

# **SUBSTITUTE POLICY & PROCEDURE MATERIALS**

**2023-2024**



**HERMISTON SCHOOL  
DISTRICT #8R**

**"Striving to Be Oregon's Premier Public School District"**

**Welcome:**

This handbook has been prepared to offer basic information and helpful assistance to our substitute employees.

If you have any suggestions for improving this handbook or the substitute teaching program in general, please feel free to talk with any building administrator or contact the Human Resources Assistant, Jhoanna Mendoza, at (541) 667-6031.

We hope you will enjoy your work with our students and staff.

Respectfully,

Hermiston School District  
Human Resources Department

**HERMISTON SCHOOL DISTRICT #8R**  
**SCHOOLS, ADDRESSES, PHONE NUMBERS, AND ADMINISTRATION**

Hermiston School District offers a substitute acquisition system **Absence Management** (formerly Aesop). This application allows the substitute to respond to openings by phone or apply for substitute teaching assignments via the internet at [www.app.frontlineeducation.com](http://www.app.frontlineeducation.com). Substitutes will log on to the internet with a unique password, enabling them to list their preferences, view and accept substitute assignments, check their work history, and provide valuable feedback.

Absence Management may begin calling as early as 5:30 a.m. Substitutes required for long-term absences can be found on Absence Management or will be arranged by the school lead secretary whenever possible. For more information about **Absence Management**, please contact **Jhoanna Mendoza** at (541) 667-6031.

The Hermiston School District Office is located at: 305 SW 11<sup>th</sup> St., Hermiston, OR 97838

**DISTRICT OFFICE CONTACTS**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Dr. Tricia Mooney	Superintendent	(541) 667-6000	<a href="mailto:tricia.mooney@hermistonsd.org">tricia.mooney@hermistonsd.org</a>
Jake Bacon	Assistant Superintendent	(541) 667-6000	<a href="mailto:jake.bacon@hermistonsd.org">jake.bacon@hermistonsd.org</a>
Briana Cortaberria	Executive Assistant Supt. & Board/Communications Officer	(541) 667-6010	<a href="mailto:briana.cortaberria@hermistonsd.org">briana.cortaberria@hermistonsd.org</a>
Neely McKay	Director of Special Programs	(541) 667-6000	<a href="mailto:neely.mckay@hermistonsd.org">neely.mckay@hermistonsd.org</a>
Daniel Greenough	Director of Student Services	(541) 667-6000	<a href="mailto:daniel.greenough@hermistonsd.org">daniel.greenough@hermistonsd.org</a>
Jerad Farley	Director of Elementary Instruction	(541) 667-6000	<a href="mailto:jerad.farley@hermistonsd.org">jerad.farley@hermistonsd.org</a>
Scott Depew	Director of Secondary Instruction	(541) 667-6000	<a href="mailto:scott.depew@hermistonsd.org">scott.depew@hermistonsd.org</a>
Larry Usher	Director of Athletics & Activities	(541) 667-6000	<a href="mailto:larry.usher@hermistonsd.org">larry.usher@hermistonsd.org</a>
Katie Saul	Director of Business Services	(541) 667-6000	<a href="mailto:katie.saul@hermistonsd.org">katie.saul@hermistonsd.org</a>
Jeff Kelso	Director of Technology	(541) 667-6000	<a href="mailto:jeffrey.kelso@hermistonsd.org">jeffrey.kelso@hermistonsd.org</a>
Maria Duron	Family Engagement Specialist	(541) 667-6036	<a href="mailto:maria.duron@hermistonsd.org">maria.duron@hermistonsd.org</a>
Donna Thomas	Human Resources Manager	(541) 667-6028	<a href="mailto:donna.thomas@hermistonsd.org">donna.thomas@hermistonsd.org</a>
Adrian Rodarte	Human Resources Specialist	(541) 667-6032	<a href="mailto:adrian.rodarte@hermistonsd.org">adrian.rodarte@hermistonsd.org</a>
Jhoanna Mendoza	Human Resources Assistant	(541) 667-6031	<a href="mailto:jhoanna.mendoza@hermistonsd.org">jhoanna.mendoza@hermistonsd.org</a>
Stephanie Thongdy	HR Operations Secretary	(541) 667-6118	<a href="mailto:stephanie.thongdy@hermistonsd.org">stephanie.thongdy@hermistonsd.org</a>
Lisa Lohman	Payroll Specialist	(541) 667-6014	<a href="mailto:lisa.lohman@hermistonsd.org">lisa.lohman@hermistonsd.org</a>
Sara Sargent	Benefits Specialist	(541) 667-6033	<a href="mailto:sara.sargent@hermistonsd.org">sara.sargent@hermistonsd.org</a>

