



# Cascade Public Schools Classified Staff Handbook

## **MISSION:**

**Promoting Excellence For All Students Through.....**

- **Engaging Curriculum with Rigor and Relevance**
- **High Quality Instruction**
- **1st 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.

## **INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with Cascade Schools and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. 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 Cascade Schools 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 Cascade Schools continues to grow, the need may arise and Cascade Schools 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. The only exception to any changes is our employment-at-will policy permitting you or Cascade Schools to end our relationship for any reason at any time.

The material covered within this classified 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 or administrative regulation. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice. Employees will, of course, be notified of such changes to the handbook as they occur. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Cascade Schools.

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 may be contacted at the Cascade superintendent office for additional information and/or compliance issues:

Title VI (Social Security): Karsen Drury  
Title VII, Civil Rights or discrimination issues: Justin Barnes  
Title IX: Kevin Sukut  
Equal Employment Opportunities (EEO): Justin Barnes  
Americans with Disabilities Act: Justin Barnes

We wish you every success here at Cascade Public Schools. We believe that each employee contributes directly to Cascade Schools' growth and success, and we hope you will take pride in being a member of our team. We hope that your experience here will be challenging, enjoyable, and rewarding.

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## **JOB DESCRIPTIONS and EVALUATION FORMS**

**DISTRICT FORMS**



# STAFF ORGANIZATION

## Administration

Justin Barnes, Superintendent  
Kevin Sukut, 7-12 Principal  
Siobhan Hathhorn, EK-6 Principal  
Sonja Mazaira, Activities Director  
Damon Schrecengost, Transportation Supervisor  
Angela Johnson, Food Service Supervisor  
Mandy Eike, Maintenance Supervisor  
David Dobbins, Technology Director  
April Pepos, XCELL! Director

## Certified Staff

Elizabeth Allen	6th Grade
Heather Bricker	2nd Grade
Rebecca Cooper	1st Grade
Linda Cotton	High School Business
Jay Fredrickson	7-12 Physical Education
Christa Hardy	K-12 Art
Alissa Johnson	5th Grade
Karen Matteson	K-12 Librarian
Julia Maxwell	Early Kindergarten
Coleen McDonald	K-6 Special Education
Nancy McGonigal	JH/HS English/Yearbook/Media Productions
Chuck Mercer	HS Mathematics
Pamela Moultray	7-12 Special Education, JMG
Andrew Perry	Science
Michelle Price	4th Grade
Kelly Rumney	JH Mathematics/Science/Health
Becky Satterwhite	K-12 Counselor
Jeff Skogley	Elem/JH/HS Band, HS Choir, Elem Music
Sharon Stevens	Kindergarten
Peggy Strobbe	JH/HS Family Consumer Science
Ashley Tait	JH/HS English
Amanda Tharp	3rd Grade
Eric Tilleman	JH/HS Vocational-Technical
Teresa Weems	Title I
Estelle Whitman	High School Mathematics/JMG
John Wright	JH/HS Social Sciences

## Classified Staff

Bus Route Drivers: Larry Cummings, Eric Mondragon, Skip Reissing, Jack Sanderson, Gayle Manning, Byron Faulkner, Kevin Sukut, Mark Nelson, Dave McClain

Secretaries/Clerk: Tracy Taft (Student Main Office), Stephanie Perry (Commons Office), Karsen Drury (Clerk), Becky Smith (Administrative Secretary)

Kitchen: Angela Johnson, JoAnn Vinson, Kelsey Shipp, Shannon Phillips

Custodial: Mandy Eike, Barry Hunter

Instructional Support: Mindy Schrecengost (Title I), Kandra Ludvigson (Special Ed), Kailee Gondeiro (Elementary), Ray Castellanos, (Special Ed)

XCELL: April Pepos, Director

North Central Learning Resource Center (NCLRC) Support Director: Jenny Reeves; Speech: Kim McCann, Psychologist: Carolyn Suden; Occupational Therapist/Physical Therapist: Jamie Singletary

## **GENERAL INFORMATION**

### **ACTIVITY TRIPS**

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants; professional staff and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the Activities Director before the bus departs and one (1) copy MUST be given to the Main office secretary one (1) day prior to the bus leaving. (Board Policy 8132)

### **ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES**

Complimentary passes are provided to all school personnel attending school-sponsored extracurricular activities held on the CHS campus. The complimentary pass does not exempt a student of an employee from purchasing an Activity Card.

### **AFTER-SCHOOL SIGN-INS**

In order to monitor and supervise students staying after school, all teachers will have an "After-School Sign-In" sheet in their classrooms. Any student, who is after-school with that teacher, program advisor, or athletic coach, must sign in and sign-out when leaving the supervision of that teacher, advisor or coach before 6:15 p.m. Copies of the sign-in sheets will be collected and given to the after-school bus drivers every day, and only those students who have signed-in may ride the bus. It is important that teachers, advisors, and coaches be persistent, consistent, and diligent about this sign-in process. Any student who is found not to be supervised or not signed-in with a supervising adult is to be escorted out of the school building.

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. physically escort them out of the building if necessary;
5. report these incidents and the student names to the building principal when they occur.

### **APPLIANCES**

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.

If an employee wishes to have a personal refrigerator in his/her work area or office, the monthly cost of operating the refrigerator will be determined using a kilowatt meter, and the teacher is responsible for covering the cost of electricity as determined by the meter. The district asks that the operating cost for the school year be paid in full by the end of the first quarter of school to the school clerk.

If an employee wishes to have a personal microwave, it is to be turned off and on using a surge protector, which guarantees that it is not drawing electricity when not in use.

