

# Cascade School District



## Certified Staff Handbook

### **MISSION:**

Promoting Excellence for All Students Through:

- Engaging Curriculum with Rigor and Relevance
- High Quality Instruction
- 21st Century Technology
- Personal & Academic Pride

### **VISION:**

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Our Core Purpose is built on the Core Values and Beliefs that open lines of communication are essential to understanding, independent and creative thinking, and problem solving for the success of all; that in order for our students to succeed, it is essential that we promote an environment in which students love to learn; that showing respect for others, being accountable for one's own actions and always maintaining integrity is essential to the success of all; and that is imperative to maintain a positive, compassionate and safe school environment.

### **GOALS:**

- To deliver an academic program that inspires and motivates every student to value education for his/her lifetime.
- Customize and individualize our educational program to meet every student's strengths and needs.
- Incorporate technology into all aspects of our education program in a manner that best prepares our students for the 21<sup>st</sup> century.
- Strategically focus resources on student's achievement and identified wants and needs of the Cascade Community.
- Connect our curriculum and assessment data to common core standards.

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# Introductory Statement

This handbook is designed to acquaint you with Cascade School District 3 & B (referred to as “the District” throughout this document) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the District continues to change, the need may arise and the District reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of changes to the handbook as they occur.

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

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

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

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

Title I: Michelle Price  
Title VI (Social Security): Karsen Drury  
Title VII, Civil Rights or discrimination issues: Michelle Price  
Title IX: Nichole Pieper  
Equal Employment Opportunities (EEO): Rick Miller  
Americans with Disabilities Act: Rick Miller  
Section 504 of the Rehabilitation Act of 1973: Nichole Pieper



As we envision our future, we commit to the mission that all Cascade School students will flourish leaving our system as compassionate, responsible citizens with the skills to be productive citizens and prepared for a global society. We visualize a system in which:

- Parents are highly engaged in their child’s education;
- Every student has access to technology they need in order to be successful and the District is able to provide technology education for all who have technology challenges;
- The District, the community and law enforcement work in a cohesive, collaborative manner for the betterment of our students, school, and community;
- The community views the school as “their school,” active in all programs and offerings and highly engaged in all that we do for students;
- A customized educational programs fits the unique needs of all students from academics to vocational education to programs that address the social needs of students;
- A program where our employees are rewarded for their extraordinary efforts; a rigorous professional development program where our employees are provided with the tools necessary to meet the needs of all our students;
- A 100% graduation rate; and
- An Advanced Placement program that provides students with increased educational offerings.

# **I. Employment Information**

## **ASSIGNED DUTY LIST**

A list of the assigned duties of school personnel—from principals to secretaries—delineates the responsibilities individuals in the system have either been assigned or have willingly agreed to perform.

## **ASSOCIATIONS**

The Cascade Education Association is the bargaining unit for all certified staff.

## **EQUAL EDUCATION/EMPLOYMENT OPPORTUNITY POLICY**

As required by Title IX of the Education Amendments of 1971, Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the District is committed to a program of equal opportunity for education, employment and participation in school activities without regard to race, color, religion, sex, marital status, age, disability or national origin. This right will be guaranteed to all students presently enrolled, students applying for admission and approved, employees, and applicants for employment at the District.

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The District recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination, against any person with a disability, will knowingly be permitted in any program.

## **IMMIGRATION LAW COMPLIANCE**

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **JOB DESCRIPTIONS**

The District makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), essential duties and responsibilities section, a qualifications section (including education and/or experience, necessary skills and abilities, and certifications required), a physical demands section, and a work environment section.

The District maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The superintendent will prepare job descriptions when new positions are created or current positions have and change in duties and responsibilities. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the superintendent if there are questions or concerns about a job description.

## **DUTY SCHEDULES**

To create and support a safe, orderly, and caring school environment, extra duties will be required of all teachers during the school day. Assigned duties involve supervising areas such as hallways, lunchroom, and the commons; playground; and the bus departure sidewalk. It is important that common areas of the building in which students pass or socialize are monitored for safety, appropriate behavior and language, and orderly movement and operation.

Duty assignments will be made on a weekly basis and rotated as fairly as possible. Duty assignments, scheduled by the principals, will be adjusted from year-to-year, and even within a school year, depending on the needs at hand. If teachers are absent from school or find it necessary to be absent from an assigned duty, the substitute must cover the duty or a replacement must be found.

All teachers, except those on morning or lunch hall or recess duty, will be expected to be in their classrooms ready for the opening class in the morning and following the lunch hour. All teachers are responsible for monitoring the hallway outside their classrooms for general orderliness and appropriate behavior while students pass between classes or different breaks throughout the school day.

Teachers of grades early kindergarten through six are required to meet their respective classes at the recess doors following each recess to supervise students returning to classrooms.

## **EVALUATION OF STAFF**

The District's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

The Montana Educator Performance Appraisal System (MT-EPAS) is the evaluation tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline. EPAS is based on the Charlotte Danielson's Framework for Teaching. Certified probationary staff will be formally evaluated at least three (3) times during the school year. All other licensed staff will be formally evaluated at least twice annually.

Copies of the District's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable District evaluation procedures, negotiated agreements, and Montana Code Annotated. (Board Policy 5222)

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the District. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. It is the responsibility of each employee to notify the District of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the district clerk.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection by only the following or as otherwise required by law:

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

In accordance with federal law, the District is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order. (Board Policy 5231)

## **RESIGNATION OF STAFF**

Resignation is a voluntary act initiated by the employee to terminate employment with the District. All District employees are covered by a specific one-year employment contract.

Although advance notice is not required, the District at least two (2) weeks' written resignation notice from all employees. (Board Policy 5251)

## **RETIREMENT**

To assist the District in its planning efforts, staff members considering retirement are encouraged to notify the District as early as possible, preferably at the beginning of the school year in which the retirement will take place.

## **STAFF DEVELOPMENT**

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance. Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees, and other such activities.

**All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on factors such as availability of funds, consistency with District and school goals and job assignment. Requests require principal approval and are to be made in writing no less than two (2) weeks prior to the meeting or conference.**

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of District funds.

## **TEACHER CERTIFICATION/RECERTIFICATION**

Proper certification is the responsibility of each individual teacher. Every teacher must file a proper teaching certificate in the superintendent's office and the Cascade County Superintendent of Schools within the timeline established by law. Every teacher should also file current transcripts in the superintendent's office.

## **VACANCIES/TRANSFERS**

Announced vacancies for certified positions will be posted in the staff room and bulletin boards outside the administrative office at least two (2) weeks prior to closing the application period. Postings will include qualifications for the announced position.

Teachers in the District may apply for any vacancy for which they are certified and qualified. The Board will consider the professional background and attainments as well as other relevant factors such as, but not limited to, District goals and objectives in the review of all applicants. **If two applicants are of equal standing and one is a teacher in the District, said teacher shall have the advantage in selection. (Cascade Schools Collective Bargaining Agreement 2008-2010)**

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on District personnel needs and in accordance with District procedures and negotiated agreements. (Board Policies 5210 and 5213)

## **WORK DAY**

The length of the work day for a full-time certified employee is from **7:30 a.m. to 4:21 p.m.** in accordance with the school calendar. Monday through Thursday. Certain Fridays will be designated a non-student day and ½ day professional development for teachers. This day of professional development is mandatory and all teaching staff are expected to attend.

The work day includes lunch, preparation time and assigned duties. School begins at 8:00 a.m. **Required arrival time for all teachers is twenty-five (25) minutes before the start of school, or 7:30 a.m.** Dismissal for students in grades early- kindergarten through grade 3 can begin at 3:45 p.m. Grades 4 – 12 are dismissed at 3:51 p.m.

Teacher Training days may have adjusted hours, but will not exceed the total duty time of an instructional day. Parent-teacher Conferences which are scheduled in the evenings are duty (paid) hours. If a teacher is unable to attend a P-T conference session, a leave request will need to be submitted.

### ***Attendance and Punctuality***

To maintain a safe and productive environment, the District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees, the District as a whole, and its students. Poor attendance and excessive tardiness are disruptive and deprive students of a high quality educational experience.

When employees cannot avoid being late to work, they should notify their supervisor as soon as possible in advance of the anticipated tardiness. If an employee is unable to work as scheduled, you should contact your direct supervisor, as soon as possible and in advance enough so that a substitute can be secured.

### ***Preparation Periods***

As per the negotiated agreement, each teacher will receive a calendar that includes one period, duty-free time per day that is proportional to the other periods of the day spent with students. The District expects that a preparation period is a time for teachers to work on the delivery of instruction, the responsibilities of grading student work, developing curriculum, completing reports and other communications, writing and posting lesson plans – to name only a few of the tasks and responsibilities teachers face day-to-day. Teachers should be protective of their preparation period and refrain from having time taken up with non-preparatory activities. **It is not appropriate to use this time to leave the school building to conduct non-school related activities without permission from the principal.**

### ***Work Day Checkout***

Teachers may leave the building and District grounds during lunch as necessary. It is not appropriate or acceptable for a teacher to leave the building during a prep period without approval from the principal. All staff is required to check out/in with the office and/or the principal. This will enable office staff and administration to respond appropriately in the event of message and/or emergency situations that may arise.

### ***Year-End Checkout***

All teachers are to complete the Teacher Checkout List form by returning binders, manuals, books, grades, keys, and other materials and obtaining the respective signatures from individuals listed on the form. The form is handed out approximately two (2) weeks prior to the final checkout day so that teachers can begin obtaining the necessary signatures. The completed form is to be submitted to the principal upon final checkout where the principal will do a final check of the teacher's classroom and issue the June, July, and August paychecks. All materials and books in the classroom are to be boxed (and labeled) or stored in cupboards, closets, or shelves. All walls are to be cleared of posters and pictures and all bulletin boards are to be stripped.

For final checkout, teachers should reserve their checkout time with their supervising principal by signing up on the posted checkout schedules. Reservations are made in 30-minute increments. Teachers who are unable to check out on the designated checkout days may do so at any time following, provided that the Teacher Checkout List form has all necessary signatures. Please note that for those who checkout after the checkout days, ALL GRADES must still be completed and submitted to the school secretary within one (1) week of the last day of school so that all report cards can be compiled and mailed to parents.



## **II. Employee Salary & Benefits**

### **CONTRACTS AND COMPENSATION**

Contracts for certified staff members will be initiated for all new employees when hired.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the District and negotiated agreements.