## OUR SCHOOLS

### SECONDARY SCHOOLS:

Hermiston High School  
600 South First Street  
(541) 667-6100

Tom Spoo, Principal  
Melissa Doherty, Assistant Principal  
Andy Hall, Assistant Principal  
Michael Thomas, Assistant Principal  
Andrea Serrano, Secretary

Armand Larive Middle School  
1497 S.W. Ninth Street  
(541) 667-6200

Stacie Roberts, Principal  
Casey Arstein, Assistant Principal  
Lily Ornelas, Secretary

Sandstone Middle School  
400 N.E. 10th Street  
(541) 667-6300

Lori Monaco-Mills, Principal  
Kurt Neville, Assistant Principal  
Carrie Norton, Secretary

### ELEMENTARY SCHOOLS:

Desert View Elementary  
1225 S.W. Ninth Street  
(541) 667-6900

David Melville, Principal  
Kerri Hodges, Secretary

Highland Hills Elementary  
450 S.E. Tenth Street  
(541) 667-6500

Rebecca Bacon, Principal  
Erika Esparza, Secretary

Loma Vista Elementary  
2095 N.E. Tenth Street  
(541) 667-6400

Joshua Browning, Principal  
Joanne Chapman, Secretary

Rocky Heights Elementary  
650 West Standard  
(541) 667-6600

Stefani Wyant, Principal  
Lorena Rodriguez, Secretary

Sunset Elementary  
300 East Catherine  
(541) 667-6700

Erin Andreason, Principal  
Mayra Rodriguez Palomino, Secretary

West Park Elementary  
555 S.W. Seventh Street  
(541) 667-6800

Juan Rodriguez, Principal  
Christine Meyers, Secretary

## **APPLICATION AND QUALIFICATIONS**

1. A valid Oregon Teaching License is required to substitute teach in Hermiston School District. In addition, it is preferred that a substitute teacher hold a current First Aid Card.

If you have questions or regarding your Oregon teacher/substitute license, please contact Donna Thomas, Human Resources Manager at (541) 667-6028, District Office.

2. A completed application form is required of all substitute applicants.
3. Please be sure your current address and telephone number is on file in the Human Resources Office. If for some reason you are not able to continue substituting (i.e., full-time employment, moving, illness), be sure to contact Jhoanna Mendoza at (541) 667-6031 at the District Office or by email at [jhoanna.mendoza@hermsitonsd.org](mailto:jhoanna.mendoza@hermsitonsd.org) to have your name removed from the substitute list.

## **PAY SCHEDULE**

1. Substitute pay for licensed staff during the 2023-2024 school year is **\$232.14** per day. Four hours or less is considered one-half day; if more than four hours, a full day.
2. For an extended assignment of more than ten consecutive days for the same staff member, the licensed substitute will be paid **\$273.11** per day from the eleventh day until the assignment is concluded (service must be contiguous).
3. Substitute pay for non-licensed staff (Educational Assistants & Office Assistants) range from \$14.92 - \$15.27 per hour, depending upon assignment.
4. A Substitute is required to sign in on a daily basis. Sign in sheets are kept in the main office of each of our school buildings.
5. Payday in the Hermiston School District is generally the 20<sup>th</sup> of each month. The payroll period covers time worked from the 1<sup>st</sup> of the month through the last day of the month. Example: time worked September 1<sup>st</sup> through September 30<sup>th</sup> is paid on October 20<sup>th</sup>. Time worked October 1<sup>st</sup> – 31<sup>st</sup> will be paid November 20<sup>th</sup> and so on.
6. Pay Dates for 2023-2024 School Year:
  - September 20, 2023
  - October 20, 2023
  - November 20, 2023
  - December 20, 2023
  - January 19, 2024
  - February 20, 2024
  - March 20, 2024
  - April 19, 2024
  - May , 2024
  - June 20, 2024

If you have a question regarding your check, please contact Lisa Lohman, Payroll Specialist at (541) 667-6014 or by email at [lisa.lohman@hermiston-d.org](mailto:lisa.lohman@hermiston-d.org) Lisa's office is located in the District Office, Business Department.