No restrictions will be placed on other personal appliances, such as coffee makers, cup/candle warmers, chargers, CD/DVD players, accent lamps; however, all personnel should make an earnest effort to turn them off or unplug them at the end of each day, over weekends and extended vacations.

## **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. Cascade School 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.

## **ASSIGNED DUTY LIST**

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

## **ASSIGNMENTS, REASSIGNMENTS, TRANSFERS**

All school personnel are subject to assignment, reassignment and/or transfer of position and duties by the superintendent. The right of assignment, reassignment, and transfer remains with the District. Written notice of a reassignment or involuntary transfer will be given to the employee. Opportunity will be given for the employee to discuss the proposed transfer or reassignment with the superintendent. (Board Policy 5210)

## **ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive environment, Cascade Schools expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees, Cascade Schools as a whole, and its students. Poor attendance and excessive tardiness are disruptive. When employees cannot avoid being late to work, they should notify their supervisor as soon as possible in advance of the anticipated tardiness.

## **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. Custodial staff has the authority to remove books and bags left on the benches to the lost and found areas or, for repeat offenders, to the principal's office.

## **BOARD MEETINGS/COMMUNICATIONS**

### Regular Meetings

Unless otherwise specified, all meetings will be held in the 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. 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.

## **BOARD MEMBERS**

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

**Rick Cummings, Chair; Chris Boland, Vice-Chair; Deanna Hastings, Erin Wombold, Val Fowler, and Blake Standley**

<b>Policy Review</b>	Val Fowler, Erin Wombold, Rick Cummings, Justin Barnes, and Becky Smith
<b>Facilities</b>	Rick Cummings, Blake Standley, Chris Boland, Justin Barnes, and Mandy Eike
<b>Transportation</b>	Erin Wombold, Deanna Hastings, Justin Barnes, Damon Schrecengost, and Blake Standley
<b>Negotiations</b>	Rick Cummings, Chris Boland, and Deanna Hastings
<b>Finance</b>	Blake Standley, Val Fowler, Chris Boland, Justin Barnes, and Karsen Drury

### **BREASTFEEDING 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 employee's 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)

### **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 is asked to take special precautions that all lights are turned off and all doors are locked and secured when exiting the building in the evenings and on weekends.

### **BUILDING USE REQUESTS**

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 Building Use Request form must be completed and submitted to the administrative 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 Building Use Request include, but are not limited to the gymnasiums, the Commons, the library, the lunchroom, or another teacher's classroom. Request forms are available in the administrative office or in the JH/HS Teacher Work Room.

Custodial staff will receive a copy of the completed, signed, and approved Building Use Request so that they can adjust their cleaning routines to accommodate the area of the building in use. See Appendix: Building Request Form.

### **BUS DRIVER TRAINING AND RESPONSIBILITY**

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the Superintendent of Public Instruction, including a valid Montana commercial driver's license and a Department of Transportation approved physician's certification that he/she is medically qualified for employment as a bus driver. The bus driver shall also secure a valid standard first aid certificate from an authorized instructor within two (2) months after being employed and maintain a valid first aid certificate throughout employment as a bus driver. The bus driver must have five (5) years driving experience.

When a teacher, coach or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. (Board Policy 8123)

## **BUSINESS TRAVEL EXPENSES**

Cascade Schools will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. 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 reimbursed by Cascade Schools. Employees are expected to limit expenses to reasonable amounts. There is a dollar limit for the Per Diem. (See Appendix: Reimbursement Form)

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 Cascade Schools may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed. **Payroll advances will not be a part of these advances.**

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.

When travel is completed, employees should submit receipts within 2 days.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, reimbursement for specific 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.

## **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 the 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.

## **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 Cascade Schools 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 Cascade Schools property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Cascade Schools may withhold from the employee's check or final paycheck

the cost of any items that are not returned when required. Cascade Schools may also take all action deemed appropriate to recover or protect its property.

Each employee is responsible to see that students treat district property appropriately and with respect. Students are not allowed to sit on desktops, carve on furniture, or deface, damage, or destroy 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. Benches are to be cleared at the end of the school day.

## **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. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District-owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment may be prohibited except in emergency situations.

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

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. 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)

## **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. (See Sample Form 5232F: Report of Suspected Child Abuse or Neglect)

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)

## **CIVIC DUTY LEAVE**

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law.

An employee who is an official member of one of the Cascade Volunteer Fire Departments may use vacation or unpaid leave during their regular work hours to fight a fire in their jurisdiction or deal with another type of emergency under the following conditions without needing to call a substitute worker:

1. There is a fire in the Fire Department's regular jurisdiction.
2. There is a fire in another Fire Department's jurisdiction.
3. The call-out is for a local highway vehicle accident.

If feasible, and with permission of the direct supervisor, the lost time may be made up without loss of pay within the next 48 hours.

In the event that assistance is needed for any other type of fire or other emergency in the outlying area one employee may be excused in any employee group so long as the firefighter employee responding calls and obtains a substitute for the remainder of his/her shift.(Board Policy #5321)

## **CLASSROOM SECURITY**

When teachers leave their classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to shut down or unplug all electronic equipment (e.g.: chargers, speakers, CD players, DVD players, TV's, student and teacher computers, scanners), shut all windows and secure all doors. Occupancy sensors have been installed in many rooms, closets, and hallways in the building. They should be allowed to go off and on to their settings. Classroom teachers can operate lights manually if the room needs total darkness. Lights should be reset to automatic sensor after manual operation. As classified staff members move throughout the building during their work hours and notice lights left on or electronic equipment not shut down, it is appropriate for them to leave a reminder note to the teacher and if possible, shut down or unplug the electronic equipment.