Teachers must obtain ten (10) semester lane credits for lane changes beyond a particular degree lane. In order to receive credit on the salary schedule for additional college coursework, it is understood that such course work shall enhance a teacher's abilities as jointly determined by the District and teacher. The teacher must complete and submit the appropriate form prior to taking the course work. In the event that a disagreement exists, the Board shall have the final determination authority. In order for credits to apply on the salary schedule, lane changes must be approved by the Board no later than the April Board meeting.

Individual contracts will be modified to reflect qualified educational lane changes once each year, effective at the beginning of the school year provided a transcript of qualified credits is submitted to the superintendent's office no later than September 15 of each year. A teacher can move no more than one (1) step or year of experience in any one year. If a transcript is not available by September 15, other satisfactory evidence of successful completion of the course will be accepted, pending receipt of the official transcript. (Collective Bargaining Agreement, current)

### **Approval of Credits for Salary Advancement**

In order to receive credit on the salary schedule for additional college coursework, it is understood that such course work shall enhance a teacher's abilities as jointly determined by the District and teacher. Prior to enrollment a teacher must complete an application form for course approval (See Cascade Schools Collective Bargaining Agreement) including the name and number of the course, the institution, a description or summary of the course content and a statement of how the course meets any one of the following criteria:

- District goals
- Curriculum targeted goals
- Pre-targeted goals between the teacher's supervisor and the teacher

In order for credits to apply on the salary schedule, lane changes must be approved by the Board no later than the April Board meeting.

### **PAYDAYS**

All employees are paid monthly on the first (1st) day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the District. Employees will receive an itemized statement of wages when the direct deposit is made. Interested individuals should contact the district clerk.

The District does not provide pay advances on unearned wages to employees.

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the district clerk so that corrections can be made as quickly as possible.

### **BENEFITS**

Certified employees at the District are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Other programs and benefits for which teachers are eligible and may, where applicable, voluntarily authorize deductions from their paychecks include:

- Cafeteria or Flexible Benefit (FSA)

- Employee Assistance Program
- Leave such as Personal, Jury Duty, Military, Sick
- 403(b) plans or tax-deferred annuities
- Health insurance
- Credit union payments
- Volunteer/charitable donations

Enrollment in any of the deductions programs must be made with the district clerk.

### ***Admission to District Extracurricular Activities***

Complimentary passes are provided to all staff attending school-sponsored extracurricular activities held in the District. Staff is highly encouraged to attend and assist in the supervision of students and in general crowd control as needed while attending such events.

### ***Employee Assistance Program***

The District believes it is in the interest of the employee, the employee’s family and the District to provide an Employee Assistance Program (EAP) which deals with persistent problems. Individuals needing additional information about the District’s EAP provider should speak with their principal or the Superintendent. (Board Policy 5001)

### ***Flexible Spending Account (FSA)***

The District provides a Flexible Spending Account (FSA) program, (also known as a Cafeteria Plan), that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable unreimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, taxable income can be reduced without reducing real income so that the employee can keep more earned money.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. Employees must enroll for each plan year. The plan year runs from October 1 through September 30. The employee determines how much to contribute to the account, up to a specified maximum of \$3000 for Health Care and \$5000 for Dependent Care per year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to the employee for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, care should be taken to not over-fund an account.

Details of the FSA program and examples of reimbursable and non-reimbursable expenses are available from the district clerk. Paper and electronic reimbursement forms are available through the business office.

### **Health Insurance**

The District’s health insurance plan provides employees and their dependents access to medical insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan, including dental and vision, subject to all terms and conditions of the agreement between the District and the insurance carrier.

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). This gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Cascade Public Schools’ health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Cascade Public Schools’ group rates plus an administration fee. Blue Cross Blue Shield Health Coverage provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

Details of the health insurance plan and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the district clerk for more information about health insurance benefits and the Health Savings Plan information.

### **Workers’ Compensation Insurance**

The District provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized,

immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor **immediately** and fill out a District Accident report available from the district clerk. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form. (Refer to Policy 5337)

# III. Employee Leave

## **CERTIFIED LEAVE REQUESTS**

The District utilizes Frontline Absence Management and Time & Attendance to manage employee leave and attendance.

Every teacher and administrator has an individual Frontline Absence Management account. Leave must be requested in advance through the account. The appropriate supervisor approves or denies the leave once requested.

If the request is approved, the Frontline system will automatically place calls to available substitutes if needed. If the absence is covered by peer coverage (see rules on peer coverage in CBA), it is the responsibility of teacher requesting leave to contact peers for coverage. Teacher must leave notes in the absence request documenting peer coverage so proper credit can be documented for peer covering teacher.

Request for a substitute must be initiated by the teacher through Frontline. Requests at short notice, or in the case of illness, should also be notified by phone or text to the supervising principal and/or administrative assistant so leave can be approved and substitute placed as soon as possible.

Teachers are to have complete lesson plans in hard copy, directions, duties, times, rosters, special arrangements, codes for copies, attendance directions and any other information that will make the day run smoothly for the substitute in their Substitute Folder. Lesson plans and any other notes can be sent to substitute through Frontline.

Leave requests may be denied if the supervisor determines that an employee's absence will cause undue burdens on other personnel or the needs of the staff or school cannot be met.

Administrative leave will be submitted in advance through Frontline to the superintendent for approval. Refer to administrative contracts for leave guidelines and procedures.

### ***Unauthorized Absence***

Teachers missing scheduled contract days which are not covered by the administration or by the above described leave policies will have a proportionate part of their salary deducted. A pay reduction for the time of unauthorized absence will be equal to the teacher's daily rate (daily rate of pay = 1/163 or 1/length of school year if less than 163 days).

## **BEREAVEMENT LEAVE**

Up to five (5) days per year of bereavement leave at full pay for the death of one's immediate family may be granted. Immediate family will be defined as father, mother, sister, brother, husband, wife, significant other, children, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or other persons related to the teacher. Additional time, if requested by the teacher, shall be deducted from accumulated sick leave.

One (1) day per year of bereavement leave may be used for the death of a close friend, relative, or member of the community not covered as defined by immediate family.

Bereavement leave is non-accumulative. Extended leave shall be granted under special circumstances by the administration. (Collective Bargaining Agreement, current)

## **JURY DUTY LEAVE**

The District encourages employees to fulfill their civic responsibilities by serving jury duty when required. All employees qualify for paid jury duty leave. The District will continue to provide health insurance benefits for the full term of the jury duty.

Employees must show the jury duty summons to their supervisor as soon as possible so that arrangements can be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the District or the employee may request an excuse from jury duty if, in the District's judgment, the employee's absence would create serious operational difficulties.

Payment received for "Jury Fee" from the Court system will be remitted by the teacher to the school district clerk. The teacher retains any mileage reimbursement. A copy or original official summons is to be submitted when requesting a substitute for Jury Duty. (Collective Bargaining Agreement, current)

## **MILITARY LEAVE**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service unless otherwise provided in a collective bargaining agreement. The District will not discriminate in hiring, reemployment, promotion, or benefits based upon membership or service in the uniformed services.

All requests for military leave will be submitted to the Superintendent, in writing, accompanied by copies of the proper documentation showing the necessity for the military leave request. When possible, all requests for military leave will be submitted at least one (1) full month in advance of the date military service is to begin.

Persons returning from military leave are asked to give the Superintendent notice of intent to return, in writing, at least one (1) full month in advance of the return date. (Board Policy 5322)

## **PERSONAL LEAVE**

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. (Board Policy 5321)

Two (2) days of personal business leave without loss of pay or benefits will be allowed each teacher per school year. Requests for personal business leave must be submitted to the principal through Frontline in advance of the leave. No more than two (2) teachers may be absent on personal business leave on one day and personal leave may not be used to extend any vacation period during the school year nor used in the first week or last two weeks of the school year unless special permission is given by the Superintendent.

Refer to the Collective Bargaining Agreement for procedures on unused personal leave days.

Teachers who agree to substitute for a fellow teacher and in so doing lose their preparation time shall earn credit toward a personal day. For every six (6) hours or periods of substitution, the substitute teacher shall earn one extra personal day. (Collective Bargaining Agreement, current)

## **PROFESSIONAL LEAVE**

Requests for continued educational experiences, professional growth activities and/or school sponsored events in which the teacher is an advisor or chaperone require principal approval and are to be submitted in Frontline no less than two (2) weeks prior to the meeting, conference and/or activity.

## **SICK LEAVE**

Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement. (Board Policy 5321)

**Sick Leave:** Eight (8) days of sick leave per year shall be granted teachers. This leave will accumulate to a maximum of one hundred thirty (130) days. Leave over and above the accumulative total may be granted by the Board. Teachers with longer than a 10-month contract will receive one (1) day sick leave per month of contract.

Sick leave is granted for personal illness or disability, personal medical appointments, quarantine, or communicable disease, maternity, involving the teacher, his/her spouse and/or their children or parents. The administration shall make the final decision whether the illness in the family falls within this category.

Teachers who are absent 1 to 4 periods will use (1/2) day of sick leave; teachers who are absent more than 4 periods will use a full day of sick leave.

Teachers needing one (1) hour absence, and finding a peer teacher **with a prep hour** to substitute for that hour, will not lose a day or fraction of a day of leave. It is the responsibility of the teacher to:

1. secure a fellow teacher **with a prep hour** to cover for the 1-hour absence;
2. submit leave through Frontline in advance to be approved by the appropriate supervisor.

The principal has the final decision as to whether the absence/substitute arrangement upsets the educational setting and will be permitted. The teacher substituting can earn credit toward a personal day. This process may be used for 1-hour of absence for sick, personal, bereavement, jury, professional, or school activity leave.

### ***Family and Medical Leave Act (FMLA)***

Employees are eligible for twelve (12) weeks of FMLA to be used concurrently with paid sick leave.

#### **Eligibility**

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

#### **Length/Purpose of Leave**

In accordance with the provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Contact the Superintendent for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave. (Board Policy 5328 and 5329)

#### ***Sick Bank***

The purpose of the sick leave bank is to provide additional leave only to the individually contracted teachers of the District who are in need of extended medical care, rehabilitation, or hospitalization. Sick bank privileges shall not extend beyond the individual teacher under contract. A teacher must have exhausted all of his/her accumulated sick and personal days and have incurred **one** day without pay before entitlement. Sick leave bank benefits may not be used for maternity/paternity/parental leave, or any other non-paid absence or leave.

A participating teacher must have donated sick days to the bank in order to withdraw from the bank. A participant must contribute a total of five (5) days over a three (3) year period of time and is eligible to then withdraw ten (10) bank days for every day donated. For further information about the sick bank – the administrative committee, withdrawal process, maintaining a minimum balance, the repayment of days, **and the Emergency Sick Leave Bank provisions** – teachers should refer to the Cascade Schools Collective Bargaining Agreement current.

