

Double O School

Employee Handbook

2025-2026



Introduction

Welcome to the staff of Double O School District. We are glad you chose to work here and help our students and communities grow and flourish. Some people believe they don't have what it takes to make a difference. They are wrong. You do make a difference every day, in all of your actions. I hope the difference you make is something you do with the intent of 'doing good'. Having a perspective grounded in gratitude helps. You are powerful and have the ability to create special moments for others. *Shannon Criss, Superintendent*

The material covered in this handbook is intended as a method of communication regarding general district information and rules and regulations, following policy CHCA. It is not intended to either enlarge or diminish any Board policy or administrative regulations. It is your responsibility to read policies in full, what is contained here are portions of pertinent policies. All policies and procedures are subject to change. This handbook is updated annually to reflect current changes.

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

Shannon Criss, Superintendent at Harney Education Service District, has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act

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(HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Regional Services Center for additional information and/or compliance issues.

Harney Education Service District (HESD) is located in Burns, Oregon and is available to assist you in many aspects of your job. HESD provides support services which may include, but is not limited to: Special Education, School Improvement, Administrative and Support, and Technology. HESD continues its tradition of supporting 9 component school districts with a variety of services and supports. This small team of professionals do “whatever it takes” to make a difference. Under the leadership of Superintendent, Shannon Criss, the staff are proud of the role they play in supporting component school districts and take seriously the responsibility to provide support services. Please take a moment to visit the HESD website - [Harney ESD](#) Here you will find a great deal of helpful information and resources to support you. Additionally you will find a link to your individual school district.

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General Information

MISSION STATEMENT

The mission of the rural schools is to provide students with the knowledge and skills necessary to meet the challenges of the future. Schools strive to create self-directed, responsible, lifelong learners with strong character and values.

SCHOOL CALENDAR and HOURS - Policy IC/ICA

Each school district develops their own calendar and hours of operations. This is often done with the assistance of staff at the District and aligns closely with Crane School calendars. Calendars are created in order to comply with Division 22 requirements ORS 581-022-2320.

BOARD OF DIRECTORS

Each School District is governed by a five member board of directors.

BOARD MEETINGS

Regular Board meetings are held on a monthly basis at the schools. Information on dates and times of each school district's board meeting can be found at:

Double O: [HC School District #28](#)

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POLICIES AND PROCEDURES

It is the responsibility of each employee to familiarize themselves with school board policies and procedures. These policies and procedures are the guidelines by which schools are run. All three of the districts use OSBA's Policy Services. Each school building has a set of policies that are updated on a quarterly basis. You will find pertinent policies within the following sections:

- SECTION A/B - Board Governance and Operations
- SECTION C - General Administration
- SECTION D - Fiscal Management
- SECTION E - Support Services
- SECTION F - Facilities Development
- SECTION G - Personnel
- SECTION I - Instruction
- SECTION J - Students
- SECTION K/L - District-Community Relations

Please visit the school district website referenced above for information regarding several items:

- Emergency Operations Plan
- Health and Safe Schools Plan
- Integrated Pest Management Plan
- Radon Plan

Pertinent policies referenced in this handbook that you should read in their entirety are:

- CM - Compliance and Reporting on Standards - This policy refers to the Division 22 requirements. The ESD will assist in completing this document. Teachers are responsible for compliance with: High-Quality Learning Experiences for All Students; Aligned and Focused Educational Systems; Safe and Inclusive Schools.
- EB, EBAC-AR - The teacher and the custodian/maintenance department are members of the Safety Committee. Instructional Assistants may be included at the discretion of the district. Custodians/Maintenance staff will work with ESD specialists in the area of Integrated Pest Management, Asbestos and Safety Plans.
- Equal Employment Opportunity - Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veteran's status, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.
- GBEA - Workplace Harassment - Workplace harassment is prohibited and shall not be tolerated.
- GBEC - Drug-Free Workplace - The district shall prove a drug-free workplace. (A full copy of this policy is included as an attachment.)
- GBK/KGC -Prohibited Use, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems - To be consistent with Oregon law, the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on district premises, in any building or facility, on district grounds, including parking lots, in any vehicle owned, leased, rented or chartered by the district, school or public charter school and at all district- or school-sponsored activities.
- GBM - Staff Complaints