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.

## **COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES**

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with 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)

## **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.

Community members can participate in the Community Open Gym program by leaving a \$100.00 deposit for keys to use the South Gym and locker rooms. The South Gym is open for use from 7:00 p.m. - 10:00 p.m. during the week and 1:00 p.m. - 10:00 p.m. on weekends. An adult must supervise all facility use. Keys must never be given to students and gated areas must not be accessed. Groups submitting Building Use Requests have priority. Participants are expected to follow

all rules of gym etiquette such as no street shoes on the gym floor. When the keys are returned at the end of the school year, the \$50.00 of the deposit is returned. The program does not extend into the summer months.

The administration approves and schedules the various uses of the school facilities. A master calendar, housed on the school web site, 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 (See Appendix) available at the district office. (Board Policy #4330)

### **COMPLAINTS/PROBLEM SOLVING**

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism.

Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner, or for using the grievance procedure. School personnel complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to their supervisor or 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 classified staff member, 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.

### **COMPUTER AND EMAIL USAGE**

Classified staff who have access to and use of school district computers and the network must understand that computers, computer files, software, and the network and email system furnished to employees are Cascade Schools' 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. This requirement is in place and functioning. To ensure compliance with this policy, computer and email usage may be monitored. Because of the unique nature of



e-mail/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 e-mail/Internet usage by all employees:

Cascade Schools strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, Cascade Schools 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 Technology Director 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.

While occasional personal use is allowed, employees should have no expectation of privacy when using the e-mail or Internet system for any purpose.

Users of District e-mail and Internet systems are responsible for their appropriate use. All illegal and improper uses of the e-mail 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.

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 e-mail or Internet message does not intend for the e-mail or Internet message to be forwarded, the sender should clearly mark the message "Do Not Forward." **E-mail 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.**

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.

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 e-mail/Internet messages may not necessarily reflect the views of the District.

District employees are prohibited from accessing another employee's e-mail without the expressed consent of the employee. All District employees should be aware that e-mail 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.

E-mail 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.

Cascade Schools 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, Cascade Schools 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. Cascade Schools prohibits the illegal duplication of software and 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 Technology Director of suspicious emails. (Board Policy #5450: Employee Electronic Mail and On-Line Service Usage)

### **CONDUCT ON SCHOOL PROPERTY**

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco or nicotine products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administrators will take appropriate action, as circumstances warrant. (Board policy #4332)

### **CONFERENCE AFFILIATION**

The Cascade High School is a member of the Montana High School Association (MHSА) and participates in recognized activities in the District 8C and Northern C Conference/Division with schools comprised of comparable enrollments and activity programs. Information about MHSА services and programs can be found at [www.mhsa.org](http://www.mhsa.org).

We participate in District 8C with the following sports: Football and Volleyball. Schools include Belt, Cascade, Centerville, Chester-Joplin-Inverness, Chinook, Fort Benton, Great Falls Central/MSDB, Hayes Lodgepole, Power/Dutton-Brady, Simms.

We participate in District 10C with the following sports: Basketball and Track. Schools include Augusta, Cascade, Dutton-Brady, Great Falls Central/MSDB, Heart Butte, Power, Simms, Sunburst, Valier.

Wrestling competes in the Class C Southern Division. Districts 8 and 10 C are part of the Northern C.

### **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, adopted 04/ 21/09)

The protection of confidential information is vital to the interests and the success of the students and staff of Cascade Schools. 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.

### **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 Cascade Schools 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 Cascade Schools' 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 Cascade Schools 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 dealing involving Cascade Schools.

### **CONTRACTS AND COMPENSATION**

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of 6 months. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term. Contracts of employment may be renewed or non-renewed during the summer of each year at the District's sole discretion.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent and the Board will determine salary and wages for classified personnel. (Board Policy 5140)

### **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.

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)

### **CRIMINAL RECORDS CHECKS/FINGERPRINTING**

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion. Each prospective employee will be responsible for the payment of the background check. At the termination of employment, the employee may take the original fingerprints and results with them.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- a certified teacher seeking full- or part-time employment within the district;
- an educational support personnel employee seeking full- or part-time employment within the district;
- an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- a volunteer assigned within the district who has REGULAR unsupervised access to students.
- substitute teachers

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. (Board Policy #5122)

## **DISABILITY ACCOMMODATION**

Cascade Schools is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Cascade Schools is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Cascade Schools will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Cascade Schools is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law.

District employees who fail to fulfill their job responsibilities or follow the reasonable directions of their supervisors or who conduct themselves on or off the job in ways that affect their effectiveness on the job or in other such ways that the law determines to be good cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or dismissal may include, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate business reason.

Discipline will be reasonably appropriate to the circumstance and will include but is not limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend with or without pay or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee. The Superintendent is authorized to suspend a staff member immediately.

Cascade Schools believes administering an employee discipline policy should be equitable and consistent, does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Cascade Schools' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary

actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Cascade Schools is based on mutual consent and both the employee and Cascade Schools have the right to terminate employment, Cascade Schools may use progressive discipline at its discretion. (Board Policy #5255)

#### Progressive Discipline

Progressive disciplinary action calls for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Cascade Schools recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Cascade Schools.

#### **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 student main office opens at 7:30 a.m. – 4:00 p.m. During summer months, vacations, and extended weekends 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.