# **IV. General Information**

## **BOARD OF TRUSTEES**

### ***Board Members***

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of schools. Current board information is posted on the school website, [www.cascade.k12.mt.us](http://www.cascade.k12.mt.us).

### ***Board Meetings/Communications***

Unless otherwise specified, all meetings will be held in the Board Conference Room. Regular meetings shall be held at 6:00 p.m. on the third Tuesday of each month, or at other times and places determined by a majority vote. The one exception will be the June Board Meeting. It will take place the fourth Tuesday of the Month. The date and time of special meetings will be set by the Board Chair. Except for an unforeseen emergency, meetings must be held in school buildings or, upon unanimous vote of the Trustees, in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

Meeting notices and agendas are posted on the Friday preceding every monthly meeting at the Cascade Town Hall, Stockman Bank in Cascade, Cascade Post Office, on bulletin boards outside and inside the school building, and on the school's website. (Board Policy 1400)

## **CARE, USE, AND RETURN OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, textbooks, athletic uniforms and gear, and musical instruments are priority items for theft and damage.

Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the principal.

Employees are responsible for all District property, materials, or written information issued to them or in their possession or control. Staff may check out certain District-owned equipment such as tables and folding chairs. Such equipment may not be used for personal financial gain. "Building Use and Equipment" forms are available in the office. There are no equipment-use fees. In the event of loss or damage, a fee will be assessed by the District according to the repair or replacement costs. All District property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The District may also take all action deemed appropriate to recover or protect its property.

Each teacher is responsible to see that students treat District property appropriately and with respect. Do not allow students to sit on desktops, carve on furniture, or deface, damage, or destroy school property. The condition of a teacher's classroom is an indication of one's effectiveness as a classroom manager. Please model expected student behaviors by not sitting on desks and properly caring for school property.

Students are to keep the benches provided in student hallways clear of textbooks, bags, clothing and other personal belongings. School issued textbooks and other school issued equipment are to be kept in school lockers. Teachers should monitor the hallways and benches outside their classrooms to keep them free from books and unsightly clutter. Benches are to be cleared at the end of the school day.

### ***Facility Use Request***

When a teacher wishes to occupy and use any area of the school building or campus before, during, or after school that is not his or her own classroom, a Facility Use Request form must be completed and submitted to the secretary in sufficient enough time to get clearance from the personnel who work in or use the requested area. Areas subject to collective use and requiring a Facility Use Request include, but are not limited to the gymnasiums, school grounds, the commons, the library, the lunchroom, or another teacher's classroom. Request forms are available in the administrative office or in the Staff Room.

### ***Inventory***

Inventory of District property is completed periodically, usually in the Spring, and is an electronic process. This information is for auditing purposes. When completing or updating an inventory sheet, consider those items in the classroom that you would want replaced if there were to be a fire or other damage/loss. Items valued over \$100 must be inventoried. Some classroom items, such as furniture, filing cabinets, and teacher desks, have been tagged during past inventory processes. If a tag number is found, it should be listed on the inventory sheet.

Corrections to the inventory should be made from year to year – quantities change, items are moved to different rooms, or are disposed of. Delete items that are listed but no longer in your classroom. If an item was removed and taken to another room, provide the room number. All changes or corrections should be made in red font.

Teachers also need to complete room inventory lists which include books and other supplies or equipment not on the computerized inventory sheets. These lists will need to be turned into the secretary in order to check out for the school year.

### ***Keys/Fobs***

Necessary keys/fobs are issued to staff by the secretary. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all school personnel are expected to follow these key/fob-control procedures:

1. The duplication of keys/fobs is prohibited.
2. Keys/fobs are not to be left unattended. Avoid having keys/fobs on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Under no circumstances should keys/fobs be loaned to students or to individuals not employed by the District.
4. Lost or stolen keys/fobs must be reported to the secretary within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys/fobs before any charges are assessed.
5. Upon reporting lost or stolen keys/fobs, presentation of broken or damaged key(s)/fob(s), and submission of assessed fees, replacement keys will be issued as soon as they can be made.
6. Charges for lost or stolen keys/fobs or the installation of new locks will be made to the staff member to whom the key(s)/fob(s) have been issued. Charges are determined by the locksmith providing the service.
7. All keys/fobs will be inventoried at the end of the school year by the secretary.
8. If additional keys/fobs are needed during the school year, a Request for Keys/Fobs form must be completed for the Superintendent to approve. Forms are available from the secretary.

### ***Printers/Copy Machines***

Networked printers have been placed in several locations around the building (elementary and JH/HS copy rooms, JH and HS computer labs, library, and administrative offices). The following recommendations are provided to reduce printing costs and waste:

- Use “printer friendly” or “print version” options whenever possible;
- Copy and paste text from Internet articles into a Word document. This will avoid the cost and waste of printing ink-laden pictures, headlines, and advertisements;
- If several copies are needed, print one from the printer and use the photocopy machine to make duplicate copies. This is a much more economical method.
- When students are doing general research for your projects, they should ask your permission to print. ALWAYS check how many pages are being printed against what is truly needed.
- If possible, limit students to one printing. Require students to use their printing requests wisely;
- Teachers need to know how to tell what printer is being accessed, how many pages are going to be printed, and how to cancel printing in the middle of a print request. If you do not know how to determine these things, find out. Reducing teacher errors will guard against student errors and waste.

With the capabilities of the high capacity copy machines, staff should use every opportunity to print to the copy machines. Not only will this be faster, but considerably more cost effective.

Staff members are asked to keep personal printing to a minimum, especially on the color printer.

Two high capacity copy machines, one in each teacher workroom, can function as a copy machine or a printer as it is connected to the school computer network. Staff members will be trained to operate each machine and how to use the machines as printers from their desk computers. Reminders, assistance, and training for new staff will be provided by the administrative secretary or district clerk.

All teachers will be assigned a unique code or password to be used to operate the Canon machines. At no time should students be allowed to operate the copy machines. Copying/printing costs for each teacher up to 15,000 copies for the school year will be covered by the school District. Copying/printing costs that exceed this allocation will be deducted from the teacher’s classroom or department budget at the cost of \$0.02 per page copied. It is important that individual codes be protected and not be shared with other staff members for this reason.

When using the copy machine for personal reasons, the District requests fifteen cents (\$0.15) per page to cover the cost of the ink, toner, electricity, (paper if used), and maintenance on the machine. Reimbursement for large quantity copying (over 20 copies) is to be made through the district clerk. Employees are asked to reimburse personal copying of under 20 copies.



## ***Staff Room***

A staff room is provided for staff use during lunch as may be appropriate. All staff are expected to “pitch in”, as needed, to help keep this gathering area clean and orderly. The District will provide a refrigerator and microwave in each teacher work room for all school personnel to use. A concerted effort should be made to keep these appliances clean for fellow staff members.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

The staff room may occasionally be used for small student group work. Unsupervised students are not permitted in the staff room.

## **COMMUNICATIONS**

### ***Cell Phones***

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities.

For certain District employees, cell phones are required as a tool to conduct school business to fulfill the job responsibilities. Eligibility requirements for wireless cellular service ensure that the use of a cell phone or Smartphone by an employee is for the benefit of the District, rather than the convenience of the employee. District employees are eligible to receive supplemental compensation if they are pre-approved by the Superintendent and the employee's Principal/Supervisor. In addition, the employee's job must require him or her to be readily accessible for frequent contact with the public or with District faculty staff or students, and there are limits to the employee's access to regular land line telephones that would satisfy the required business communication needs. Eligible employees must file a Cellular Device Reimbursement Contract with the district clerk.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

### ***Emergency Use***

Staff is encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

### ***Use of Personal Cell Phones and Communication Devices***

In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies. (Board Policy #5630)

### ***Conferences***

Planned conferences between teachers and parents are essential to the District's efforts to further understanding and close cooperation between the home and school. Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Parent-teacher conferences are scheduled throughout the school year. Teachers should refrain from scheduling appointments, meetings, or other activities that cause their absence from conferences. This is an important function for communicating student progress with parents. Absence from scheduled conferences requires a Leave Request be submitted and approved by the principal.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or preschool time to meet with students and parents as necessary. (Board Policy 2420)

### ***District Telephones & Voicemail***

Telephones are provided in each classroom for staff convenience. The primary function for classroom phones is to communicate within the building and Main Office. Long-distance calls for District business can be made from classroom and office phones; however, employees should make every attempt to access a toll-free business number. Employees will be required to enter their long-distance calling code in order to complete the call. Long distance phone calls for personal use are restricted. If it is absolutely necessary to place a personal long-distance phone call, staff members are responsible for all costs related to long-distance calls made for personal use. The district clerk monitors all billing statements. Staff are expected to pay the district clerk for their personal long-distance charges.

Employees are encouraged to study the accompanying manual for their phone and become familiar with the many features and capabilities of the telephone system. Depending on the phone provided, the system is capable of logging all incoming calls; setting up

greetings; using a hold button while another call is made; intercom; redialing; speed dialing; conference calling; transferring; voice mail; and recording to name a few. **If it is necessary to record a telephone conversation, the individual being recorded must be informed that a recording is being made. It is a violation of privacy in communications to record a conversation without the knowledge of all parties to the conversation. The administrative secretary or the school secretary can provide instructions on how to record a phone call.**

It is the responsibility of each staff member to check his/her voice mail routinely. The digital phone system has virtually unlimited storage capacity of voice messages; but a timely response to messages is a mark of true professionalism.

### ***Email and Computer Usage***

Computers, computer files, software, and the network and email system furnished to employees are the District's property intended for educational business and purposes only. As per federal law, all email correspondence (internal, outgoing, and incoming) must be archived on the District's system. To ensure compliance with this policy, computer and email usage may be monitored. Because of the unique nature of email/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address email/Internet usage by all employees:

1. The District strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Because of the sensitive environment in a school setting, the District network should not be used to forward unsolicited offensive, graphic messages. Recipients of offensive messages should delete the message and inform the administration of repetitive mailings. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
2. While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet system for any purpose.
  - a. Users of District email and Internet systems are responsible for their appropriate use. All illegal and improper uses of the email and Internet system, including but not limited to extreme network etiquette violations including mail that degrades or demeans other individuals, pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.
  - b. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. If the sender of an email or Internet message does not intend for the email or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward."
3. In order to keep District e-mail and Internet systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the system administrator. The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.
4. E-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee's absence. Employee email/Internet messages may not necessarily reflect the views of the District.
5. District employees are prohibited from accessing another employee's email without the express consent of the employee. All District employees should be aware that email messages can be retrieved, even if they have been deleted, and that statements made in email communications can form the basis of various legal claims against the individual author or the District.