## **POLICIES**

Annually, all employees, including substitutes, are required to complete policy training through Vector Solutions (SafeSchools). It is your responsibility to complete the training prior to your first day substituting for the 2023-24 school year. Using your Hermiston ID number, you can login into the Vector Solutions site at: <https://hermiston-or.safeschools.com/login>

If you substitute in multiple districts and complete Vector Solutions training through them, you can provide the Human Resources Department with a print-out and we will complete any of the same trainings. Be aware that many of our trainings are specific policies of the Hermiston School District.

## **OREGON'S SICK TIME**

Since January 1, 2016, employers in the state of Oregon have been required to provide sick time to substitutes/iterant employees. The full text of the law and administrative rules adopted by the Bureau of Labor and Industries are available at [www.oregon.gov/boli](http://www.oregon.gov/boli). The information contained in this handbook serves as notice of the law's provisions as required by statute.

As a substitute/iterant employee, you will accrue sick time at the rate of one (1) hour of sick time for every 30 hours worked. Accrued Sick Time is available for use on the 91<sup>st</sup> day of employment.

Each substitute/iterant employee may carry-over up to 40 hours of sick time from one year to the next up to a maximum of 80 hours of accrued sick time. Although you can accrue up to 80 hours, you may only use a maximum of 40 hours of sick time during the current fiscal year. Hermiston School District operates on a fiscal year, July 1 – June 30.

## **SICK TIME BALANCE**

Your sick time balance will appear on your monthly pay stub, available in the Employee Access Center (EAC), and is updated monthly for hours worked during the pay period.

## **QUALIFYING REASONS**

Sick Time, may be used for the following reasons:

- For an employee's illness or injury, including medical appointments
- For a family member's illness or injury, including medical appointments
- To deal with the death of a family member
- To seek medical treatment, legal, or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.

"Family member" is defined as the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner.

## **USING SICK TIME**

As a substitute/iterant employee, you may use sick time upon proof of accepted assignment and by providing reasonable notice for need to cancel your substitute assignment due to a qualifying reason. When cancelling a substitute assignment for sick time reason, please select the reason for cancellation and document the confirmation number of the cancelled assignment. All requests for sick time use will be verified through an Aesop cancellation report. If you need assistance, you may contact the HR Department at 541-667-6031.

## **REPORTING TIMES PER BUILDING**

<b><u>Elementary Times</u></b>	8:00 a.m./2:30 p.m. ( <b>Wednesdays:</b> 1:45 p.m.)
<b>(Teachers/Subs arrive/leave)</b>	<b>7:30 a.m./3:30 p.m.</b>
<b>(a.m. ½ day absence Subs arrive)</b>	<b>7:30 a.m./11:30 a.m.</b>
<b>(p.m. ½ day absence Subs arrive)</b>	<b>11:30 a.m./3:30 p.m.</b>

<b><u>Middle School Times</u></b>	8:30 a.m. ( <b>Wednesdays:</b> 9:15 a.m.)/3:18 p.m.
<b>(Teachers/Subs arrive/leave)</b>	<b>7:35 a.m./3:35 p.m.</b>
<b>(a.m. ½ day absence Subs arrive)</b>	<b>7:35 a.m./11:35 a.m.</b>
<b>(p.m. ½ day absence Subs arrive)</b>	<b>11:35 a.m./3:35 p.m.</b>

<b><u>High School Times</u></b>	8:25 a.m. ( <b>Wednesdays:</b> 9:10 a.m.)/3:25 p.m.
<b>(Teachers/Subs arrive/leave)</b>	<b>7:40 a.m./3:40 p.m.</b>
<b>(a.m. ½ day absence Subs arrive)</b>	<b>7:40 a.m./11:40 a.m.</b>
<b>(p.m. ½ day absence Subs arrive)</b>	<b>11:40 a.m./3:40 p.m.</b>
<b>Zero Period Arrival</b>	<b>7:15 a.m. (No Zero Period on Wednesdays)</b>

## **SUBSTITUTE TEACHERS SHOULD ARRIVE AT THE SAME TIME AS THE REGULAR TEACHERS AND REMAIN UNTIL REGULAR TEACHERS LEAVE.**

- In case of inclement weather, it is the substitute's responsibility to access the media for school delays or closures. Closures are posted on the internet at [www.hermiston.k12.or.us](http://www.hermiston.k12.or.us) or may be accessed by calling (541) 667-6000.
- If necessary, substitute teachers may be assigned to teach a class or period for a different teacher other than the one they were called for. Prep periods may be used for teaching or supervision by the substitute when assigned.
- Teachers Standards and Practices Commission (TSPC) limits any substitute who possesses a **Restricted Substitute License** from working in long-term assignments. Long-term is defined as more than ten consecutive days for the same staff member.