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

It is Cascade School's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, Cascade Schools 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 Cascade Schools' premises and while conducting school-related activities off Cascade School 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, Cascade Schools has established a drug-free awareness program through MUST insurance and Gateway services' 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 Cascade Schools' health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Cascade Schools policies, rules, and prohibitions relating to conduct in the

workplace; and if granting the leave will not cause Cascade Schools any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Cascade Schools 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.

#### Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The District adheres to the federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. Cascade Schools complies with the requirement of the Code of Federal Regulations, title 49. District bus drivers must submit to announced, random drug testing when contacted. Failure to do so may result in suspension or termination of employment. (Board Policy #5228)

### **EMERGENCY DRILLS**

There will be at least eight (8) disaster drills a year, at least four (4) of which will be fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. (Board Policy 8301) Upon the sounding of a fire alarm, any classified staff in the building is expected to respond and conduct a safety/emergency drill for their respective areas and tasks.

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures on district buses, each bus driver shall conduct an emergency evacuation drill within the first six (6) weeks of each school semester. The District shall conduct additional drills and procedures as may be necessary. (Board Policy 8125)

### **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 nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, employees may use available paid leave time, such as unused vacation benefits.

#### School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is 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. **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)

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 Message System is not functioning.** 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. The following radio stations regularly report delayed openings and school closures:

Fisher Radio stations  
Central Montana Radio stations  
KFBB TV  
KRTV TV

If the timing of a school closure allows, the Great Falls Tribune will also be contacted.

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 K-6 will make an earnest attempt to contact each parent by cell phone if possible so that each family is informed.

#### Work Schedules and Responsibilities for School Closures

##### **Building-Level Administrators, Non-Teaching “Exempt” Personnel, and Key Support Staff**

Non-teaching “exempt” personnel will report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head of building maintenance and at least one (1) secretary, insofar as is safely possible. The building administrator will ascertain that the building has been adequately secured and that any child who mistakenly reports to school in the event school has been closed is properly and safely cared for and returned home per District policy. The administrator and this minimal support staff shall notify other staff and/or other support employees of the situation and will respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An exempt employee who does not work a normal day will then adjust his/her work year by the number of hours not worked on the day or days of school closure.

##### **12-Month Classified Employees**

In the event of school closure, 12-month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor. Building secretaries and secretaries to key central administrative personnel who are required to be on duty are expected to report for duty. If a 12-month classified employee is unable to or does not report for duty, the employee will complete a leave request form to declare the day as personal leave, vacation, or leave without pay.

##### **10- and 11-Month Classified Employees**

Ten- and 11-month employees may report for duty or not report for duty as directed by their immediate supervisor. If such employees do not report for duty, they will complete a District leave request form to declare the day as personal leave, vacation, or leave without pay.

##### **Aides, Food Service Workers, and Other 9¼-Month Classified Employees**

These employees work only those days school is in session and are not expected to work when school is not in session. If school has been closed, 9¼-month employees should not report for duty unless otherwise directed by their immediate supervisor. 9¼-month employees will complete a leave request form to declare the day as personal leave, vacation, or leave without pay. (Board Policy 2221)

#### **EMPLOYEE ASSISTANCE PROGRAM**

Cascade Public Schools recognizes that a wide range of problems not directly associated with one’s job can have an effect on an employee’s job performance. In most instances, the employee will overcome personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which problems can be resolved so the employee’s job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor the efforts of the supervisor have the desired effect of resolving the employee’s problems, and unsatisfactory performance persists over a period of time, either constantly or intermittently. (Board Policy 5001)

Cascade Public Schools 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.

## **EMPLOYEE BENEFITS**

Classified employees at Cascade Schools are provided a wide range of benefits. A number of the programs (such as Montana Public Employees Retirement System (PERS), Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

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

- Cafeteria or Flexible Benefit (FSA)
- Employee Assistance Program
- Leave such as Vacation, 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.

## **EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, Cascade School 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

## **EMPLOYEE REFERENCE CHECKS**

To ensure that individuals who join Cascade Schools are well qualified and have a strong potential to be productive and successful, it is the policy of Cascade Schools to check the employment references of all applicants. The superintendent will respond to all reference check inquiries from other employees. Responses to such inquiries will be limited to factual information that can be substantiated by Cascade Schools.

## **EMPLOYEE RELATIONS**

Cascade Schools believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Cascade Schools amply demonstrates its commitment to employees by responding effectively to employee concerns.



## **EMPLOYMENT CATEGORIES**

It is the intent of Cascade Schools to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Cascade Schools.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Cascade Schools' management.

In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL-TIME** employees are those who are not in a temporary or probationary/introductory status and who are regularly scheduled to work Cascade Schools' full-time schedule. Generally, they are eligible for Cascade Schools' benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PROBATIONARY/INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Cascade Schools is appropriate. Employees who satisfactorily complete the introductory period (6 months from the date of hire) will be notified of their new employment classification.

**PER DIEM** employees are those who routinely work either a full-time or a part-time schedule and who accept additional compensation in lieu of participation in all but legally mandated benefit programs. Cascade Schools offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of Cascade Schools.

**CASUAL** employees are those who have established an employment relationship with Cascade Schools but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Cascade Schools' other benefit programs.

## **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 Cascade School 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 Cascade Schools.

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Cascade School 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.

## **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Cascade Schools will be based on qualifications, years of experience, education and abilities. Cascade Schools does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring

these issues to the attention of their immediate supervisor or the Superintendent. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **ETHICS AND CONDUCT**

The successful business operation and reputation of Cascade Schools 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 Cascade Schools is dependent upon the trust of our students, parents, staff, and community, and we are dedicated to preserving that trust. Employees owe a duty to all facets of Cascade Schools to act in a way that will merit the continued trust and confidence of the public.