Email sent or received by the District or the District's employees may be considered a public record subject to public disclosure or inspection. All District e-mail and Internet communications may be monitored.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-educational matters.

The District purchases and licenses the use of various computer software for business and educational purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on the local area network or on multiple machines according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

Internet users should be alert to viruses that can infiltrate the network through attachments to email messages. Users should never open messages from unsolicited or unknown senders and are advised to inform the administration of suspicious emails. (Additions in bold

and underlined from Policy #5450: Employee Electronic Mail and Online Service Usage)

### ***Infinite Campus Shoutpoint Messenger***

The District has contracted with an automated notification system called “Infinite Campus Shoutpoint Messenger”. Infinite Campus message system will provide a notification system for parents, students, faculty, staff, relatives, emergency contacts, board members, first responders and local safety officials. It will provide an unlimited number of alerts and notifications that can be sent out District wide, school wide, or to specific groups such as grade level, team, club, and field trip participation. Notices may be sent via email, landline phone, cell phones (voice or text messages). The system will provide an unlimited number of notification/alert contacts for each student, parent, faculty, and staff member.

### ***Mail***

Each staff member is provided a District mailbox in an area designated as the mailroom. Any mail that needs to be sent out or postage added is to be brought to the administrative office for delivery to the Post Office. The pre-paid, inked postage stamp is for District-related mailings only. The office has the ability to weigh and post boxes and larger articles up to five (5) pounds. Anything over five pounds should be left with the administrative office to take to the Post Office.

## **COMMUNITY USE OF BUILDING**

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District’s conduct rules at all times.

Student, school-related, and community related organizations shall be granted the use of school facilities at no cost. Out-of-District organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent for more information.

The administration approves and schedules the various uses of the school facilities. A master calendar, housed on the school website, will be kept and updated weekly for scheduling dates to avoid conflicts. Requests for use of the school facility must be submitted in advance of the event to the Superintendent’s office. Interested parties should submit a “Building Request” form available at the District office. (Board Policy #4330)

### ***Visitors in the Workplace***

To provide for the safety and security of students, employees and the facilities at the District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards students and employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the building at the Commons or north entrance. Authorized visitors will receive a Guest Pass and may be provided directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized and/or unidentified individual is observed on the District’s premises, employees should immediately notify their supervisor or an administrator or intercede by directing the individual to the Attendance Office. If, in the judgment of the employee, the unauthorized individual poses a threat to students and employees, he or she is authorized to call law enforcement or 911 to report an intruder.

## **FINANCIAL MANAGEMENT & RESPONSIBILITIES**

### ***Business Travel Expenses***

When employees are traveling for District related business, the District will cover the costs of the essential travel expenses. All business travel must be approved in advance by the Superintendent. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be paid for by the District. Employees are expected to limit expenses to reasonable amounts.

Employees will be required to fill out a requisition and check out a District credit card to use for essential travel expenses. With the approval of the Superintendent, the District may reimburse employees for reasonable business travel expenses incurred while on assignments if extenuating circumstances prevented the employee from using a District credit card. Upon return, employees are required to submit all receipts and travel expenditure documentation to the district clerk.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the District may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

Employees should contact the district clerk for guidance and assistance on procedures related to travel arrangements, expenses or any

other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

### ***Cash in District Buildings***

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$10. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected, with appropriate school officials.

### ***Credit Card Use Policy***

The Board of Trustees permits the use of District credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District.

Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Failure to submit receipts within one week may result in card charges being paid by the employee and/or card revocation and employee discipline.

The district clerk monitors the use of each credit card every month and reports any serious problems and/or discrepancies directly to the Superintendent and the Board. Users should immediately report any serious problems to the district clerk or Superintendent. (Board Policy #7400)

### ***Fundraising***

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals. Fundraisers must be for non-profit, student groups and specifically related to school activities. Fundraising request forms are available in the office. Final approval is given through a Fundraising Committee. The request must include an explanation or justification for the proposal, consistent with the organization and/or District goals.

Fundraising must not interfere with or disrupt the school day or instructional time. Individual students will not be dismissed from other classes for fundraising activities or preparation for fundraisers. Instructional time in other classes cannot be impacted by fundraising activities.

A Fundraising Committee will oversee a master schedule and review proposals. Committee members will consist of the Activities Director, an administrator, two teachers, and a representative from the student council, if necessary.

Approval of fund-raising requests will be based on the needs of the student group or organization; the time of the fundraising activity so that there are not multiple activities taking place; the nature of the sales activity (students going out into the community versus community coming to the students); and the commitment of the student group to conduct a successful fundraising campaign.

Profits from the school's concession stand benefit all student groups. All monies raised are divided among athletics, student publications, all student organizations, and elementary teachers. Advisors, coaches, and all other staff members support this process by working a shift when the concession stand is open for business. Sign-ups for working the concession stand are done through the principal at the beginning of the school year. Any fundraisers that compete with the sale of food items from the concession will not be permitted. Individual students wishing to raise funds for individual needs cannot conduct a sales campaign in competition with school concession stand.

The solicitation of staff and all District personnel by sales people, including student groups, is prohibited in the building before, during, and after school. All money raised must be receipted and deposited with the District. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established

building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

Members of the Fundraising Committee are the Activities Director, the JH/HS principal, the elementary principal, two teachers as well as a representative from the High School Student Council. The Activities Director will serve as the chairperson of the committee and call meetings as needed.

### ***Personal Reimbursements***

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt. (Board Policy #7335)

### ***Purchase Requisitions/Ordering***

No purchase will be authorized unless covered by an approved purchase requisition. Forms are available in the administrative office and staff work room. All departments must have prior approval on all purchases. No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. A final determination for department needs will be made by the District Superintendent (Board Policy #7320).

Following are the directions and information pertinent to a site-based method of ordering and budgeting.

1. **Department supply budget:** those items that are needed in your separate classrooms and can also be shared within your department; pertinent to your classroom and department to effectively deliver instruction within your curriculum. These are needed student supplies, instructional materials, teacher references and resources, and computer supplies such as specialized paper and printer cartridges.
  - a. Meet as a department/grade level to determine the best use of your department's budget. The department staff and budget allocations will be provided in the spring of each year.
  - b. Your department must operate within the budget you have been allocated for all spending through June of the coming school year. Projected class/grade enrollments will be provided to help better determine the number of students you will be serving in your departments/grade levels. Prioritizing is to be done as a department. It will be assumed that items ordered are necessary and that they are within the department's allocation. Once your department has met the total budgeted amount, there is no more money to be spent.
  - c. Current catalogs can be found in the gray filing cabinet in the teacher mailroom.
  - d. A final determination for ordering for department budgets will be made by the Superintendent.
2. **Textbooks:** Textbooks are a separate line item in the District's budget and as such, are separate from your department supply and the staff supply budget.
  - a. Curriculum committees will coordinate and initiate these orders.
  - b. If you find that due to variance in class/grade enrollment figures, you have a shortage of textbooks; please notify the superintendent of your needs. Ordering textbooks will be prioritized and a final determination made by the Principal and Superintendent.
3. **Athletics:** Coaches are asked to generate requisitions for their team needs for the coming fiscal year.
  - a. Meet with all coaches/staff within your sport or activity to determine needs.
  - b. All requisitions are to be placed in the 'Athletics' folder before checking out for the school year.
  - c. Current catalogs can be found in the gray filing cabinet in the teacher mailroom.
  - d. A final determination for athletic/activity needs will be made by the A.D. and Superintendent.

### ***Student Activity Funds***

All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the activities director and person in charge of the student activities program.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds. (Board Policy #7425.)

## **HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the District and the following safety rules of the District:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the District;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the safety requirements listed in operating manuals;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying other employee(s) or seeing that proper safeguards/precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose objects shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

To assist in providing a safe and healthful work environment for students, staff, parents, employees, and visitors, the District has established a workplace safety program. This program is a top priority for the District. The Superintendent has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all. The District provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents, whether occurring in the building or on school grounds, that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Superintendent or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### ***Administering Medicines to Students***

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, MUST provide a written request to administer medication, signed by the parent, in its original container to the student office secretary. All medications will be kept in locked storage in the student office unless a student must carry medication on his/her person during the school day.

### ***Asbestos Management***

The Environmental Protection Agency developed regulations, published in the Asbestos-Containing Materials in School's Rule, 1987, that provide for a comprehensive framework for addressing asbestos problems in schools. All schools with friable and nonfriable asbestos are required to inspect these areas and develop an asbestos management plan. The resulting Inspection Report and Management Plan provides compliance with that requirement and forms a base for future asbestos-related activities. The District has conducted inspections as directed by law and has developed the required plan. This plan, which is updated every three years, is available for review during regular business hours in the maintenance supervisor's office.

### ***Breastfeeding in the Workplace***

Recognizing that breastfeeding is a normal part of daily life for mothers and infants, and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District will support women who want to continue breastfeeding after returning from maternity leave. The District shall provide reasonable unpaid break time each day to an employee who needs to express milk for the employee's child. The District shall consider each case and make accommodations as possible. The District is not required to provide break time if to do so would unduly disrupt the District's operations. Principals are encouraged to consider flexible schedules when accommodating employees' needs.

The District will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express the employee's breast milk. The available space will include the provision for lighting and electricity for the pump apparatus. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave. (Board Policy 5325)

### ***Child Abuse Reporting***

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. Staff member may be asked to complete written documentation of this report and submit to the building principal.

Failure to report suspected child abuse is a violation punishable by law and by District disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good-faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. (Board Policy #5232, 5232F)

### ***Communicable Disease/Blood borne Pathogens/Infection Control Procedures***

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with the Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

School personnel have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law. (Board Policy #5130)

### ***Life-Threatening Illnesses***

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The District supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the District will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The District will take reasonable precautions to protect such information from inappropriate disclosure. Administration and supervisors have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the principal, Superintendent, or The District' Employee Assistance Program for information and referral to appropriate services and resources.

## **HOURS OF OPERATION**

### ***Building Hours***

The building is accessible to staff during the course of the school year between the hours of 7:00 a.m. and 6:30 p.m., weekdays. Staff members requiring access at other times, including weekends may do so by using the keys issued to them. Staff are asked to take special precautions that all lights are turned off, windows are closed and all doors are locked and secured when exiting the building in the evenings and on weekends.