## **RESPONSIBILITIES OF THE SUBSTITUTE**

1. Check in at the Main Office when you report to work and remain at school until the workday is completed unless dismissed earlier by the principal or while on your thirty (30) minute lunch break. At the end of the day, please check out with the Main Office before leaving the building.
2. Perform the additional duties assigned to the staff member for whom you are substituting. The classroom teacher will leave a list of duties for which you are responsible.
3. Substitute Teachers, it is the responsibility of the teacher whose assignment you are taking to provide you with adequate lesson plans. It is your responsibility to follow these plans as closely as possible. Please leave a note for the teacher reporting in detail what you have done if different from the teacher's original instructions. You also should leave a record of completed and uncompleted work.



4. The Absence Management system allows an important feedback option to all substitutes. We ask that anytime you see “Assignment is awaiting your feedback”, you take the time to write a review regarding your teaching assignment.
5. Concerns/criticisms or opinions about the regular classroom teacher may be discussed with the principal or submitted under the “Live Feedback” option next to the assignment in Absence Management. Your concerns should **NEVER** be expressed to the students, classroom assistants, other staff members, or parents.
6. It is in the best interest of students if the substitute teacher keeps in close contact with the classroom teacher when the substituting period is for more than one day.
7. Check the assigned work daily and leave the corrected work where the teacher can find it.
8. Keep a careful record of attendance and check with the building secretary for correct filing procedures.
9. Confer with the principal concerning any problems you have in adjusting to a particular classroom unless the principal designates another employee to help you.
10. Keep all information about students confidential.
11. Injury Reporting. Report student injuries immediately to the administrator and/or building secretary and comply with appropriate reporting procedures. All injuries sustained by the employee while in the actual performance of the duty should be reported immediately to a supervisor and the appropriate paperwork completed.
12. Computer Access. Each building has been issued its own substitute username and password. Substitutes are required to use this combination when they are logging into any district-systems.
13. As a substitute employee you are allowed to use the district network and computers for personal use during times you are not responsible for supervising students (as long as the access does not violate district protocol, state law, or TSPC regulations). You have the ability, when on a designated break, to access the internet to look for jobs on the Absence Management system.
14. Copyright laws. Please pay close attention to copyright laws.
15. Identification badge. All employees including substitutes are expected to wear your identification badge at all times while on school district property.
16. Cell Phones and other personal communications devices shall be silenced and not accessed when supervising students.
17. Do not post pictures or information about your students on personal network/social media sites (e.g. Facebook, Twitter, Snapchat, Pinterest, etc.)
18. Texting students is strongly discouraged.

19. Keys and Badges. Any key and/or badge check-out to you is your responsibility. Please make sure that you turn them in to the office when you check out for the day. Replacement Keys cost \$25.

### **STUDENT DISCIPLINE**

Maintaining a safe environment for all students in the buildings and on the grounds is the responsibility of the entire staff, including substitutes. Each school has an individual discipline plan. Please become familiar with each school's discipline plan.

#### **Specifics for your consideration:**

1. Substitute teachers are expected to maintain a classroom environment conducive to learning. Explain to the class what your behavior expectations are.
2. Manage disciplinary problems whenever possible, but feel free to call on the principal if it becomes necessary to maintain control.

### **RESTRAINT & SECLUSION**

The legal definition of physical restraint: "The restriction of a student's movement by holding the student or applying physical pressure upon the student".

The use of physical restraint and/or seclusion is ONLY permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior **poses a threat of imminent, serious physical harm to the student or others**. Except in the case of an emergency, only staff with the district-designated physical restraint and seclusion training will implement physical restraint or seclusion with a student. Follow all proper reporting requirements (Special Education staff can assist you with this process)

### **STUDENT SEARCHES**

**Unless imminent risk/threat to safety, no student should be searched without administrative presence**. Students searches must be based upon "reasonable suspicion". Searches (defined by law) include pockets (outer clothing only), backpacks, accessing cell phones, accessing personal media devices, lockers, cars, etc. Searches will be conducted in privacy, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student, whenever possible.

# **SUBSTITUTE FREQUENTLY ASKED QUESTIONS**

## **1. When is payday?**

- a. Payday is typically the 20<sup>th</sup> of the month. In the instance where the 20<sup>th</sup> falls on a Saturday, the payday will be Friday. In the instance where the 20<sup>th</sup> falls on a Sunday, the payday will be the following Monday.