Cascade Schools will comply with all applicable laws and regulations and expects its directors, officers, 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 it is difficult to determine the proper course of action, the employee should discuss the matter openly with the immediate supervisor and, if necessary, with the Superintendent for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every Cascade Schools 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)

## **ETIQUETTE**

Cascade Schools 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 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 classroom teachers while they are actively teaching. Do not enter a teacher's classroom during the instructional hours of the school day 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.
- 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.

## **EVALUATION OF STAFF**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis.

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, to receive administrative and supervisory responses to them; to have formal and informal observations of job performance for assigned duties and responsibilities; to identify and correct weaknesses; to encourage and recognize strengths; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

Samples of the evaluation tools are contained in the handbook (See Appendix: Evaluation Forms)

Probationary staff will be formally evaluated at the end of the six (6) month period to determine eligibility for recommendation for permanent hire. All permanent classified staff will be formally evaluated at least once and will be conducted in accordance with established Board policy and applicable district evaluation procedures and Montana Code Annotated. (Board Policy 5222)

## **FAX MACHINE**

The FAX machine is located in the administrative office for school-related use. Outgoing FAX calls can be local or long distance. If sending a long distance FAX, a long distance code must be used. If a staff member needs to send a personal FAX, the district charges \$1.00, no matter how many pages are FAXed. The administrative secretary or district clerk can assist anyone wishing to use the FAX machine.

## **FAIR LABOR STANDARDS ACT**

Regular working hours for all classified staff will be set by the supervisor, principal, or superintendent. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the supervisor. Any changes to a work schedule, including the taking of vacation leave and sick leave (when possible) is to be pre-approved by the supervisor. An appropriately completed and signed leave request form must be submitted to the supervisor well in advance of an anticipated leave. The supervisor will indicate his/her approval by signing the leave request and moving it onto the superintendent.

All timesheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Overtime is defined as time worked over 40 hours in one week. Overtime hours cannot be taken within the same week that sick or vacation hours are taken. A week is defined as seven consecutive days covering Monday through Sunday. (Refer to Policies #5221 & 5336)

Failure to comply will result in a written corrective statement to the employee stating the non-compliance with established procedures and the expected corrective measures. Continued non-compliance with directives or procedures may be cause for dismissal.

## **FLEXIBLE SPENDING ACCOUNT (FSA)**

Cascade Schools 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 non-reimbursed 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.

## **FUND RAISING**

The solicitation of all Cascade School personnel by professional sales people and Cascade student groups conducting fundraising campaigns is prohibited in the building before, during, and after school. Students are restricted from soliciting school employees while they are in the building, whether they are on the job or not. Professional sales people who have a legitimate and historical service or business record with the district should make an appointment with the appropriate individual.

## **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)

## **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)

## **HEALTH INSURANCE**

Cascade Schools' 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 Cascade Schools and the insurance carrier. The insurance carrier is Blue Cross Blue Shield. Information and/or questions can be directed to [jblockey@swmtfinancial.com](mailto:jblockey@swmtfinancial.com).

#### 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 Cascade Public Schools' health insurance plan. The notice contains important information about the employee's rights and obligations.

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

#### Health Savings Plan information (HSP)

#### **HOLIDAYS**

Cascade Schools will grant holiday time off to all full time classified employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- 4th of July for those working the summer months

Cascade Schools will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave. (Board Policy 5333)

#### **IMMIGRATION LAW COMPLIANCE**

Cascade Schools 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 or reprisal.

## **INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is provided by Cascade Schools 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 or from the Technology Director. 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 Cascade Schools 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 Cascade Schools. As such, Cascade Schools 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 Cascade Schools in violation of law or Cascade Schools 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

## **JOB DESCRIPTIONS**

Cascade Schools 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.

Cascade Schools 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 changes 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. (See Appendix: Job Descriptions)

## **JOB POSTINGS**

Job openings will be posted on the bulletin board outside the administrative office and in the teacher workroom/district mailroom and normally remain open for 10 days. Each job posting notice will include descriptions such as the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Superintendent listing the job-related skills and accomplishments. It should also describe how their current experience with Cascade Schools and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the administration. Other recruiting sources may also be used to fill open positions in the best interest of the school system.

Cascade Schools provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Cascade Schools reserves its discretionary right to not post a particular opening. Vacancies may be advertised in-District only or they may be advertised in-District and through Job Service, local public advertising, and where appropriate, if time permits, through a broader regional and/or national basis. A vacancy need not be advertised as determined by the superintendent. (Board Policy #5213)

## **JURY DUTY LEAVE**

Cascade School encourages employees to fulfill their civic responsibilities by serving jury duty when required. All employees qualify for paid jury duty leave. Cascade Schools will continue to provide health insurance benefits for the full term of the jury duty. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

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

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

## **KEYS**

Necessary keys are issued to staff by the administrative 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-control procedures:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Under no circumstances should keys be loaned to students or to individuals not employed by the district.
4. Lost or stolen keys must be reported to the administrative 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 before any charges are assessed;
5. Upon reporting lost or stolen keys, presentation of broken or damaged key(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 or the installation of new locks will be made to the staff member to whom the key(s) have been issued. Charges are determined by the locksmith providing the service.
7. All keys will be inventoried at the end of the school year by the administrative secretary.
8. If additional keys are needed during the school year, a Request for Keys form must be completed for the superintendent to approve. Forms are available from the administrative secretary. (See Appendix: Request for Keys)

## **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. Cascade Schools supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Cascade Schools 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. Cascade Schools 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 Cascade Schools' Employee Assistance Program for information and referral to appropriate services and resources.