### ***District Office Hours***

The district administrative office is open between the hours of 8:00 a.m.– 4:00 p.m. weekdays during the school year. The main office opens at 7:30 a.m. – 4:30 p.m. During summer months and other times during the school year when school is not in session, the office is open between the hours of 8:00 a.m.– 3:00 p.m. daily

## ***School Day Hours***

The length of the school day is from 8:00 a.m. to 3:51 pm. Monday through Thursday. The work day includes lunch and assigned duties. Classified staff schedules are assigned according to the needs of the District.

## ***After-School***

All school personnel have the responsibility and authority to:

1. Question students who appear to be in the building after school unsupervised;
2. Ask the student's name;
3. Direct them to leave the building;
4. Escort them out of the building if necessary;
5. Report these incidents and the student names to the building principal when they occur.

## **INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is provided by the District to assist employees in obtaining work-related data and technology. All employees who use District provided computers and Internet must adhere to the District's Acceptable Use Policy (AUP). Copies of the AUP can be obtained at the office. It is signed by each employee and kept on file. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of The District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the District. As such, the District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the District in violation of law or the District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities



## **MATERIALS DISTRIBUTION**

Requests by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students or to take home are to be referred to the principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the District.

In an effort to ensure a productive and harmonious work environment, persons not employed by the District may not solicit or distribute literature in the workplace at any time for any purpose.

The District recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The circulation of petitions
- The distribution of literature not approved by the District

If employees have a message of interest to the workplace, they may submit it to the Principal for approval. All approved messages will be posted by the Principal.

Classified staff should be aware that non-school-related organizations may request permission to display posters in the area reserved for community posters or to have flyers distributed to students. Permission can only be granted by the building principals.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would disrupt the educational process; violate the rights of others; invade the privacy of others; infringe on a copyright; be obscene, vulgar, or indecent; or promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on Election Day, or distributed to the students.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration.

Any notices posted in the school building that seem to be in violation of this policy should be brought to the attention of the building principals. (Board policy #4331)

### ***Gifts and Solicitations***

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without a principal's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without Superintendent approval. Any solicitation should be reported at once to the Superintendent (Refer to Policy #5223)

## **PARTICIPATION IN POLITICAL ACTIVITIES**

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

District personnel may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of District duties.

On all controversial issues, school personnel are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies, including the District's computer network, in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes. (Board Policy #5224)

## **PRIVATELY-OWNED PROPERTY**

The District shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration.

## **SECURITY AND COMPLIANCE**

### ***Canine Inspections***

A minimum of two canine inspections of the school building and campus are conducted each year at random, unannounced times. Canine sweeps are made of those areas generally occupied by students such as hallways, bathrooms, student lockers, gymnasiums, locker rooms, Commons, stages, and parking lots. School staff vehicles may be subject to a canine inspection. At no time will a dog be allowed to be in a room or area where students are present. Students will be held in classrooms while an inspection is occurring. The controllers of the dogs are accompanied by at least one administrator who serves as a witness and keeps a record of what alerts the dogs. It is the responsibility of the school principal to follow up with any alerts with students, parents, and law authorities if necessary.

### ***Classroom Security***

When staff leave their classroom, locker room, or other work areas between classes or at the end of the day, staff are expected to shut all windows and secure all doors.

All staff is asked to refrain from keeping personal items of value in or about their desks. Purses and other valuables should never be left unsecured. The District will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

### ***Security Cameras***

Security cameras have been installed to record activity on all sides of the building, parking lots, at all main entrances and exits, the uppermost hallway, the playground, and the commons. Proper notice has been posted informing visitors and building occupants of the presence of video cameras. Security cameras cannot prevent an incident, but they are a legally accepted record of an incident.

Security cameras will be viewed and excerpts recorded for legal record when incidents which have taken place in view of a camera are reported to school personnel. Reports should first be made to the principal who will then determine if it is helpful to research the data from the security cameras and save the visual data.

### ***Security Inspections***

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, closets, lockers, and other storage areas and devices may be provided for the convenience of employees, but remain the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, including canine inspections, either with or without prior notice.

## **VEHICLE RULES AND REGULATIONS**

### ***Use of District Vehicles***

The use of a school vehicle for District business is preferred. A request form should be submitted to the administrative secretary and the vehicle will be assigned in the order of requests received. In the event there are multiple requests for the same time period, preference will be given to first, the greater number of passengers, and second, to the farthest distance to be traveled. A fleet charge card is provided with the vehicle for fueling. All receipts for fuel are to be kept and turned into the district clerk.

### ***Use of Private Vehicles for District Business***

The use of private vehicles for District business is strongly discouraged. Employees should use District-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff members may use a private vehicle for District business without permission from the Superintendent. If it is not possible to use District-owned vehicles for school related activities, the staff member must provide a copy of his/her personal automobile insurance coverage to the administrative office before departing.

Drivers of private vehicles for District assigned business must carry a minimum of \$100,000 bodily injury and property damage on personal insurance coverage. Copies of insurance coverage are to be filed with the Superintendent's office. If it is determined that coverage is not adequate, the District reserves the right to deny use of the personal vehicle.

Mileage will be paid by the District at the approved reimbursement rate. Mileage reimbursement forms are available in the office.

### ***Vehicle Registration***

Vehicles parked on school property are under the school's jurisdiction. All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. Vehicle owners have full responsibility for the security of their vehicle and must make certain that it is locked.

# V. Ethics & Etiquette

## COMPLAINTS/PROBLEM SOLVING

### *Staff Complaints*

Staff member complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to the principal for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board Policy 5240.

### **Uniform Complaint Procedure**

The Board of Trustees has adopted a Uniform Complaint Procedure as a consistent way to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all valid complaints except those involving challenges to educational material and collective bargaining.

The District requests all individuals use this complaint procedure when it is believed the Board or its employees have violated an individual's rights as guaranteed under state or federal constitutional law or Board policy. An individual is first encouraged to discuss it with the person immediately involved in the complaint such as a teacher, counselor, or principal with the objective of resolving the matter informally. It is hoped that any complaint can be resolved at this level rather than going first to a Board member or the Superintendent.

When a complaint cannot be resolved, a signed and dated written complaint can be filed with the principal. He or she will investigate, will attempt to resolve the issue and must respond, in writing, within thirty (30) calendar days. If a satisfactory resolution is not reached, either party may request, in writing, that the Superintendent review the principal's decision.

At this level the Superintendent will review the complaint and the principal's decision and must also respond within thirty (30) calendar days. The appeal process may involve meeting with both parties, conducting a separate investigation, or employing an outside investigator. If a satisfactory resolution is still not reached, an appeal to the Board may be submitted within fifteen (15) calendar days. Once a written appeal is received by the Board, the appeal must be placed on a regular or special Board meeting and be decided upon. A decision of the Board is final.

### *Grievances*

Article 5 in the Cascade Schools Collective Bargaining Agreement, current delineates in detail the agreed upon grievance process and procedure. Teachers should refer to this document.

## CONFIDENTIALITY/RIGHTS TO PRIVACY

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. Employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication. (Board Policy #5223)

The protection of confidential information is vital to the interests and the success of the students and staff of the District. Such confidential information includes, but is not limited to information about employees, students, and parents. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

### *Release of General Staff Information*

The District will not release a staff member's address and personal phone number. Such information may be disclosed if a staff member authorizes the District to do so.

The District may also 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;
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.

The District will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

### ***Release of Student Directory Information***

School student records are confidential and information from them will not be released other than as provided by law. State and federal laws grant students and their parents certain rights, including the right to inspect, copy, and challenge school records (FERPA: Family Education Rights and Privacy Act). The District will ensure the information contained in student records is current, accurate, clear, and relevant.

Teachers, advisors, and coaches will be notified on an as-needed basis if a parent elects to 'opt-out' of the release of directory information as this will affect such things as the publishing of articles authored by the staff member, postings on the school web page, or the public announcements of awards and honors. (Board Policies 3600, 3600P, and 3600F)

## **CONFLICTS OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the District wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Superintendent for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the District's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Personal gain may result not only in cases where an employee or relative has a significant ownership in a business with which the District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business involving the District.

## **COPYRIGHT INFRINGEMENT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting. However, infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

"Fair use" guidelines (Board Policies 2312 and 2312P) are as follows:

### ***Printed Materials:***

1. Permissible uses — District employees may:
  - a. Make a single copy of the following for use in teaching or in preparation to teach a class:
    - i. A chapter from a book;
    - ii. An article from a periodical or newspaper;
    - iii. A short story, short essay, or short poem, whether or not from a collective work;
    - iv. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
  - b. Make multiple copies for classroom use (not to exceed one copy per student in a course) from the
    - i. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
    - ii. A complete article, story, or essay of less than 2,500 words;
    - iii. Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
    - iv. One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
    - v. An excerpt from a children's book, containing up to 10 percent of the words found in the text.
2. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.
3. Prohibited uses — District employees may not:
  - a. Copy more than one work or two excerpts from a single author during one class term;
  - b. Copy more than three works from a collective work or periodical volume during one class term;
  - c. Copy more than nine sets of multiple copies for distribution to students in one class term;
  - d. Copy to create or replace or substitute for anthologies or collective works;
  - e. Copy "consumable" works, such as workbooks, exercises, standardized tests, answer sheets;
  - f. Copy the same work from term to term;
  - g. Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

4. All sound recordings, including phonograph records, audiotapes, compact discs will be treated under the same provisions that guide the use of print materials unless as may otherwise be accepted by regulations governing the reproduction of works for libraries/media centers.

### ***Sheet and Recorded Music***

1. Permissible Uses — District employees may:
  - a. Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
  - b. Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
  - c. Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the unit is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
  - d. Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
  - e. Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
  - f. Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
  - g. Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
2. Prohibited uses — District employees may not:
  - a. Copy to create or replace or substitute for anthologies, compilations, or collective works;
  - b. Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
  - c. Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
  - d. Copy to substitute for purchase of music except as noted above (A. 1., 2., and 3.);
  - e. Copy without inclusion of the copyright notice on the copy.

### ***Television-off-the-Air Taping***

1. Permissible uses — District employees may:
  - a. Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording. Unless authorized by the library/media supervisor, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately. Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Recording form to the library/ media supervisor for each program videotaped. The library/media supervisor will coordinate requests for permission to use or retain copyrighted television programs beyond the 5-day retention period.
  - b. Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
  - c. Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
  - d. Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
  - e. Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
  - f. Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
  - g. Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
  - h. Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate) schools. “Pay” programs received via satellite dish are also subject to these prohibitions.
2. Prohibited Uses — District employees may not:
  - a. Record off-air programs in anticipation of an educator’s requests;
  - b. Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;

- c. Use the recording for instruction after 45 consecutive calendar days;
- d. Hold the recording for weeks or indefinitely because:
  - i. Units needing the program concepts are not taught within the 45-day use period;
  - ii. An interruption or technical problem delayed its use; or
  - iii. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason;
- e. Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- f. Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;
- g. Exchange programs with other schools in the District or other school districts without the approval of the media/library supervisor;
- h. Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.
- i. Use the recording for public or commercial viewing.
- j. Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. “Pay” programs received via satellite dish are also subject to these prohibitions.