## **2. What is the pay period for time worked?**

- a. The payroll period covers time worked from the 1<sup>st</sup> of the month through the last day of the month. Example: time work Sept 1<sup>st</sup> through Sept 30<sup>th</sup> is paid on Oct. 20<sup>th</sup>. Time worked October 1<sup>st</sup> – 31<sup>st</sup> will be paid Nov 20<sup>th</sup> and so on.
- b. The only exception would be the final paycheck on June 20<sup>th</sup>. This check will include all days worked May 1<sup>st</sup> to the end of the school year.

## **3. How is a Substitute Teacher paid?**

- a. The substitute time sheet is based upon the information entered in the Absence Management system formerly named Aesop. Please make sure you check in and out with the lead secretary and sign off to verify the correct hours have been reported in Absence Management.
- b. Substitute Teachers are paid in either 4 or 8 hour increments.

## **4. How is a Non-Licensed Substitute (Educational Assistant/Office Assistant paid?)**

- a. The substitute is paid based upon the information entered in the Absence Management system formerly named Aesop. Please make sure you check in and out with the lead secretary and sign off to verify the correct hours have been reported in Absence Management.
- b. Non-Licensed Substitutes are paid by the hour.

## **5. How can I view my paystub information?**

- a. Visit the Hermiston School District website at [www.hermiston.k12.or.us](http://www.hermiston.k12.or.us)
- b. Click Staff Resources, then click Employee Access Center (EAC)
- c. Your User ID will be your five (5) digit employee ID number
- d. Your Password will be your social security number with no dashes or spaces.

## **6. What if I have forgotten my login information in to the Absence Management System (Aesop)?**

- a. You will be asked to provide an ID or Username. If you forgot your ID or Username please contact Jhoanna Mendoza at (541) 667-6031 or click on Forgot ID or Username and follow the prompts.
- b. If you have forgotten your PIN or password you would need to click on Forgot PIN or Password to rest.

## **7. What if I am unable to login to the Employee Access Center (EAC) using my ID number and SSN?**

- a. If you have been unsuccessful accessing the EAC using your Employee ID number and SSN, your password may be reset. Please click on Forgot Password or contact Sara Sargent at (541) 667-6033 or Katie Saul at (541) 667-6067 for assistance.

## **8. How can I leave feedback about my subbing experience?**

- a. Absence Management allows an important feedback option to all substitutes.
- b. In Absence Management anytime you see the "Assignment is awaiting your feedback," click the link to write a review regarding your substitute assignment.

## **THANK YOU FOR BEING A SUBSTITUTE IN HERMISTON**

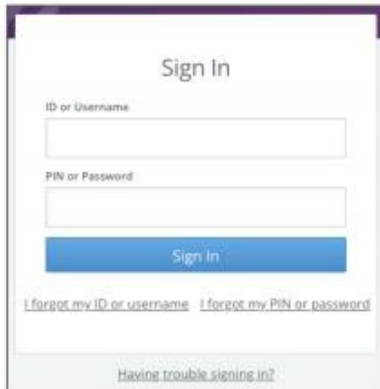
Each year we need a great many substitutes. We realize that substituting can be challenging at times and we sincerely appreciate the service you provide to maintain educational consistency when staff are absent.

We hope that when you are in the building you will become a part of the staff, that you will feel free to discuss concerns with the principal, that you will not hesitate to ask for assistance, and that you will be anxious and willing to continue to work as a substitute in the district.

We hope that substituting in the Hermiston Schools will be a pleasant and rewarding experience for you. We sincerely **THANK YOU.**



## Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

### SIGNING IN

To log in to the absence management application, type [aesoponline.com](https://aesoponline.com) in your web browser's address bar.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