## **MAIL**

Each staff member is provided a district mailbox in an area designated as the mailroom. Mail is distributed every afternoon generally no later than 1:00PM. Outgoing mail is taken to the Post Office once a day at 11:00AM. 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.

## **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 Cascade Schools may not solicit or distribute literature in the workplace at any time for any purpose.



Cascade Schools 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 Cascade Schools

In addition, the posting of written solicitations on school bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action statement
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

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.

## **MEETINGS**

Department meetings (transportation, custodial, kitchen, secretarial) will be scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, emails, or departmental or committee structure. The 7-12 classified/certified staff meeting has been planned once a month, each to begin promptly at 7:45 a.m. The K-6 staff will meet, separately from the 7-12 staff, once a month and to begin promptly at 3:32 p.m. All certified staff members are required to attend staff meetings unless prior arrangements have been made with the principal. Classified staff members will be notified in the event that a combined certified and classified, all personnel, meeting needs to be held.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and school goals and job assignment. Requests require superintendent 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 training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds.

## **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. 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, as least one (1) full month in advance of the return date. (Board Policy 5322)

**MONTANA BEHAVIORAL INITIATIVE (MBI)**

We believe that effective schools have unconditional positive regard for students, treat all students with dignity and respect, and maintain a positive and proactive focus in developing socially and academically competent students.

All school staff will apply the guideline below when faced with a student discipline issue. Students and staff will participate in an ongoing program of positive behavior supports, motivation, and skill-building to nurture and promote a positive school climate, responsibility and respect. To implement behavior supports on a daily, school-wide basis, all staff will apply the guideline below to determine the level of intervention a student discipline issue may warrant.

LEVEL ONE- HANDLED IN CLASSROOM	LEVEL TWO- PAPER GOES TO OFFICE-NOT STUDENT	LEVEL THREE- HANDLED IN OFFICE ***Teacher must call office immediately***
<ul style="list-style-type: none"> <li>● Classroom disruption</li> <li>● Not completing homework or assignment</li> <li>● Minor disrespect and teasing</li> </ul>	<ul style="list-style-type: none"> <li>● Defiant and continued disruptive behavior</li> <li>● Continued non-completion of assignment or homework</li> <li>● Bullying and teasing</li> <li>● Tardies</li> </ul>	<ul style="list-style-type: none"> <li>● Any illegal behavior</li> <li>● Physical, dangerous behavior</li> <li>● Racial, gender-based teasing or disabilities</li> </ul>

**OPERATION AND MAINTENANCE OF DISTRICT FACILITIES**

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with principals, fire chief, and county sanitarian, will periodically inspect plant and facilities. The facilities manager will develop a program to maintain the District physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager will formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve District resources in their buildings. (Board Policy 8410)

**OUTSIDE EMPLOYMENT**

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Cascade Schools. All employees will be judged by the same performance standards and will be subject to Cascade Schools' scheduling demands, regardless of any existing outside work requirements.

If Cascade Schools determines that an employee's outside work interferes with performance or the ability to meet the requirements of Cascade Schools as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Cascade Schools.

Outside employment will present a conflict of interest if it has an adverse impact on Cascade Schools.

**OVERTIME**

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek.

The Superintendent must approve any overtime work of a classified employee.

Under Montana law and the Federal Fair Labor Standards Act, a classified employee may not volunteer to work without pay in an assignment similar to the employee's regular work.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action. (Board Policy #5336)

### **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in 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.

School 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)

### **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 Cascade Schools. Employees will receive an itemized statement of wages when the direct deposit is made. Interested individuals should contact the school clerk.

Cascade Schools does not provide pay advances on unearned wages to employees.

Cascade Schools 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.

### **PAYMENT OF EMPLOYER CONTRIBUTIONS AND INTEREST ON PREVIOUS SERVICE**

A Public Employees' Retirement System (PERS) member may purchase (1) all or a portion of the member's employment with an employer prior to the time the employer entered into a contract for PERS coverage and (2) all or a portion of the member's employment for which optional PERS membership was declined (both of which are known as previous service).

The member must file a written application with the PERS Board to purchase all or a portion of the employment for service credit and membership service. The application must include salary information certified by the member's employer or former employer.

The District has the option to pay, or not to pay, the employer's contributions due on previous service and the option to pay, or not to pay, the outstanding interest due on the employer's contributions for the previous service.

It is the policy of this District to not pay the employer's contributions due on previous service.

It is also the policy of this District to not pay the outstanding interest due on the employer's contributions for the previous service.

This policy will be applied indiscriminately to all employees and former employees of this District. (Board policy #5254)

## PAYMENT OF INTEREST ON EMPLOYER CONTRIBUTIONS FOR WORKERS' COMPENSATION TIME

An employee absent because of an employment-related injury entitling the employee to workers' compensation payments may, upon the employee's return to service, contribute to the retirement system an amount equal to the contributions that would have been made by the employee to the system on the basis of the employee's compensation at the commencement of the employee's absence plus regular interest accruing from one (1) year from the date after the employee returns to service to the date the employee contributes for the period of absence.

The District has the option to pay, or not pay, the interest on the employer's contribution for the period of absence based on the salary as calculated. If the employer elects not to pay the interest costs, this amount must be paid by the employee.