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- GBN/JBA - Sexual Harassment - The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. Please use form AC-AR for reporting.
- GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying - Staff. The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying of staff or third parties by staff, students, or third parties is strictly prohibited and shall not be tolerated in the district.
- GBNA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements - Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.
- GBNA/JHFE - Suspected Abuse of a Child Reporting Requirements - Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system or to a law enforcement agency within the county where the person making the report is located at the time of the contact. Any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report in the same manner as described above. (A full copy of this policy is included as an attachment.)
- GCAB - Personal Electronic Devices and Social Media - Staff - Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.
- GCBDF/GDBDF - Family Medical Leave - The policy is in place but is not applicable to our school districts as we have under 50 employees.
- IIABB - Use of Feature Films, Videos or Other Media - Only films rated G or PG may be shown as part of an educational program. Parents/guardians have the opportunity to preview a film when practically possible and give consent for their child to participate.
- IIBGA - Electronic Communication System - Staff and students must adhere to following policies and procedures related to the safety of all on the internet. Staff are required to participate in cybersecurity training(s) and students must be supervised at all times when on the internet. Students and families are required to complete an Internet User Agreement form yearly. This form is part of the Student/Parent Handbook.

EMERGENCY PROCEDURES PLAN AND FIRST AID

POLICY EBC

In cases of sudden illness or injury to a student or staff member, first aid will be given by first-aid certified staff. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency.

Each school is charged with providing for the immediate care of ill or injured persons within his/her area of control.

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Staff members shall report self-administered first-aid treatment to an immediate supervisor.

Procedures for handling health emergencies will be established and made known to the staff. Each building will be equipped with appropriate first-aid supplies and equipment.

All employees are expected to know where first-aid supplies and equipment are kept in their work areas. The names of employees who hold a current first aid card shall be posted in the main office.

Employees are required to hold a current FirstAid/CPR card.

SAFETY THREATS

POLICY EBCA

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school initiates a safety threat action the school or District shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

Communication will also be issued to employees of the school at which the safety threat action occurred and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school.

INJURY/ILLNESS REPORTS

POLICY EBBB

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on District premises, in District vehicles, at an District-sponsored activity or involving staff members

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who may be elsewhere on District business will be reported immediately to a supervisor. All accidents involving students, visiting public or District property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the District's safety officer/superintendent. Reports will cover property damage as well as personal injury.

PROBATIONARY PERIOD

The probationary period shall be considered as a period of adjustment and orientation for new employees. Employees who successfully complete the probationary period will be recommended to the board for advancement to regular employee status. Seniority shall not accrue during probation.

The service of a probationary period shall not, of itself, prevent an employee from being promoted to a higher job classification, provided such promotion is recommended by the employee's immediate supervisor or administrator in charge. Recommendations for promotion shall be submitted to the superintendent for approval.

If an employee is promoted during the probationary period, the probationary period for the class or position to which he or she is promoted shall begin with the date of appointment to such position.

At any time during a probationary period an employee may be separated from service at the discretion of the board. Employees shall be informed of the reasons for such separation, and whether such separation is with or without prejudice to any subsequent application for employment.

CRIMINAL RECORDS CHECK/FINGERPRINTING POLICY EGAAA

In a continuing effort to ensure the safety and welfare of students and staff, the Board shall require all employees of the school district to follow legal requirements in regards to criminal records checks and fingerprinting.. This includes licensed staff, classified staff, part-time staff and contracted staff. Other individuals, as determined by the Board, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting, as required by law. The Business Office will assist with meeting these requirements.

"Direct, unsupervised contact with students" means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

DISMISSAL PROCEDURES

Classified employees may be dismissed within the bounds of due process. Due process shall be defined as notice of the charge(s) or reason(s) for the proposed dismissal, an informal meeting with the supervisor, superintendent or designee prior to final action being taken and an opportunity to respond to the charge(s) prior to final action. The employee may be accompanied by a representative of his/her choice during the informal meeting.

If an employee is dismissed, he/she may request a hearing before the Board. The hearing will be conducted in executive session unless the employee requests the hearing be conducted in open session. A written request for a hearing must be filed within 15 days of the dismissal action.

STAFF ETHICS POLICY GBC

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As an employee of The Board you are expected to understand and abide by the rules and regulations that define ethical behavior.

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. Photography/information form is included in the parent/student handbook.

- Student’s name, parent names
- Residential address and listed telephone numbers
- Date and place of birth
- Participation in sports 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 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 file is considered confidential.