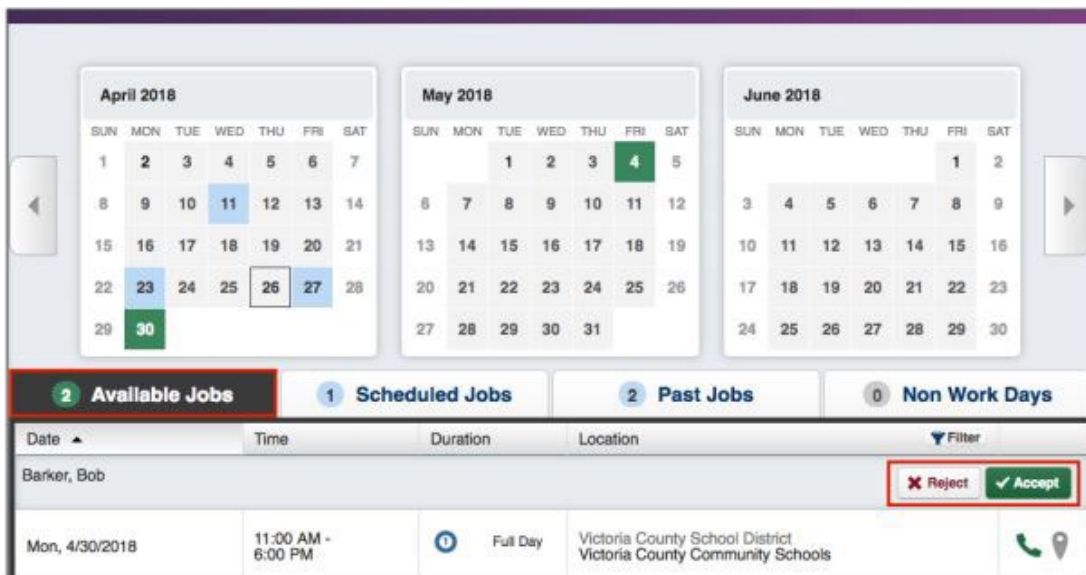
### RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for more details.

### SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 Available Jobs 1 Scheduled Jobs 2 Past Jobs 0 Non Work Days

Date	Time	Duration	Location	Filter
Barker, Bob				
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input type="button" value="Accept"/>



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

### When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

**Note:** When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

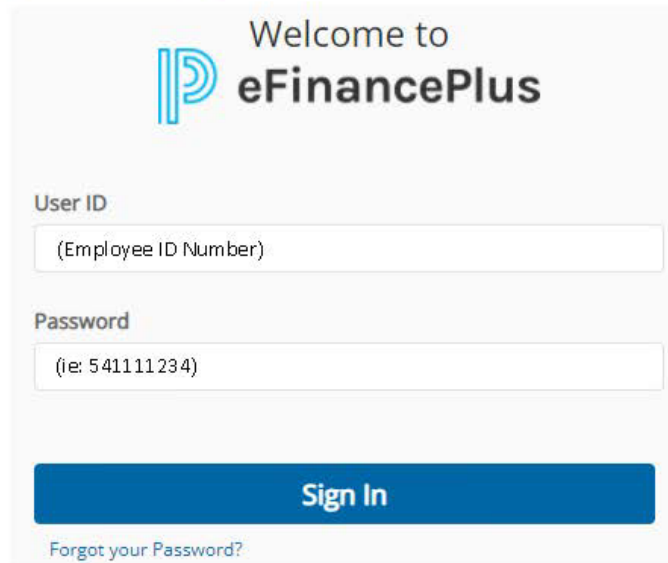
If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



## EMPLOYEE ACCESS CENTER – QUICK GUIDE

To get started, navigate your internet browser

to: <https://efp2011.wesdeac.efinanceplus.powerschool.com/efp20.11/EmployeeAccessCenter/Web/Login.aspx?profile=7BC2DBFC-447E-4ACC-838E-28528AD5154D> Log on to the live database by using your Five Digit Employee Number as your User ID and your Social Security Number (No spaces or dashes) as your Password. If your full SSN does not work, try using the last four digits.



Welcome to  
**eFinancePlus**

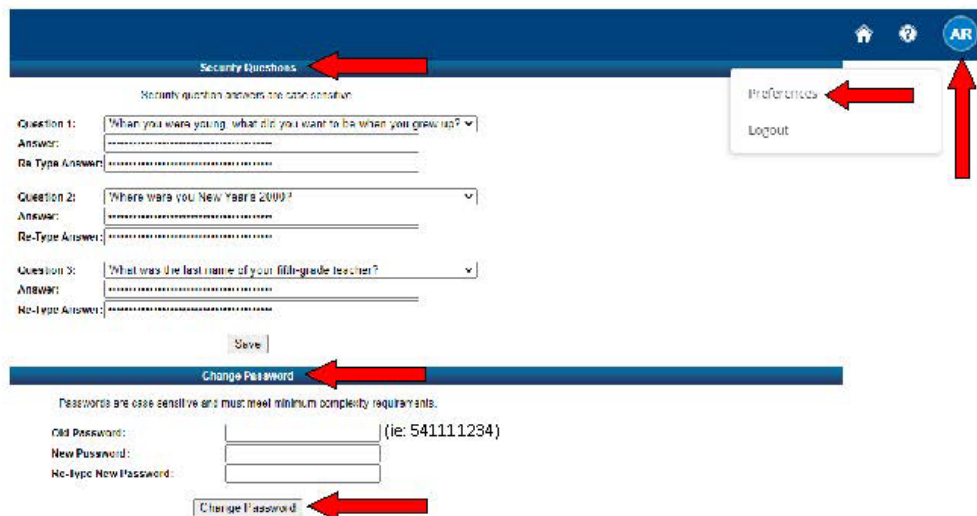
User ID  
(Employee ID Number)

