. If funds exist in the chosen account code, the purchase order is approved and a copy is emailed to the site secretary and the requester for ordering.

3. Rush purchase orders

When a true emergency arises and a purchaser cannot wait for the usual 48-hour turnaround on purchase order approvals, they have the option of contacting accounts payable to request a rush approval if the necessary finance approvers are available.

4. Purchase order approval

PRE-APPROVAL IS THE MOST IMPORTANT ASPECT OF PURCHASING. Purchases made **WITHOUT** pre-authorization obtained through the requisitioning process, as evidence by a valid purchase order, are done at the risk of the individual placing the order and may become the financial responsibility of the purchaser.

Reimbursements

Reimbursement for non-travel purchases are **NOT ALLOWED** except in the event of an emergency. Payment for emergency purchases (under \$50) made on behalf of the school district may still be made, provided an approved purchase order has been issued to the individual **PRIOR** to making the purchase and original receipts are turned in as back-up. Reimbursement for use of personal credit cards (other than debit cards) for purchases on behalf of the school district **WILL BE DENIED**. For additional information, please refer to Oregon Government Standards and Practices Commission Advisor Opinions 01 A-1006 and 01A-1007. For additional Information, please refer to board policy and accompanying administrative regulation: [DLC - Expense Reimbursements](#).

Petty Cash Accounts

In order to expedite refunds and minor purchases, petty cash accounts have been established at each site. Such accounts will be used for the payment of properly itemized bills not to exceed \$50 and under conditions calling for immediate payment. These bills shall be accounted for with appropriate records and receipts. For additional information, please refer to board policy: [DJB - Petty Cash Accounts](#).

District Charge Cards and Charge Accounts

An approved purchase order must be in place before purchases may be made on a district charge card or district charge accounts. Only district personnel are authorized to make purchases on district accounts. Vendors have been instructed to request district employee identification and/or a district purchase order number before allowing purchases. Unauthorized persons using district charge accounts will become financially responsible for these purchases. The vendors have been notified that the district will not be responsible for charges made by unauthorized persons. For additional information, please refer to board policy: [DJFA - Procurement and Credit Cards](#).

Travel Expenses, Reimbursements and Travel Advance Requests

The district will pay normal travel expenses to professional meetings related to your job and for district required travel. To secure reservations, issue travel advances and reimburse staff members for pre-approved out-of-pocket expenditures, please use a [Purchase Requisition](#), located on our website at: <https://staff.ssd6.org/staff-forms/>. Travel advances and reimbursements may include meals, mileage, lodging, miscellaneous travel expenses, or workshop registration fees. Keep in mind these expenses all need to be confirmed in advance by a purchase order. District personnel and officials who incur expenses for reimbursement in carrying out their authorized duties need to submit all supporting receipts as required by board policy. For additional information, please refer to board policy and accompanying administrative regulation: [DLC - Expense Reimbursements](#).

1. Lodging

Hotel rooms can be reserved with a district credit card, but a credit card authorization form from the hotel must be completed by the business office if the card will not be present at check-in.

2. Mileage

- a. Complete a Purchase Requisition in advance for approval. Include dates of travel, attendees and location of event. Attach workshop agenda, if applicable.
- b. Upon Return:
 - i. Submit boarding pass for air travel (if applicable).
 - ii. Reimbursements are processed for payment about every 10 days.

3. Meal Per-Diem

For the 2024-2025 school year, the district will pay a meal per diem (receipts **WILL NOT** be required):

- a. Breakfast: \$16
- b. Lunch: \$17
- c. Dinner: \$31

Meal per-diems can be paid up front with proper notice and a purchase order. Per-diem will only be paid for meals not provided at conferences and workshops.

BOARD POLICIES

Alcohol & Drug-Free Workplace

Sisters School District prohibits the manufacturing, distributing, dispensing, possessing and/or use of alcohol and other drugs in the workplace. In compliance with federal law, marijuana is considered a controlled substance subject to this directive despite the fact that the use, possession, and distribution of marijuana is permissible under certain circumstances under Oregon law. Employees may be subject to random drug testing upon reasonable suspicion that the employee has violated this drug-free workplace policy. Appropriate action will be taken against employees who violate this prohibition. For additional information, please refer to board policies and accompanying administrative regulations: [GBEC - Drug-Free Workplace](#), [GBED - Medical Examinations / Drug Testing](#), [GBEDA - Drug and Alcohol Testing and Record Query - Transportation Personnel](#). School bus drivers must comply with OAR 581-053-0040.

Tobacco-Free Workplace

The use of tobacco in any form by district employees within any district properties / vehicles is prohibited. Violations of this policy will result in disciplinary action and may be considered as grounds for dismissal. For additional information, please refer to board policy: [GBK/JFCG/KGC - Tobacco-Free Environment](#).