Payroll Office

ASSOCIATED PAYROLL COSTS

The District Board may, at its discretion, provide insurance for District employees. Such insurance will be provided in compliance with the current Board Policy. When insurance is provided at District expense, the carrier will be selected by the Board. Selection will be made annually with consideration given to service, cost and the program provided. Any staff member who can verify that they have health insurance under a different means may elect to “opt out” of health insurance coverage and receive a monthly amount approved by the board. Employees who elect to keep any component of health insurance coverage (medical, dental or vision) will not be eligible for the “opt-out” funds.

All classified personnel employed for half-time or more will be eligible for coverage under District-provided insurance programs. Coverage will be prorated.

District employees will cease to be eligible for District-paid insurance programs on the last day of the calendar month in which eligible employment is terminated. Employees eligible at the close of the school year who have been rehired for eligible employment the following school year will be considered eligible during the interim. Employees who have resigned shall lose District-paid insurance programs effective at the time of resignation.

Part-time employees of the District whose services are required for at least 20 hours per week shall be eligible for one-half of the medical and dental insurance benefits the Board may provide.

New non-contracted employees shall be advised of such medical and dental insurance benefits and shall become eligible for such benefits on the first day of the calendar month following receipt of such employee’s first payroll check.

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Failure to Qualify – Employees will be removed from the group receiving such benefits at the end of the month in which they fail to qualify as a regular full-time employee or half-time employee or become ineligible by reason of termination of employment, retirement, expiration of authorized leave of absence or other causes.

DEDUCTIONS

POLICY DLB

Employees of The Board shall be subject to payroll deductions in accordance with State and Federal regulations where applicable. Such deductions shall include the following, except when State and Federal regulations exclude employees from such deductions.

State and Federal taxes

Social Security under provisions of the Federal Insurance Contribution Act

Public Employees Retirement System (PERS) - 6% PERS paid by employer beginning 2022-2023

Workman's Compensation Insurance

Unemployment

State Transit Tax

Paid Family Medical Leave Insurance

DESIGNATED PAID HOLIDAYS

The designated paid holidays are as follows: New Year's Day, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. (12 month employees also observe July 4th).

EVALUATIONS

POLICY GCN/GDN

Classified Staff – There will be an ongoing appraisal of all classified staff performance which will include, but not limited to, the ability to carry out the specific job assignments. All classified employees will be formally evaluated by their immediate supervisor at least twice during their first year of employment and at least once a year thereafter. All written evaluations must be signed by the employee and the employee's immediate supervisor or administrator in charge. A copy of the written evaluation must be given to the employee, and a copy must be maintained in the personnel files of the District.

Licensed/Contracted Staff – Evaluation of licensed/contracted staff shall be conducted to conform with applicable Oregon Revised Statutes. Teachers' evaluations shall be customized based on collaborative efforts and include the core teaching standards adopted by the State Board of Education.

LEAVES AND ABSENCES

LEAVE OF ABSENCE WITH PAY

A regular full-time employee, upon application in writing and upon approval of the board, may obtain leave of absence with pay under the conditions of this section and as provided by Oregon law. A regular employee is

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defined herein as any employee of the District whose conditions of employment require full-time service to the District at least eight school months in any school year. Employees whose employment with the District is temporary or otherwise conditional or as defined in ORS 342.815(7) and (9) ordinarily shall not be considered as regular employees.

PERSONAL ILLNESS AND INJURY LEAVE (SICK LEAVE)

Sick leave entitlement for personal illness/injury will accrue at the rate of one day (eight hours) per month employed as provided by Oregon Revised Statutes. Personnel who have accumulated sick leave during employment in another district or public agency shall, upon verification be allowed to transfer up to 75 days to this District. However, the accumulation shall not exceed that carried by the most recent employing district. Sick leave may be used in one hour increments and a full day absence will require eight hours of sick leave. In accordance with state law, this leave will accumulate without limit.

PAID LEAVE OREGON

Paid Leave Oregon is a relatively new program that allows employees in Oregon to take paid time off for some of life's most important moments. Employees can take time off for three different kinds of life events:

Family leave:

- To care for a family member with a serious illness or injury
- Birth of a child
- Bonding with a child
 - In the first year after birth
 - After adoption
 - When they're placed in your home through foster care

Medical leave: To care for yourself when you have a serious health condition

Safe leave: For survivors of sexual assault, domestic violence, harassment, or stalking.

This is a state requirement and will be processed through the Oregon Employment Department.

JURY DUTY

Upon receiving notice, any regular employee shall be granted a leave of absence with pay for service upon a jury. Pay for jury duty, exclusive of travel and other expenses, is deducted from that employee's next regular check, unless jury duty payment is turned into The Board.