It is the policy of this District to not pay the interest costs associated with the employer's contribution. (Board policy #5338)

## PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. A 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 Cascade Schools 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 administrative secretary.

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 only by 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 otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. 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 of aides/paraprofessionals to parents upon request, for any 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)

## 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)

## **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. Cascade Schools 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.

## **PHYSICAL EXAMINATIONS AS A CONDITION OF EMPLOYMENT**

To help ensure that employees are able to perform their duties safely, medical examinations will be a required condition of employment for custodial and kitchen staff and bus drivers.

The District participates in a Pre-Placement Physical Program for all custodial, maintenance and kitchen personnel. Subsequent to a conditional offer of employment but before commencement of work, the District requires an applicant to have a medical examination and to meet any other health requirements which may be imposed by the state. The District conditions an offer of employment on the results of such examination. The report shall certify the employee's ability to perform the job-related functions of the position for which the employee is being considered. Such examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions.

All bus drivers, whether full-time, regular part-time, or temporary part-time, are required by state law to have a satisfactory medical examination before employment. (Board Policy #5130)

## **POSSESSION OF A WEAPON IN A SCHOOL BUILDING**

The District will refer to law enforcement for immediate prosecution any person who possesses, carries, or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of

a student. In addition the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building.

This policy does not apply to on-duty law enforcement personnel. (Board Policy 3310)

#### **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. (Board Policy #8340)

#### **PROBATIONARY/INTRODUCTORY PERIOD**

The probationary or introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Cascade Schools uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Cascade Schools may end the employment relationship at any time during the introductory period, with or without cause or advance notice.

All new employees work on an introductory basis for six (6) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months. Should the employee satisfy the probationary period, the employee shall have no expectation of continued employment beyond the current contract term.

Upon satisfactory completion of the introductory period, employees enter the "regular" or permanent employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Cascade Schools-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Board will determine salary and wages for classified personnel. (Board Policy #5140)

## **PUBLIC RELATIONS**

Cascade community members, including students, are among our school's most valuable assets. Every employee represents Cascade Public Schools to the public. The way we do our jobs presents an image of our entire school. The public judges all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to assist any community member. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to them. Our personal contact with the public, our manners on the telephone, our dress and appearance, and the communications we send to the community is a reflection not only of ourselves, but also of the professionalism of Cascade Public Schools. Positive community relations not only enhance the public's perception or image of Cascade Public Schools, but also pay off in greater community loyalty and support.

## **PURCHASE ORDERS/ORDERING**

No purchase will be authorized unless covered by an approved purchase order. Forms are available in the administrative office. 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).

## **RECYCLING**

Cascade Schools supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment. Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at Cascade Schools:

- computer paper
- white high grade or bond paper
- ledger paper
- mixed or colored paper
- newspaper
- corrugated cardboard
- brown paper bags
- aluminum
- plastics
- printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Cascade Schools encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- communication through computer networks with email
- posting memos for all employees
- two-sided photocopying
- reusing paper clips, folders, and binders
- reusing packaging material
- reusing wooden pallets
- turning off lights when not in use

By recycling, Cascade Schools is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Superintendent.

## **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; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

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.

## **REQUESTING LEAVE**

Classified staff will need to completely fill out Leave Request Form, check the appropriate type of leave, enter the correct dates needed, and sign and date the form. (See Appendix) Once completed, the form is to be given to the appropriate supervisor who will approve or deny the request, sign and date the form. **All requests must be made BEFORE the leave is to be taken.** The exception would be sick leave when an employee has been taken ill at home and is not able to complete this process.

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.

## **RESIGNATIONS**

Resignation is a voluntary act initiated by the employee to terminate employment with Cascade Schools. All Cascade Schools employees are covered by a specific one-year employment contract. The Board has authorized the Superintendent to accept on its behalf resignations from any school district employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. Although advance notice is not required, Cascade Schools requests at least two (2) weeks' written resignation notice from all employees. (Board Policy 5251)

## **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)

## **RETIREMENT PROGRAMS**

All District employees shall participate in retirement programs under the Federal Social Security Act and either the Public Employees' Retirement System (PERS) in accordance with state retirement regulations.

Those employees intending to retire, who are not contractually obligated to complete the school year, should notify the Superintendent as early as possible and no less than sixty (60) days before their retirement date.



The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

To assist the district in its planning efforts, employees 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.

### **SALARY ADMINISTRATION**

The salary administration program at Cascade Schools was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Cascade Schools is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Cascade Schools periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Superintendent is also available to answer specific questions about the salary administration program.

Cascade Schools 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 unlikely 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.

