

Sisters School District Staff Handbook

2022-2023



SISTERS

School District

A great place to live and learn.

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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 responsibility 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 Human Resources. 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation, negotiated agreement or changes in state or federal law.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 unilateral revision or elimination from time to time. Please refer to www.ssd6.org for the most updated version.

Notice of Non-Discrimination

The Sisters School District is committed to equal opportunity and non-discrimination in all of its educational and employment activities. Equal treatment shall be practiced by the district regardless of an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, pregnancy, childbirth or a related medical condition², age, veterans' status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, or mental or physical disability³, or economic status, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

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

- Our Title IX Coordinator is our Human Resources Director, 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).

The procedure for filing a complaint can be found on the board policy webpage at ssd6.org

¹ Includes discriminatory use of a 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)).

² This unlawful employment practice related to pregnancy, childbirth or a related medical condition (added to ORS 659A) applies to employers who employ six or more persons.

³ This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

The Sisters School District's Mission Statement:

**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 more information on facility use schedules or to reserve space, contact the facilities office. For additional information, refer to Board Policy KG and KG-AR for specifics on facility use.

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.

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 will be closed or delayed. This decision is normally made by 5 a.m., but no later than 5:30 a.m. The Superintendent will activate the rapid notification phone 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, whereby all staff will be called to be notified of any school closure or delay. The local TV station and radio stations that broadcast school closures for the district include:

TV

Z21 News

Radio

KBND 1110 AM

KTWS 98.3 FM

KLRR 101.7 FM

KQAK105.7 FM

KZSO 94.9 FM

KMTK 99.7 FM

The PEAK 104.1

KMTK 99.7 FM

KLITE 95.1

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

See Board Policy IIBGA and Board Policy IIBGA-AR.

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 facilities office. The staff member will be responsible for the cost of re-keying the doors to which he/she has 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 his/her 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.

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 using the employee "Safe Schools Alert" portal which can be found on the district website, or by contacting a safety committee member, or supervisor. The 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 re-occurring. Contact your building secretary for a list of current safety committee members and to report a safety issue.

Please be familiar with the District General Safety and Health Plan located on our facilities website.

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 his/her 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.

EMPLOYMENT

Hiring

When a position opens, the position is posted in the buildings and departments, on our website at www.ssd6.org.

Emergency Contact Information

At the time of initial hiring, you received an Employee Emergency Contact form to complete and return to HR. At any time your emergency contact name and/or phone numbers and/or address changes, please update your information in the iVisions Web Portal using the following link. <https://ivisions.hdesd.org/sisters/>

School 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, see school calendar on our website.

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:

Certified Staff

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.

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 Association Leadership.

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.

Complaints, Discipline & Grievances

Refer to the collective bargaining agreement for your association for the steps and process for complaints, discipline, and the process for filing a grievance. For additional information, reference Board Policy KL and Board Policy KL-AR for specifics on public 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, reference Board Policy GBC for specifics on staff ethics.

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 of the District are eligible for overtime compensation. Overtime pay which is authorized work in excess of forty (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, will count as time worked under this article.

Classified Staff Alternative Leave Hours

When necessary, classified staff alternative hours may be approved by building principal or supervisor. For additional information, reference your OSEA Collective Bargaining Agreement for specifics on alternative leave. Please complete the appropriate Compensatory Time/Alternative Leave Timesheet and submit to your supervisor for approval.

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

Payroll Calendar

Payday is normally on the 20th of each month. Refer to the Payroll Calendar for pay dates.

Direct Deposit

Your monthly paycheck will be deposited into your account by direct deposit authorization. Simply complete Authorization Agreement for Direct Deposit and return to the payroll department.

Mandatory Payroll Deductions

Social Security Tax 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.

Federal and State Income Taxes 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 W4 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 W4 to the payroll department prior to the payroll cut-off date of any month to be effective for that month's payroll calculations. New W4 forms can be found on your iVisions Web Portal.

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, FAN advocates and Student Workers. 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 payroll.

Section 125 Flexible Benefit Plan. A flexible benefit plan that allows employees to purchase certain benefits on a pre-tax basis is available.