COURT APPEARANCES

Employees who appear before a court, legislative committee, or other judicial or quasi-judicial body as witness in response to a subpoena or other direction by proper authority shall be granted leave for such appearance, provided that the salary paid to such employee shall be reduced by an amount equal to that received by such employee as witness fees.

PERSONAL LEAVE

Up to two days leave of absence may be granted for personal, legal business, household or family matters which require absence during working hours. Arrangements for personal leave must be arranged and approved by the Superintendent of Record before taking such leave. Personal business leave ordinarily will not be approved to

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extend regular vacations or holiday periods. Unused personal leave is not cumulative from one year to the next and is automatically canceled upon termination of employment. Personal leave may be used in one hour increments and a full day absence will require eight hours of personal leave. In no circumstance shall unused personal leave become a benefit payable in cash.

BEREAVEMENT

Employees shall be allowed five days excused absence with full pay for critical illness or death in the immediate family. The immediate family includes the employee's husband, wife, children, parents, and grandparents. Bereavement leave may be used in one hour increments and a full day absence will require eight hours of bereavement leave. Bereavement leave does not accrue from year to year. In no circumstance shall unused bereavement leave become a benefit payable in cash.

SPECIAL LEAVE

At the request of the superintendent, personnel may be required to attend training sessions and other types of in-service and extension programs. Required attendance shall be at the expense of the district. Optional attendance expenses shall be determined and approved prior to leave granted for such purposes.

IF YOU ARE SICK OR NEED TO TAKE A DAY THAT REQUIRES A SUBSTITUTE IT IS YOUR RESPONSIBILITY TO ACQUIRE ONE. PLEASE CONTACT JANET CALDWELL AT THE ESD FOR THE LIST. You will need to provide the substitute with a timesheet and submit it for them at the end of the payroll period.

LICENSE

Educational staff (teachers, specialists) who are employed by The Board shall hold a current Oregon teacher's license with subject matter norms appropriate to their specialty. Specialists shall be required to comply with rules and regulations as established by the Oregon Department of Education, the Board of the Education, the Teacher Standards and Practices Commission, and as prescribed by Oregon law.

Other contracted employees are required by the Board to hold a current Oregon license appropriate to the employee's position with the District.

OVERTIME

Overtime is defined as time spent working over 40 hours in one week. A week is defined as seven (7) consecutive days covering Monday through Sunday. ORS 279.340 states, "If budgeted funds are not available for the payment of overtime, such overtime shall be allowed in compensatory time off at not less than time and a half for employment in excess of 40 hours in any one week."

The Board does not budget funds for payment of overtime. The superintendent must review and approve any requests for overtime in advance. Compensatory time off earned as a result of approved overtime must be scheduled with the superintendent's approval. Compensatory time accrued as a result of absences may be denied.

Employees who feel they are unable to complete their work requirements within the 40-hour workweek should contact their supervisor to discuss remedies.

WORK WEEK

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The work week begins at midnight on Sunday and concludes seven days later at midnight on Saturday.

PAYDAY SCHEDULE

Please be sure to read your school district policy in regards to the Payday Schedule. Each of our school districts has a different payday.

DIRECT DEPOSIT

When available, employees may have their payroll check deposited directly to their designated checking accounts each month. Employee accounts are credited on payday – **check with your bank for details**. Contact the Business Office for more information on direct deposits and assistance with depositing payroll checks when direct deposit is not available. **Also, notify the Business Office if your banking information changes.**

PERSONNEL FILE

An official personnel file will be established for each person employed by The Board. Personnel files will be maintained in a central location.

The superintendent will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, commendations, complaints and written disciplinary actions to be placed in their personnel file. All charges resulting in disciplinary action shall be considered a permanent part of the teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any material placed in their personnel file.

Except as provided below, or required by law, The Board employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. The controller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential.
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;

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8. Attorneys for the District or the District's designated representative on matters of District business.

The superintendent may permit persons other than those specified above to use and to inspect personnel records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

Professional Development

The Board and The Board feel strongly about continued professional growth for all employees. Professional growth experiences may include college courses, workshops and conferences, curriculum day activities and other job related training. (Policy GCL/GDL)

INSERVICES

In recognition of the need for non-contracted personnel to keep abreast of new developments in their career field and to develop increased job skills, the Board may establish an in-service training requirement as a condition for continued employment. In-service training may apply to all regular full-time non-contracted staff employed by the District and other employees designated by the Board. (Policy GCL/GDL)

STAFF DEVELOPMENT - LICENSED

Continual work toward professional growth will be expected of all licensed staff members. Requests for release time for attendance at meetings or conferences may be approved as deemed appropriate by the superintendent. Completion of continuing professional development units (PDU) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee.