### ***Rental, Purchase, and Use of Videotapes***

- 1. Permissible uses — District employees may:
  - a. Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
  - b. Use only rented, lawfully-made videotapes;
  - c. Arrange for the local school to transmit video tapes over their closed circuit television systems for direct instruction;
  - d. Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and District policy.
- 2. Prohibited uses — District employees may not:
  - a. Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
  - b. Use rented or purchased videotapes such as feature films for assemblies, fundraising, entertainment, or other applications outside the scope of direct instruction without public performance rights.

### ***Computer Software***

- 1. Permissible uses — District employees may:
  - a. Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
  - b. Make a copy of a program as an essential step in using the computer program as long as it is unused in conjunction with the machine and in no other manner;
  - c. Make a new copy from the archival program in the event that the program is use is damaged or destroyed;
  - d. Use a purchased program sent from a manufacturer labeled “archival”, simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement;
  - e. Make an archival copy of a rightfully-owned disk that is labeled ‘archival’ by the software manufacturer;
  - f. Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by the terms of a sales agreement.
  - g. Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.
- 2. Prohibited uses – District employees may not:
  - a. Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so;
  - b. Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
  - c. Make or use illegal copies of copyrighted programs on District equipment;
  - d. Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board;
  - e. Make copies of the software provided by a software publisher for review or approval;

- f. Make multiple copies of copyrighted software (or a locally-produced adaptation or modification) even for use within the school or District;
  - g. Make replacement copies from an archival or backup copy;
  - h. Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
  - i. Make multiple copies of the printed documentation that accompanies copyrighted software.
3. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

### ***Reproduction of Works for Libraries/Media Centers***

1. Permissible uses – District employees may:
  - a. Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
  - b. Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
  - c. Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
  - d. Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
  - e. Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
  - f. Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorating, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.
2. Prohibited uses – District employees may not:
  - a. Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
  - b. Copy without including a notice of copyright on the reproduced material.

### ***Performance***

1. Permissible uses – District employees must:
  - a. Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed.

### ***Research/Copyrights and Patents***

Staff members engaged in a research project during the work day or who use District resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the principal.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for District use with District time, money, and facilities, as part of the employee's job responsibilities, remain the property of the District.

In the event that a staff member produces items described above partly on his/her own time and partly on District time, the District reserves the right to claim full ownership. The employee may petition the District for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the District.

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. (Board Policy 5255)

No tenured teacher shall be disciplined, reprimanded, reduced in rank or compensation, terminated or discharged without just cause. Discharge and termination do not include nonrenewal without cause under Section 20-4-206, MCA

## **DRESS AND GROOMING**

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.

The District dress code policy is designed to help us all provide a consistent professional appearance to students, community and fellow staff members. Our appearance reflects on ourselves and the school. The goal is to be sure that we maintain a positive and professional

appearance during school hours or when representing the District.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Employees are expected to dress in business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, tasteful, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

### ***Casual Days***

The following information is intended to serve as a guide to help define appropriate casual wear for all employees during designated Friday casual days at the District. The primary objective is to have employees project a professional image while taking advantage of more casual, relaxed fashions and contributing to school spirit. Casual dress offers a welcome alternative to the formality of typical professional attire.

However, not all casual clothing is appropriate for the school setting. Casual wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the school setting. If you are considering wearing something and you are not sure if it is acceptable, choose something else.

Listed below is a general overview of the more common items that are not appropriate. These items should help set the general parameters for proper casual wear and allow you to make intelligent judgments about items that are not specifically addressed. Examples of acceptable casual wear include Badger wear or "Black and Gold" wear and jeans. Examples of inappropriate clothing items that should not be worn on casual days include:

- Jeans that are excessively worn or faded
- Short shorts
- Spandex or other form fitting pants, to include yoga pants, that do not cover hip and buttocks with a shirt or dress
- Miniskirts
- Spaghetti-strap dresses
- T-shirts or sweatshirts with offensive messages or images
- Halter tops
- Tops with bare shoulders unless worn under a blouse or jacket
- Visible undergarments
- Slippers
- Muscle Shirts

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours.

## **DRUG AND ALCOHOL USE/DRUG-FREE WORKPLACE**

It is the District's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, the District supports a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on District premises and while conducting school-related activities off District premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, the District has established an Employee Assistance Program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy. They may also wish to discuss these matters with their supervisor or the Superintendent to receive assistance or referrals to appropriate resources in the community. (Board Policy #5226)

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request



approval to take unpaid time off to participate in a rehabilitation or treatment program through the District's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from the use of the problem substance; abides by all District policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the District any undue hardship. employ

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Superintendent without fear of reprisal.

### ***Tobacco-Free Environment***

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, the use of all tobacco products is prohibited on all District property, in District-owned vehicles and in all public school buildings.

Use of tobacco products in a public school building or on public school property is prohibited, unless in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, e-cigarette, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

“Public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles. (Board Policy 8225)

## **EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of business travel expenses
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of District-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Use of tobacco products on school property in direct violation of Montana law
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives, firearms, in the workplace
- Absence without notice or approval

Compliance with this policy of ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment. (Board Policy 5223)

### ***Educational Ethics and Conduct***

The successful operation, reputation, and educational success of the District is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the District is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees owe a duty to the community and the District, its students and families, to act in a way that will merit the continued trust and confidence of the public.

The District will comply with all applicable laws and regulations and expects its administrators, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate supervisor and, if necessary, with the superintendent.

Compliance with the policy of educational, professional ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **ETIQUETTE**

The District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. All employees are encouraged to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting both students and another employee's ability to be effective and successful.

The following etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the school environment. Please contact the principal if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Try to minimize unscheduled interruptions of other teachers while they are actively teaching. Do not enter a teacher's classroom until you have been recognized at the door and invited to enter. Communicate by email or phone whenever possible instead of walking unexpectedly into someone's office or classroom.
- Retrieve print jobs in a timely manner and be sure to collect all your pages; be prompt when using the manual feed on the printer. Keep the area around the copy machine and printers orderly and picked up.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Be conscious of how your voice travels through doorways and down hallways and try to lower the volume of your voice when talking on the phone or to others in open areas. Try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Clean up after yourself and do not leave behind waste or discarded papers.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard. Avoid discussions of confidential issues regarding students and parents that can be easily overheard. Students have a right to privacy and protection of their privacy from the adults in the system. Inappropriate disclosure of confidential information is a breach of professional etiquette.

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication. (Board Policy 5223)

## **HARASSMENT**

Harassment of school personnel is strictly prohibited on District property, including non-District property, while personnel are attending any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, in which students are under the control of the District or where personnel are engaged in District business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

Personnel whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal.

Any personnel who are subject to, or knows of, such harassment is directed to notify their supervisor, the principal or Superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the District's complaint process, at any time, as provided by law.

There will be no retaliation by the District against any person who, in good faith, reports harassment. (Board Policies #5010 and 5012)

### ***Sexual Harassment/Sexual Intimidations***

The District is committed to providing a work and educational environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

The District shall do everything in its power to provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. The District has a policy regarding sexual harassment and does not condone or allow harassment in the educational or employment setting. Sexual harassment is defined as unwelcome sexual advances, requests for favors and other verbal and/or visual contact of sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly, a term or condition of an individual's employment or education;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication, that such conduct or communication is offensive and must stop. Employees who believe they may have been sexually harassed or intimidated should contact the Title IX coordinator or an administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure. (Board Policies #5012 and 1700)

## **PERSONAL RELATIONSHIPS IN THE WORKPLACE**

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The District also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases, where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

# VI. Emergency Procedures & Information

## EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the District's emergency procedures plan detailing staff responsibilities in the event of such emergencies as natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property. Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building. (Board Policy #8301)

## EMERGENCY SCHOOL CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt school District operations. In extreme cases, these circumstances may require the closing of the school facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

### *School Closure*

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is an official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event extremely cold temperatures, wind chill factors, snow, wind, or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:00 a.m. and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out communication procedure to all administrators. A phone tree will be distributed to all staff for use in the event of delayed openings or school closures **but will only be used if the Infinite Campus ShoutPoint Messenger system is not functioning. Infinite Campus Message System will be used to contact all school groups, parents, and employees in the event of an emergency closure.**

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. (Board Policy 2221 and 2221P)

In the event of delayed openings or school closures Infinite Campus ShoutPoint Messenger system will be used to notify parents, students, and staff. In the event that severe weather, fires, power failures, or natural disasters occur during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. In addition, information will be posted on the school website and appropriate social media platforms.

Electrical outages are often the result of hazardous weather conditions leading to school closure. Parents may not have access to a radio or television in these circumstances. In the event of a school closure while students are not in session coupled with power outages, teachers in grades EK-6 will make an earnest attempt to contact each parent by cell phone if possible so that each family is informed.

## RESUSCITATION

No employee may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of District staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained District staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, employees are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel. (Board Policy #3431)

# VII. Certified Employee Responsibilities & Expectations

## CURRICULUM & INSTRUCTION

Curriculum guides are available for all courses taught in the District. Curriculum guides reflect a consistent and coherent structure for the education of District students.

The curriculum established for the courses and grade levels of this District provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

All teachers should have full knowledge of the standards and benchmarks for their curriculums. Standards and benchmarks for their subject areas and grade levels are to be posted in full view in each classroom and used to demonstrate for students and parents what is being taught and why it is being taught.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without principal approval. Teachers with questions should contact their principal.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction. (Board Policies 2120 and 2123.)

### *Feature Films/Videos*

**The use of full-featured movies is not considered an effective use of instructional time;** rather it is far more effective to show short clips that pertain to a concept or learning objective. Using full-feature films as a classroom reward is discouraged and is considered an infringement of copyright material (see Copyright, Section IV). Today’s students are inundated with visual images, and the use of movies as rewards may not be perceived as special to them. Netflix does not allow for the public classroom display of their streaming videos.

Principal approval is required prior to showing a full feature film/video/DVD to students. Only films/videos/ DVDs rated G, PG, or PG-13 may be authorized for classroom use. Requests are to be submitted to the principal in writing in sufficient enough time for the principal to consider the request prior to the proposed showing.