Insurance Benefits

A medical, dental, vision, disability and life insurance package is available for eligible employees. Family members may also be enrolled, subject to carrier restrictions. The district pays the major portion of the cost for insurance benefits. Employees are responsible for any costs over-the-cap not covered by the district. For some employees, the employer cap is pro-rated. Premiums will be automatically deducted from your paycheck each month. After you have been employed by the district for 30 days, your insurance will take effect on the first day of the month after your 30-day insurance probationary period. For any insurance questions or concerns, contact the Human Resources Specialist at the district administration.

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

All certified staff receive ten days sick leave each school year. Classified employees working nine months or more receive 10-12 days depending on the number of months worked. (A "day" is equal to the number of hours in your regular workday.) In addition to sick leave, employees receive personal leave and bereavement leave each year. Classified staff who work an average of 17.5 hours per week are eligible for vacation pay, and twelve-month classified employees qualify for vacation days rather than pay. You may also qualify for sabbatical leave, professional leave and jury duty leave. Please see your union Collective Bargaining Agreement for a full explanation of all other benefits.

Leaves of Absence Requests

All employees must submit an electronic "Absence Request" for approval by their supervisor for time away from scheduled workdays. Please log on to your iVisions Web Portal go to "Employee

Resources" and then click on "Attendance" to complete and submit your requests. You will be notified by email when your leave is approved.

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. Staff members employed by the district at least 180 calendar days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. Family medical leave is granted for a serious health condition of the employee, a spouse, child, parent, or parent-in-law. FMLA/OFLA also covers parental leave. Although unpaid unless covered by accumulated sick leave, personal leave, 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 Specialist for specific questions and guidance as well as refer to Board Policy GCBDA/GDBDA and the accompanying administrative regulations.

Employee Assistance Program

Many struggle with all sorts of issues from time to time that are just too big to handle alone. Sometimes they affect job performance, sometimes they do not. The school district values your personal well-being, as well as the work you do. The EAP will assist you in getting the counseling help you need when you need it. The program is available to you and your eligible family members. You are eligible for up to three visits per calendar year at no charge. The EAP provides confidential access to experienced professionals who can help you or, if necessary, refer you to appropriate resources. The EAP can offer help in the following areas: stress management; marital or family difficulties; personal/emotional concerns; depression; alcohol/substance abuse; grief/loss counseling/anxiety management; anger management; medical conditions; chronic pain. The program is confidential and the district or coworkers will not have any knowledge of your request for help. For more information call 1-866 -750-1327.

DISTRICT POLICIES & ADMINISTRATIVE PROCEDURES

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. Refer to Board Policy GBC.

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's office. 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.

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. Staff should refer to board policy JHFE-AR to help guide you through the process you must take to guarantee student safety and personal protection. Refer to Board Policy JHFE and Board Policy JHFE-AR.

Oregon law recognizes these types of abuse:

- a. Physical;
- b. Neglect;
- c. Mental injury;
- d. Threat of harm;
- e. 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 hand.⁴

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.

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 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 the Jury Duty Request form located on the ssd6.org website (Department>Human Resources>Forms), and submit to your supervisor for approval. It will then be forwarded to Human Resources.

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 online through iVisions.

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 accepted by law. Exceptions include request by the Association or requests by a party seeking disclosure who is able to show by clear and convincing evidence that the public

⁴ 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.

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. A staff roster is prepared each year and distributed to staff. **If you do not wish to have your address and phone listed on the roster, please notify Human Resources. Your name only and job function will be listed.**

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.

Hepatitis B & Bloodborne Pathogens

All employees will be required to attend annual training for Hepatitis B and bloodborne pathogens. The District's Exposure Control Plan is available to all staff on the District website.

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.

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 Business Manager. All purchase requests for the current fiscal year must be submitted by the cutoff date determined annually by the Superintendent and Business Manager except in the case of emergency purchases or services to ensure public safety.

Purchasing Procedures - Purchase Orders

Use established vendors or obtain a W-9. A Form W-9 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 Form W-9 before doing business with the district.