Travel Expenses/Reimbursement

The Board employees who are approved to travel in connection with official District business will be reimbursed for meals, lodging and travel at the approved per diem rate consistent with Internal Revenue Services (IRS) requirements. (The approved per diem rate will be reviewed as a part of each regular budget cycle to assure that current costs are reflected by these rates.) The use of the District Visa charge account will be limited to the approved personnel.

LOCAL MEETINGS

If an employee is required by his/her employment to be absent from home during a regular meal hour, reimbursement may be claimed at the regular per diem approved rate for that meal(s). Employees will be reimbursed by submitting a written request and receipts.

LODGING AND MEALS

A flat per diem reimbursement for meals and lodging may be applied to all approved overnight travel in the interest of the District. The current per diem rate is \$16.00 for breakfast, \$19.00 for lunch and \$28.00 for dinner/ \$68.00 per day.

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MILEAGE

Mileage will be reimbursed for approved travel when it is for educational purposes. Mileage will be reimbursed for travel

SPECIAL MEETINGS

When meetings, workshops or seminars are held in special hotels or motels at which the lodging rate exceeds those per diem costs set forth by the Board, actual costs will be reimbursed with prior approval of the superintendent. Breakfast, lunch and dinner expenses which are a part of the conference registration package and exceed the per diem rate will be reimbursed with prior approval. Employees will be reimbursed the approved costs exceeding per diem rates by presenting a written request with receipts to the business office.

TRANSPORTATION

The district does not own any vehicles for use by teachers. When attending professional development events you will be reimbursed at the government rate for mileage (using google maps and the most direct route from the school to the location).

When transporting students you have two options. You can request that parents transport their own children (travel costs covered by the district); or you can, with written parent permission, transport students in your personal vehicle. Again, travel costs are reimbursed.

TRAVEL ADVANCES

Employees may request a travel advance payment based upon approved per diem rates by submitting requests one week in advance of travel.

SCHOOL DRESS CODE

The Board expects employees to dress appropriately for teaching students and representing the district. It is expected that your attire, although casual, will exhibit common sense and professionalism. Please do not wear anything that your students or parents may find offensive.

Employees are expected to demonstrate good judgment and professional taste. Clothing should be clean and unwrinkled. Torn, dirty, or frayed clothing is unacceptable. Clothing that has the school mascot is encouraged. Sport teams and university clothing is also acceptable.

SAFE SCHOOLS REQUIRED YEARLY TRAINING

Employees are required to complete yearly trainings through [SAFESCHOOLS](#). This program is part of our insurance package through PACE and allows us to meet local, state and federal requirements. Currently Janet Caldwell at Harney ESD monitors completion of required trainings. Contact Janet at caldwelj@harneyesd.k12.or.us if you need assistance.

INTERNET SECURITY/EMAIL ACCOUNT PROCEDURES

Your privacy and security while using technology is of utmost importance. We have filters in place to help avoid phishing and cyber attacks. You are required to complete cybersecurity training in order to obtain and keep an ESD email account. During the year the ESD Technology Director may provide additional training and simulations

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in order to help protect your privacy. If you have any questions please feel free to reach out to the ESD Technology Department. [Technology Help Desk](#)

LOCAL SERVICE PLAN

Harney Education Service District is proud to support component schools in the Harney County region. The Local Service Plan (LSP) is a document that outlines the services provided. There are four main areas under Core Resolution Services including Special Education, School Improvement, Administrative and Support Services and Technology. This plan is created in consultation with you. We have several meetings in the fall and winter that you are encouraged to attend and provide feedback.

SCHOOL SUPPORT SERVICES THROUGH THE ESD

Harney Education Service District (HESD) is available to support you in a variety of ways. During the Rural Teacher Back To School Inservice the current services that are offered will be shared. Please familiarize yourself with the ESD website and programs and services that are available. Additionally, Corporate Activity Tax (CAT) funding supports the Integrated Guidance Program, including the Student Investment Account (SIA) that all six rural schools are members of. [HESD ADMINISTRATIVE SUPPORT SERVICES](#)