The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

The showing of all feature films/videos/DVDs with a G rating requires prior parent notification from the teacher. For “G-rated” films only, posting them on lesson plans which are then put on the school web site is sufficient. Feature films/videos with a PG or PG-13 rating must have prior parental consent. If a student objects to viewing a film for religious reasons or opposition to the language or violent content, the teacher must allow the student to opt out and provide an alternative activity.

### *Field Trips and Special Events*

Field trips and other student activities involving travel are to be authorized by the principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the principal no later than two (2) weeks in advance of the proposed activity. All such requests will be considered, based on such factors as the availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, availability of District transportation services, and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. **See Appendix A for a sample of Bus Request form.**

All out-of-state travel must be approved by the Board. (Board Policy 2320)

## ***Friday School***

Students who are experiencing academic, disciplinary, and/or attendance problems may be assigned to Friday/Saturday School. Friday/Saturday School will be run from 8:00 a.m. to 12:00 noon. Students must report on time and must have assigned work to make their time useful, pertinent and productive. Classroom teachers should provide class work, make-up work, or specific directions for students with this in mind.

## ***Grading***

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the District and the home. As a close working relationship between the District and the home is essential to the accomplishment of this goal, regular communication with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Letter grades will be used as follows:

A+	98-100%	C+	77-79%
A	94-97%	C	73-76%
A-	90-93%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82	D-	60-62%
		F	0-59%

P — Pass, credit granted, non-graded course

I — Incomplete

W — Withdrawal

Minus (-) or plus (+) signs are used in grading on report cards.

Due-process procedures will be provided to all students whose grade is reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by District policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP). (Board Policy 3122P)

## ***Guest Speakers/Controversial Speakers***

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the principal of the date, time, and nature of the presentation whenever such use is planned.

Prior principal approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial. (Board Policy 4320)

## ***Homework***

Teachers at all grade levels are encouraged to assign meaningful and reasonable homework.

Homework may refer to an assignment which requires individual work in the home, in a period of supervised study in class, in a scheduled study hall, or during the after-school program.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student. Homework should be an application or adaptation of a classroom experience and should **not** be assigned for disciplinary purposes.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Teachers should provide information about homework assignments on their respective web pages for students and parents. (Board Policy 2430)

Coupled with posting weekly lesson plans on the teacher pages of the school website, teachers are encouraged to post daily homework assignments, due dates for projects, and quiz and test dates.

### **Make-Up Work**

It is reasonable to expect that some coursework cannot be replicated due to the nature of the assignment. However, it is the *student's* responsibility to inquire about make-up course work. The student should know assignment expectations and due dates. Students must make prior arrangements with their teacher for planned absences. If the student has a pre-assigned assignment due during an absence, the student will submit the completed assignment upon returning to school.

Per Board policy, any student truant from school must make up missed work within the guidelines of the Attendance Policy. Refer to Staff Operations: Attendance Policy.

A student suspended from school must, as provided by Board Policy 3300, make up school work upon his/her return from the suspension. The student is allowed to make up homework assignments, final, midterm, and unit examinations, without any academic penalty. Students may not, however, be allowed to make up laboratory experiments conducted in class, class discussions or presentations missed while under suspension. A student in ISS should be completing all assigned work (daily work, quizzes, tests) while in suspension. Experiments or presentations can be made up at the discretion of the teacher.

### **Lesson Plans**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with District curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis. Lesson plans using Common Curriculum are to be TELEPHONE posted to the software no later than 8:00 a.m. Monday of the current week. In this way, lesson plans are available for teachers, administration, and substitute teachers. General plans which cover the length of the course of study may also be prepared and readily available for principal and/or student and parent review. Teachers who need training on Common Curriculum can make arrangements with the principal or technology director.

### **Substitute Folder**

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the District-approved course of study. All pertinent information should be contained within the Substitute Folder for the smooth, seamless operation of a classroom while a teacher is absent. If possible, paper copies of lesson plans can be kept by teachers for use by a substitute. In addition to lesson plans, an up-to-date seating chart, class schedules, Top 10 List, substitute evaluation forms, classroom student aides or other special student needs are to be in the Substitute Folder. Additional information unique to the teacher's classroom setting, content, or grade level that would contribute to the success of a substitute may include:

- Classroom rules
- Behavior problems/consequences
- Students in special classes
- Emergency procedures
- Routines and procedures e.g. bathroom, drinks, recess, pencil sharpening, lunch money attendance, free time
- A list of students or teachers to go to for help.
- Schedule-include beginning and ending times
- Class roster
- Code for copies
- Duties

Refer to Substitute Folder. (Board Policy 2123)

### **Progress Reports**

7-12 teachers are expected to report their students' progress to students and their parents. Progress reports are issued at the first, second, third, and fourth quarter grading periods, indicating academic and citizenship progress to date.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. ***No grade of "D" or "F" should be issued without a written progress report having been sent home, notifying the student and parents of academic deficiencies.*** By keeping up on weekly Grade book entries, teachers will find that filing Progress Reports should be a seamless process.

Teachers are encouraged to issue positive reports for those students deserving of praise for their effort and success. (Board Policy 2420)



## ***Religious Teachings***

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions.

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief. (Board Policy 2332)

## ***Special Interest Materials***

Supplementary materials from non-school sources require principal approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources. Generally, materials that are of obvious educational quality by supplementing and enriching instructional and reference materials for definite school courses will be considered for approval.

## ***Textbooks***

The teacher will keep a record of all textbooks issued to students – the number, date issued, and general condition of the book. **Teachers should note the ‘base’ condition of the textbook when first issued to a student – notable marks, tears, condition of the binding – and make appropriate notes on the cover of the book. When books are returned, the condition should be noted again by comparing it to the ‘base’ condition notes.** A fine may be levied if the book has been mistreated or misused. Students must pay all fines for damaging books before receiving their final report card. The same book issued to the student at the beginning of the school year should be returned on the day textbooks are collected.

Elasticized, cloth book covers are discouraged as they place a constant tension and twist on the bindings of books and bring about a quicker deterioration of the book. Whether or not textbook covers are to be used is at the discretion of the teacher. However, it is advised that covers be made of paper.

**Textbooks are not to be left on hall benches.** Students are to keep the benches provided in student hallways clear of textbooks and personal belongings. **Textbooks are to be kept in school lockers.**

## ***Tutoring***

No tutoring for which a staff member receives a fee is permitted in District schools or on school time, and no District-owned materials or equipment may be used, except as follows:

1. Private lessons, such as music lessons and other enrichment activities that are clearly beyond the scope of the regular curriculum, may be given for remuneration outside of school time and away from school buildings;
2. Teachers may tutor for remuneration outside of normal school hours students eligible for homebound services according to District procedures;
3. District authorized and/or sponsored programs.

If a teacher is contracted to tutor a homebound student by the school District, mileage will be paid by the District at the approved reimbursement rate. Mileage reimbursement forms are available in the administrative office. (See Appendix)

## ***XCELL! After-School Program***

Cascade Public Schools applied for and received a grant to implement a new program to benefit all EK-12 students. The XCELL! (eXcellent Enrichment for the Love of Learning!) Community Learning Center is an after-school program for all students who would like to be involved in fun activities led by community partners and volunteers. The first invitation to participate in this additional educational resource should go to students who have scored below proficient on the CRT test and/or have been referred by a teacher or parent. However, the program is open to all students of all grade levels and will run from the end of school until 6:00 pm on all school days. Teacher referrals should be made to the program directors.

Students will be given time for homework help, computer assistance, online math and reading activities. Program, presentations, and field trips for all ages of students are planned with the cooperation of approximately 100 community partners (businesses, agencies, and associations within Cascade County) who have agreed to take part in the program and make sure it is a positive experience for students.

## **EXTRA DUTIES**

### ***Assigned Extracurricular Duties***

Assigned extracurricular duties shall mean duties for which compensation is not already being received and shall be limited to activities for which the general public will attend. The teachers will sign up for, and complete three of these duties throughout the school year.

Any teacher may sign up for more of these duties and will be compensated for those duties, beyond the three, at the rate of \$12 per hour. (Collective Bargaining Agreement, current)

## ***Class Advisors***

### **High School**

All junior high and high school teachers will be assigned a class to advise. An assignment as advisor begins with a freshmen class and the same advisors (2 per class) stay with that class through graduation. Advisor assignments are on a rotating schedule so that a teacher who has been with a class for four years has a reprieve of at least one year before beginning another assignment.

The advisor's primary responsibility is to assist a class of young adults in conducting its affairs as a group. The most crucial year for individuals to learn to work as a class is the freshmen year. Advisors need to recognize that young people have had limited experience working together and that freshmen by nature have limited access to cars, trailers, tools, and ideas.

- **Homecoming:** Assist class in generating ideas and a trailer for floats, securing a car for class candidates; provide supervision for hall and float decorating, provide supervision the day of the parade, require class to clean-up. No student is permitted to drive in the Homecoming parade to pull the class float. An adult (parent) must be asked to do this.
- Conduct a successful freshman class fundraiser. This fundraiser is what class members will use for the next four years to pay for their expenses (Prom, Homecomings, graduation). Motivate class to commit to a successful fundraising campaign.
- **Prom:** Depending on the class and its resources, this event may require little to extensive guidance. Assist in managing class finances to cover such things as securing a location, printing tickets, music, decorations, and security. Monitor the voting for Prom king and queen. Advisors are responsible for supervision the night of the Prom. Require class to clean-up.
- Monitor class meetings to assure they are conducted with a sense of democracy and are productive. Be in attendance at all homeroom class meetings. Monitor the election of class officers. Provide advice and guidance to class officers.
- Be aware of class finances.
- **Graduation:** Assist in planning a speaker, decorations, and the ceremony with the class as needed. Advisors are to be present on the stage for the ceremony and to present diplomas.
- Conduct beginning of the year business as directed from the principal and student office such as distributing schedules, forms, information, and reviewing the Student Handbook.

### **Junior High**

Junior High class advisors will be assigned and rotated in a fair manner. Two teachers are assigned per class to assist with class meetings, especially on the first and last day of school, monitor the election of officers, and supervise whole class events such as field trips or dances. Eighth grade class advisors are expected to guide and assist with the eighth grade graduation ceremony.

## **PARENTS/GUARDIANS**

### ***Complaints***

The District recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy 5240.