How to obtain a purchase order. Purchase orders begin with a requisition. A

requisition is an **UNAPPROVED** purchase order. Complete a Purchase Requisition form located on the ssd6.org website (Business Office>Staff A.P & Payroll Forms) and submit it by email to the District accounting secretary for creation of an electronic purchase requisition in the district's financial accounting software.

Rush Purchase Orders. When a true emergency arises and a purchaser cannot wait for the usual 48 hour turnaround on PO approvals, they have the option of contacting Accounts Payable to request a rush approval if the necessary finance approvers are available.

These electronic purchase requisitions are then sent to your administrator or supervisor for approval and forwarded on to the School District 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.

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 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.** See Oregon Government Standards and Practices Commission Advisor Opinions 01 A-1006 and 01A-1007.

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. Refer to Board Policy DJB.

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.

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. Purchase Requisition forms, located on the ssd6.org website (Business Office>Staff A.P & Payroll Forms) are used to secure reservations, issue travel advances and reimburse staff members for pre-approved out-of-pocket expenditures. 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 District and Board Policy. For additional information, refer to Board Policy DLC and Board Policy DLC-AR.

Mileage:

1. Complete the Purchase Requisition (Excel Spreadsheet) form in advance for approval. Include dates of travel, attendees and location of event. Attach workshop agenda, if applicable.
2. Upon Return:
 - o Submit itemized receipts, which include the name of proprietor, date, amount, and who attended and time, if possible, to accounts payable secretary at your site. Alcoholic beverages are not reimbursable. Copies of cancelled checks are not acceptable.
 - o Boarding pass for air travel must be included if applicable.
 - o Reimbursements are processed for payment about every 10 days.

The following table and information comes from the US General Services Administration Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. To determine which row to use, go to the website and enter your location. Contact our Accounting Specialist at the District Office if you need to make special arrangements or have any additional questions.

M&IE Breakdown FY 2022

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

¹ This column lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.

² The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

³ This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

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. Refer to Board Policy GBEC, Board Policy GBED, Board Policy GBED- AR, Board Policy GBEDA and Board Policy GBED-AR. 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. Refer to Board Policy GBK/JFCG/KGC.

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. Refer to Board Policy JFCJ.

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 Sisters School District is considered probationary pending the return and disposition of criminal records checks and/or fingerprinting and/or drug testing. Refer to Board Policy GCDA/GDDA

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 records check before working in the district.

Harassment, Workplace

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 assault⁵ 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/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 or 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.

⁵ “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 8 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 equitably 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 more information about this, please see our sexual harassment policy (Policy GBN/JBA) and complaint procedures (GBN/JBA-AR (1) and GBN/JBA-AR (2)), which are found on our website.

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:

- Student's name, parent names
- Residential address and listed telephone numbers
- Date and place of birth
- Participation in sports and activities
- Height and weight of athletic team members
- Illness or accident information as required in health and safety emergencies
- 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. Refer to Board Policy JOA.

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 his/her 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. Refer to Board Policy JGA.

Communicable Diseases - Staff & 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 restrictable disease shall not engage, as long as the disease is in a communicable state, 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 restrictable 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 individual s who have been exposed to the disease can be alerted.**

A few examples of school restrictable diseases include but are not limited to: Chickenpox; Cholera; Covid-19; Diphtheria; Measles; Meningococcal disease; Mumps; Pediculosis**, Pertussis; Plague; Rubella; Scabies; Staphylococcal Skin Infections; Streptococcal Skin Infections; and 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 restrictable 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. Refer to Board Policy GBEB and Board Policy GBEB A.

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 students" 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 student (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. Refer to Board Policy JHCCA and Board Policy JHCCB.

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. Refer to Board Policy JHCD, JHCDA and Board Policy JHCD/JHCDA-AR.

APPENDIX A:

EMPLOYEE ACKNOWLEDGMENT OF STAFF HANDBOOK

Please print the Employee Acknowledgment of Staff Handbook form of this handbook, sign, date and return to Human Resources.

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, Human Resources or the Superintendent.

Employee Name
(Please Print) _____

Employee's Signature

Date