Password  
(ie: 541111234)

**Sign In**

[Forgot your Password?](#)

Upon logging in, the first thing you should do is change your password. To do so, select your "INITIALS" located at the top right-hand corner of the page. After following the onscreen prompts, select "PREFERENCES". You will then need to select and answer "SECURITY QUESTIONS", then "CHANGE PASSWORD". Please be sure to save your new password in a secure location for future reference.



**Security Questions**

Security question answers are case sensitive.

Question 1: When you were young, what did you want to be when you grew up? ▾  
Answer: .....  
Re-Type Answer: .....

Question 2: Where were you New Year's 2000? ▾  
Answer: .....  
Re-Type Answer: .....

Question 3: What was the last name of your 8th-grade teacher? ▾  
Answer: .....  
Re-Type Answer: .....

**Save**

**Change Password**

Passwords are case sensitive and must meet minimum complexity requirements.

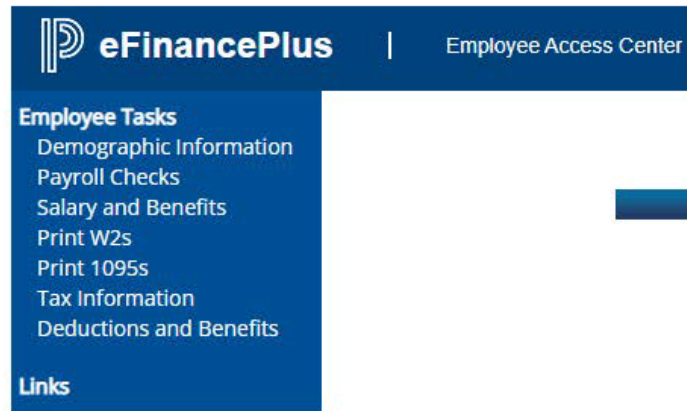
Old Password: ..... (ie: 541111234)  
New Password: .....  
Re-Type New Password: .....

**Change Password**

Updated 12/21/2021

## **EMPLOYEE ACCESS CENTER – QUICK GUIDE**

You are now ready to start exploring what EAC has to offer! Select the different menu items, listed as Employee Tasks, and verify the information. Please note that not everyone will have data on the Additional Information page, as we are still working on the system. Be sure to verify your Demographic Information and feel free to update any inaccuracies, including adding your email address.



If you have any questions or suggestions, please feel free to contact Sara Sargent via email to [SARA.SARGENT@HERMISTONSD.ORG](mailto:SARA.SARGENT@HERMISTONSD.ORG) or by calling (541)667-6033 or extension 10003.



## **HSD CLASSROOM EMERGENCY PROCEDURES**

1. In the event of an incident involving imminent danger to you or your students, practice AVOID, DENY, DEFEND as discussed during CRASE Training.
2. **AVOID** starts with your state of mind
  - Pay attention to your surroundings—check immediate area outside your teaching area. If safe to do so,
  - Have an exit plan and move away from the source of the threat as quickly as possible with your students
  - Move to any exit and account for all students, making note of missing or extra students, and hold for communication from the office
  - The more distance and barriers between you and the threat, the better.
3. **DENY** when getting away from the threat is not possible
  - Bring in any students, staff, parents or volunteers who might be close
  - Create barriers to prevent or slow the threat—lock doors, windows, barricade the door (if possible), and shut off the lights
  - Maintain a calm environment
  - Remain out of sight and quiet—turn off electronics and silence phones
  - Account for all students, making note of missing or extra students, and hold for communication from the office
4. **DEFEND** because you have the right to protect yourself and your students
  - If you cannot AVOID or DENY, be prepared to defend yourself
  - Be aggressive and committed to your actions
5. Do not unlock your doors or leave the room until you have **face-to-face** contact with Administration or Emergency Officials—when police arrive:
  - Lie down on the floor and ensure everyone follow all commands
  - Keep your hands empty and show your hands when police enter
  - Do not move until told to do so
6. At conclusion of the incident, follow the district reunification procedure.