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, their designee, or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received, and at any other time there is reasonable cause to believe violations have occurred, or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates the district's weapons policy. Employees shall promptly report all other conduct prohibited by the district's weapons policy to an administrator. For additional information, please refer to board policy: [JFCJ - Weapons in Schools](#).

Criminal Records Checks & 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 Sisters School District is considered probationary pending the return and disposition of criminal records checks and/or fingerprinting and/or drug testing. For additional information, please refer to board policy: [GCDA/GDDA - Criminal Records Checks and Fingerprinting](#).

Certified staff members are fingerprinted at the time they apply for licensure. Therefore, if you have a valid TSPC license you do not need to be fingerprinted again by the district.

Fingerprinting of volunteers is not required by law; however, all volunteers must undergo a criminal record check before working in the district. For additional information, please refer to board policy: [IICC - Volunteers](#).

Workplace Harassment

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between the district and a district employee off district premises. Elected school board members, volunteers, and interns are subject to board policy: [GBEA - Workplace Harassment](#).

“Workplace harassment” means conduct that constitutes discrimination prohibited by ORS 659A.030 (i.e., discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault³ or that constitutes conduct prohibited by ORS 659A.082 (i.e., discrimination against person in uniformed service) or 659A.112 (i.e., discrimination in employment based on disability).

Any district employee who believes they have been a victim of workplace harassment may file a report following administrative regulation: [GBEA-AR - Workplace Harassment Reporting and Procedure](#). The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying

Hazing, harassment, intimidation, bullying, menacing, and cyberbullying of or by students, staff, or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of board policy: [GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying - Staff](#), will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

An employee who has knowledge of conduct in violation of board policy: [JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student](#) shall immediately report concerns to the designated district official. Failure of an employee to report an act of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence of a student to the designated district official may be subject to remedial action, up to and including dismissal.

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

³ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

Sexual Harassment Under Title IX and Oregon Law

As part of its commitment against discrimination on the basis of sex, and as required by Oregon law and Title IX, Sisters School District does not tolerate sexual harassment in any form in any of the programs or activities it operates.

Any person may report sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email using the contact information listed on page 4 of this document for our Title IX coordinator, or by any other means that results in the Title IX coordinator receiving the person's report. Such reports may be made at any time, including during non-business hours, by using the telephone number, email or mail contact information provided for the Title IX coordinator.

The district will promptly respond to all such reports in a manner that is not deliberately indifferent, and will treat complainants and respondents equitable, by offering supportive measures to a complainant and by following a grievance and investigation process before imposing any disciplinary consequences or sanctions on a respondent.

For additional information, please refer to board policy and accompanying administrative regulation: [GBN/JBA - Sexual Harassment](#).

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 direct 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. For additional information, please refer to board policy: [JOA - Directory Information](#).

Corporal Punishment

No student will be subject to the infliction of corporal punishment. No teacher, administrator, 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.

A staff member is authorized to employ physical force when in the professional judgment; the physical force is necessary to prevent a student from harming self, others, or doing harm to the staff member or to district property. Physical force shall not be used to discipline or punish a student. For additional information, please refer to board policy: [JGA - Corporal Punishment](#).

Communicable Diseases / Bloodborne Pathogens / Infection Control Procedures

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Reasonable protection from communicable diseases is generally attained through immunization, exclusion or other measures in accordance with Oregon law, by the local health department, or in the Communicable Disease Guidance published by the Oregon Department of Education and the Oregon Health Authority.

A staff member may not attend work while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that the staff member has or has been exposed to any disease for which exclusion is required. All staff shall comply with all other measures adopted by the district and with all rules set by the Oregon Health Authority, Public Health Division, and the local health department. Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

Please contact your building administrator if you find you have questions regarding this issue. For additional information, please refer to board policy and accompanying administrative regulation: [GBEB - Communicable Diseases in Schools](#).

1. Hepatitis B Virus (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.

2. Infection Control Procedures

Appropriate hygienic and sanitation practices have been established by the district. For additional information, please consult the [Communicable Disease Management Plans](#) located on our website at: <https://district.ssd6.org/departments/school-services/student-health-nursing/communicable-disease-exclusion-guidelines/communicable-disease-plans/>. For additional information, please refer to board policy: [EBBA: Student Health Services](#).

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. For additional information, please refer to board policy: [JHCD/JHCDA - Medications](#).

APPENDIX A: EMPLOYEE ACKNOWLEDGMENT OF STAFF HANDBOOK

Please print the Employee Acknowledgment of Staff Handbook Form of this handbook, sign, date and return to the human resource department.

I acknowledge I have reviewed the staff handbook.

Furthermore, I understand the district'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, and misrepresenting a workers' compensation claim.

I further understand that 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 a building administrator, the human resource department, or the superintendent.

Employee Name: _____
(Please Print)

Employee's Signature: _____ Date: _____