When a complaint is made directly to the Principal, a "Parent Concern Form" will be completed and submitted to the teacher summarizing the complaint and recommended course of action for the teacher to best resolve the complaint. (See Appendix: Parent Concern Form)

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy regarding the handling of complaints. (Board Policy 5240)

### ***Parental Custodial Rights***

The District encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the District any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the District, in writing, any special requests or clarifications in areas concerning the student and the District's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the main office.

### ***Parent Portal***

Parent Portal is a positive and effective method for communicating a student's academic progress directly to parents. Through password-protected access, a parent can view the grades entered by classroom teachers via the web at any time. Our parents appreciate and expect this program and complain when current grades are not entered by the teachers. Because of the strong, positive feedback from parents, it is a required task for all teachers in grades 4-12. The process is simple using IC gradebook. The challenge will be to get grades entered in a timely manner. Teachers are asked to establish the habit of entering grades from the onset of the school year and diligently continue to the process or the duration of the year. Weekly grades need to be entered by noon Mondays.

**This is an expectation and a responsibility of ALL teachers that will be closely monitored. NOT FULFILLING THIS EXPECTATION ON A WEEKLY BASIS MAY RESULT IN DISCIPLINARY ACTION.** In addition, keeping up with weekly entries will ease the workload when mid-term progress reports and quarterly report card grades are due to the office.

### ***Retention of Students***

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. If a teacher wishes to pursue retaining a student in grade EK-8, the principal can apprise the teacher of the appropriate timeline and correct process for retention.

Parental decisions are final, but when the parents' decision is not in agreement with the school's recommendation, parents must sign a "release from responsibility" form to be placed in the student's file. (Board Policy 2421)

### ***Student/Parent Handbook***

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the District at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student/parent handbook and in Board policy 3520.

Teachers are expected to review the handbook with students as directed by the principal.

### ***Student Withdrawal from School***

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other District property, including replacement costs, if known. Submit the list to the office.

## **STUDENT SUPERVISION**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students. Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized school persons.

### ***Absenteeism***

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Jr. High/High School teachers will take attendance in Infinite Campus within the first 5 minutes of each class. Elementary teachers will take attendance in Infinite Campus within the first 5 minutes of each day. Before the end of the school day, the secretary shall attempt to contact every parent, guardian, or custodian whose child is absent but has not reported the child as absent. This is to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

#### **Classification of Absences:**

Absence: Missing more than 10 minutes of class.

Tardy: Not in the classroom/seat by the time the bell rings and up to 10 minutes after the bell rings.

Excused Absence: Caused by illness, family emergency, medical and/or weather. All other absences will be considered unexcused.

Unexcused Absence: Caused by truancy, skipping, or failure to verify an excused absence in a timely manner. Students shall NOT be permitted to complete make-up work for this type of absence. Any quizzes or tests previously scheduled *must* be taken by a student who has been absent, immediately upon their return.

School Related: This is an absence involving participation in school-sponsored activities. Students under school sponsorship are automatically excused and have full makeup privileges. Students away from school in this category are considered present. However, individual teachers (with prior notice) may require students to complete work *before* the students are absent for the activity.

#### **Tardy Policy**

- All tardiness will be considered unexcused unless extenuating circumstances warrant otherwise
- Students arriving late due to a bus arriving late are NOT considered tardy
- Students detained by another teacher must obtain a written pass from that teacher or this will be considered an unexcused tardy.
- Any student who is 10 minutes tardy to a class will receive an unexcused absence for that class. The teacher will record the absence.
- Three unexcused tardies in one class constitutes an unexcused absence in that class. This is cumulative for the semester.
- *For students who are tardy to any class*, detention will be served the following day. A student will serve one lunch detention for *every* tardy they receive to any class.

### ***Assemblies***

**All teachers are to supervise their class of students during assemblies and are expected to be in their assigned areas.** Students are required to attend all assemblies. Those who refuse are to be referred to the office. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

### ***Benches***

Hallways where benches have been provided must not be allowed to become cluttered with books and personal belongings left on or under the benches. It is unsightly and unsafe. Students are expected to put books and belongings in their assigned lockers and closed backpacks under the bench. All backpacks are to be removed nightly. Teachers are expected to monitor the order and safety of the benches and hallways outside their classrooms.

### ***Contests for Students***

The District cooperates with individuals, community organizations, and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on staff. All such contests must be consistent with the purposes and educational aims of the District.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging, or evaluation of the participants' work.

The school may not be used to promote private or commercial interests, nor may the school be used for the direct sales promotion of individual competitive goods or services.

### ***Corporal Punishment***

The use of corporal punishment in any form is strictly prohibited by the District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain. A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to District property. (Board Policy 3310)

## ***Dismissal of Classes***

It is the teacher who controls the movement of students, not the dismissal bell. Do not dismiss a class before the established dismissal time. Do not allow students to gather at the door while you and they wait for the dismissal bell. Detaining the entire class for an extended period of time after dismissal time is also discouraged. Whenever individual students are detained after class, the detaining teacher is expected to provide the student a note for the student's next class teacher as students reporting to class late will need to account for their tardiness.

## ***Emergency Drills***

There will be at least eight (8) disaster drills a year, at least four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. (Board Policy 8301)

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, or restrooms, along the way;
2. **Close windows, turn lights on, close the classroom door and leave unlocked;**
3. Take roll-call book and Emergency/Crisis Manual;
4. Escort class to assigned area and take roll. Report any unaccounted students to the principal;
5. Upon "all clear" signal, announced by administration, escort students directly back to class. Check roll.

## ***Extracurricular Activities***

Teachers and advisors who supervise students during after-school activities are responsible for their safety and well-being, as well as the safety and security of the building. The following is expected of teachers/advisors:

- Students will be properly supervised.
- Stay with students who are waiting for parents/guardians to pick them up.
- Clean up the area being used, leaving it in a state of readiness for the next school day or next activity.
- Complete and send out an Activity Trip Student Participation Roster to classroom teachers and the following individuals: EK-6 and 7-12 Principals, A.D., Superintendent, and the Main Office. This can be done electronically (via email).

Teachers/advisors/ coaches in charge of activity groups that fall under the jurisdiction of the MHSA will be expected to enforce all rules and regulations that are applicable to their particular group.

All students representing Cascade Public Schools on an athletic team, a group activity, or as part of a class related field trip are ambassadors and representatives of Cascade Public Schools and the Cascade community. All students are required to maintain a high degree of citizenship while away from the school. All Cascade Public School rules, procedures, and policies are in force while students are away from the school participating in school-sponsored activities.

## ***Fundraising***

Fundraising must be for non-profit, student groups and specifically related to school activities. Activity Director and Principals will oversee a master schedule of activities and review and approve all proposals. **All student groups must submit proposals for approval by completing a Fundraising Request Form in the fall of each school year to the Activities Director.** Only school group fundraising is permitted. Individual students are prohibited from conducting fundraisers. At no time can a fundraising activity interfere with instruction or the school program. There is to be no solicitation of school personnel in the building before, during, or after school. (See Appendix B: Student Fundraising Request)

## ***Lunchroom Conduct***

As a teacher on duty, help see that students follow the behaviors listed below

Expected Behaviors:

1. Walk to the lunchroom with appropriate hallway behavior.
2. Sharing food is not appropriate.
3. Hand sanitizer is strongly recommended.
4. Get silverware needed for lunch.
5. Once in the serving area, use quiet voices and keep your hands and feet in your space.
6. Look at and listen to the server and know what you want for lunch.
7. Wait at the end of the tray area for computer space.

8. Type in your number at the computer.
9. Dump tray (EK-6 with permission)
10. Clean your area.
11. JH and HS may leave when done. Elementary wait to be excused for recess. Walk quietly back to class/recess/break area.

### ***Media Access to Students***

The media may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and District goals.

Media representatives are required to report to the principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### ***Moving Class/Holding Class Outdoors***

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by the principal. In the event that a class assignment may be more appropriately conducted outdoors, prior principal approval is required for all such activities.

### ***Student Conduct***

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year. It cannot be assumed that students know appropriate conduct in the social, educational setting called 'school'. Teachers should teach, and model, the expected behaviors in the school's common areas. Individual students who do not exhibit evidence of expected behaviors may need to refocus, either orally or written, with the teacher. Refocusing should take place before calling upon the principal for non-compliant students.

Student conduct rules unique to individual classrooms should be developed and if necessary, taught by teachers. All such rules must be consistent with District policy and administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

Classroom rules and consequences are to be submitted to the building principal for review and approval within the first two weeks of school. (Board Policy 3310)

### ***Student Release***

Teachers/Staff do not have the authority to give students permission to leave the school building at any time. Do **NOT** give students permission to go to the parking lot, to their car, permission to 'run' home for any reason. If something were to happen to that student or as a result of that student leaving the building, you have put yourself and the school District in jeopardy.

### ***Student Transportation in Private Vehicles***

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the District is provided by the District's transportation system in accordance with District policy.

Parents and employees may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior approval from the principal and/or superintendent. Students wishing to use private vehicles to ride home from an out-of-District activity must complete an "Alternative Travel Form" and secure all required signatures. If a coach, advisor, or teacher does not have an Alternative Travel Form with ALL of the required signatures, the student cannot be released to a parent or third party. **Employees using a personal vehicle to transport students MUST submit proof of insurance and adequate coverage to the Superintendent's office.** See USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS.

Without exception, no student is permitted to perform District business with his/her own vehicle, a staff member's vehicle, or a District-owned vehicle.

### ***Vehicle Registration***

All unauthorized or unidentified vehicles parked for more than 24 hours on campus will be towed at the owner's expense. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his/her vehicle and must make certain that it is locked and that the keys are not given to others. Teachers are asked to monitor student vehicles for a parking decal and report any unidentified vehicles to the office.

All vehicles driven to school by students must be parked on school premises and are not to be parked by the church or off the premises. Vehicles are to be left on the premises until the close of the school day unless special permission is granted by the principal. Parking of students' vehicles will be limited to the parking area north of the school. Careless or reckless driving will not be tolerated. Teachers should report any student who does not comply with safe driving rules to the principal and/or local police.

### ***Visitors***

Students are not permitted to bring visitors to school without prior approval of the principal. Any authorized visitors, student or adult, will be identified by having a Guest Pass.

Staff members are expected to report any unauthorized person on school property to the principal. All visitors are to present themselves to the Main Office, state their business in the building, and if it is necessary to move about the building, obtain an official Guest Pass.

# Cascade School District



## Certified Staff Handbook

### **EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about Cascade School District, and I understand that I should consult my supervisor, the Principal or Superintendent regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Cascade School District has the ability to adopt any revisions to the policies in this handbook.

**Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.**

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*Classified Staff, please print this page, sign it, and return it to the office. Thank you.