### **Lockdown:**

1. Announce: **"THIS IS A LOCKDOWN. LOCKDOWN YOUR CLASSROOMS"**
2. Check the immediate area outside your teaching area and bring in any students, staff, parents or volunteers who might be close.
3. Move all individuals out of sight
4. Lock classroom doors, windows, close blinds and shut off lights. Maintain a calm environment.
5. Account for all students, making note of missing or extra students, and hold for communication from the office.
6. Do not unlock your doors or leave the room until you have **face-to-face** contact with Administration/Building Staff or Emergency Officials.

### **Shelter-In-Place:**

1. Announce: **"SECURE YOUR CLASSROOMS, AT THIS TIME SECURE CLASSROOMS"**
2. Check the immediate area outside of your teaching area and bring in any students, staff, parents or volunteers who might be close.
3. Lock classroom doors, windows and close blinds.
4. There will be no outside activity and no individual movement around campus.
5. Continue to teach and/or house students within your classroom.
6. Normal school activities will resume upon notification from Administration.

### **Medical Emergencies:**

1. Assess and secure the area. Secure additional adult help.
2. Contact office and/or 911 if applicable, and advise of the situation (who, what, when and where).
3. Render assistance (per your skill level) until further advised.
4. Check medical protocols.
5. Move students as directed by Administration or Emergency Officials.

### **Evacuation:**

1. Move in an orderly fashion following the evacuation route.
2. Doors need to be closed but not locked.
3. Lights may be off or on.
4. Take your class (no less than 50') from the building to a designated area.
5. Keep your class together.
6. After arriving at the designated site, account for all students, making note of missing or extra students, and hold for communication from the office.
7. Wait for further instructions from Administration and/or Emergency Officials.

### **Earthquake:**

1. Stay calm and instruct all students to crawl underneath a desk and remain there until they receive further instructions.
2. If students are not in a classroom they need to find the nearest door way to stand in or stand by a load bearing wall.
3. After the earthquake stops, be prepared to evacuate quickly and efficiently.
4. If you are outside find an open area away from power lines, buildings, trees, etc.
5. Do not evacuate or move students until directed to do so.

### **Emergencies during Class Transition or Lunch:**

1. Follow AVOID, DENY, DEFEND as necessary
2. **AVOID/DENY:** If you are in or near your classroom: Immediately gather as many nearby students and bring them into nearest safe area or exit the building based on the situation. Staff: It is critical to account for all students in your care.
3. **Evacuation:** Gather as many students as possible from the hallway and escort them to the nearest evacuation area. Once at the evacuation site, students should report to their homeroom or 1<sup>st</sup> period teacher if possible. Finally, **take roll** of the students that are in your care.

# HERMISTON SCHOOL DISTRICT | 2023-2024 CALENDAR

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14-18 New Teacher In-service  
21-25 Staff In-service  
28 Substitute In-service  
28-29 Staff In-service  
29 9<sup>th</sup> Grade Link Crew Orientation Day  
30 First Day of School for students

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 19 Presidents' Day Holiday

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 Labor Day (Holiday)

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 22 Non-student Day (Elem. Transition Day, MS, HS I/W Day)  
25-28 Conference Week  
28 K-5 Day Conferences (no school for K-5)  
29 Non-student/Non-staff Day

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 13 Non-student Day (Statewide In-service (I/W))

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1-5 Spring Break Week  
8 Non-student Day (Staff I/W Day)

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Non-student day (Transition Day)  
6-9 Conference Week  
9 K-5 Day Conferences (no school for K-5)  
10 Veteran's Day Holiday (Observed)  
22-24 Thanksgiving Break (non-student/non-staff days)

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 10 Non-student Day (Staff I/W Day)  
27 Memorial Day Holiday

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 18-29 Winter Break (non-student/non-staff days)

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 6 Graduation  
11\* Last Day for Students  
12 Teacher Work Day  
*\* Last day of school may be adjusted to accommodate snow make-up days.*

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 New Year's Day Holiday  
2 Non-student Day (Staff I/W Day)  
3 School Resumes  
15 MLK Holiday  
25 End of 1st Semester  
26 Non-student Day (MS, HS Transition Day, Elem. I/W Day)

1<sup>st</sup> Semester: August 30 – January 25 87 Days/86 Days (Elem)  
2<sup>nd</sup> Semester: January 29 – June 11 86 Days/85 Days (Elem)