## Classified Staff Pay Matrix B - July 1, 2016

Dept.	Aide	Custodian	Main't Supervisor	Bus Driver	Bus Supervisor	Secretary	Admin Assistant	General Kitchen	Head Kitchen
SubPay	8.95	8.95	NA	12.90	NA	8.95	NA	8.95	NA
<b>Hiring Pay</b>									
0-6months	<b>9.50</b>	<b>11.85</b>	<b>15.50</b>	<b>14.50</b>	<b>17.50</b>	<b>12.50</b>	<b>14.50</b>	<b>9.25</b>	<b>12.50</b>
<b>Base Pay</b>									
6mo"1yr	9.75	12.25	15.75	15.00	17.75	12.75	14.75	9.50	12.75
<b>2</b>	10.00	12.50	16.00	15.25	18.00	13.00	15.00	9.75	13.00
<b>3</b>	10.25	12.75	16.25	15.50	18.25	13.25	15.25	10.00	13.25
<b>4</b>	10.50	13.00	16.50	15.75	18.50	13.50	15.50	10.25	13.50
<b>5</b>	10.75	13.25	16.75	16.00	18.75	13.75	15.75	10.50	13.75
<b>6</b>	11.00	13.50	17.00	16.25	19.00	14.00	16.00	10.75	14.00
<b>7</b>	11.25	13.75	17.25	16.50	19.25	14.25	16.25	11.00	14.25
<b>8</b>	11.50	14.00	17.50	16.75	19.50	14.50	16.50	11.25	14.50
<b>9</b>	11.75	14.25	17.75	17.00	19.75	14.75	16.75	11.50	14.75
<b>10</b>	12.00	14.50	18.00	17.25	20.00	15.00	17.00	11.75	15.00
<b>11</b>	12.25	14.75	18.25	17.50	20.25	15.25	17.25	12.00	15.25
<b>12</b>	12.50	15.00	18.50	17.75	20.50	15.50	17.50	12.25	15.50
<b>13</b>	12.75	15.25	18.75	18.00	20.75	15.75	17.75	12.50	15.75
<b>14</b>	13.00	15.50	19.00	18.25	21.00	16.00	18.00	12.75	16.00
<b>15</b>	13.25	15.75	19.25	18.50	21.25	16.25	18.25	13.00	16.25
<b>16</b>	13.50	16.00	19.50	18.75	21.50	16.50	18.50	13.25	16.50
<b>17</b>	13.75	16.25	19.75	19.00	21.75	16.75	18.75	13.50	16.75
<b>18</b>	14.00	16.50	20.00	19.25	22.00	17.00	19.00	13.75	17.00
<b>19</b>	14.25	16.75	20.25	19.50	22.25	17.25	19.25	14.00	17.25
<b>20</b>	14.50	17.00	20.50	19.75	22.50	17.50	19.50	14.25	17.50

**Substitutes:**

Certified Substitute Teacher \$75.00  
 Non-Certified Sub Teacher \$65.00  
 Instructional Aide  
 Kitchen Helper  
 Secretary  
 Custodian  
 Bus Driver

\*Up to 3 years service credit may be given for in-house transfers

## **SATURDAY SCHOOL**

Students who are experiencing academic, disciplinary, and/or attendance problems may be assigned to Saturday School. Saturday School will be run from 8:00 a.m. to 12:00 noon.

## **INFINITE CAMPUS MESSAGE SYSTEM**

The school district has contracted with an automated notification system called "Infinite Campus Message System". 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), and PDA's. The system will provide an unlimited number of notification/alert contacts for each student, parent, faculty, and staff member. There is no limit to the number of ways someone can make themselves available to be reached.

## **SCHOOL DAY HOURS**

The length of the school day is from 8:00 a.m. to 3:31pm. Monday through Friday. The work day includes lunch and assigned duties. Classified staff schedules are assigned according to the needs of the district. One Friday per month will typically be a professional development day for staff where there will be no students. This duty day will be from 8:00 am to 12:00 pm.

## **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**

Cascade Schools wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Cascade Schools prohibits the possession, transfer, sale, or use of such materials on its premises. Cascade Schools 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 Cascade Schools. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Cascade Schools at any time, including canine inspections, either with or without prior notice.

## **SEVERANCE PAY**

Cascade Public Schools provides severance pay, in accordance to Montana statute, to eligible employees whose employment is terminated for reasons that are not prejudicial to Cascade Public Schools, as determined by Cascade Public Schools in its sole discretion. Severance pay will be provided to all employees. Termination pay will be paid within fifteen (15) days of termination or the next regular pay period, whichever comes first.

## **SEXUAL HARASSMENT/SEXUAL INTIMIDATION**

Cascade Schools 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. School District #3B 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)

### **SICK LEAVE BENEFITS**

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA.

For classified non exempt staff, "sick leave" is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee's immediate family. Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or medical care for the employee or the employee's child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency's discretion to care for a person (who is not the employee or a member of the employee's immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency's discretion, another person.

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with this policy. Abuse of sick leave is cause for disciplinary action up to and including termination.

#### Sick Leave

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "sick leave" means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Classified staff may use sick leave for illness; injury; medical disability; maternity-related disability, including prenatal care, birth, miscarriage, abortion; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; necessary care of or attendance to an immediate family member or, at the District's discretion, another relative for the above reasons until other attendants can reasonably be obtained, and death or funeral attendance for an immediate family member. Leave without pay may be granted to employees upon the death of persons not included on this list.

Persons simultaneously employed in two (2) or more positions will accrue sick leave credits in each position according to the number of hours or the proration of the contract (in the case of certified) worked. Leave credits will be used only from the position in which the credits are earned and with the approval of the supervisor. Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave credits will not accrue for those hours exceeding forty (40) hours in a workweek that are paid as overtime hours or are recorded as compensatory time hours. A full-time employee shall not earn less than or more than the full-time sick leave accrual rate provided classified employees.

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay exceeding fifteen (15) working days, the amount of time on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose any accrued sick leave credits or lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-day qualifying period.

#### Calculation of Sick Leave Credits

Full-time classified employees shall earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits shall be prorated for part-time employees who have worked the qualifying period. The payroll office will refine this data by keeping records per hour worked.

#### Lump Sum Payment Upon Termination

When a classified employee terminates from the District, the employee is entitled to cash compensation for unused sick leave credit equal to one-fourth (1/4) of the compensation the employee would have received if the employee had used the credits, provided the employee has worked the qualifying period. The value of unused sick leave is computed based on the employee's salary rate at the time of termination. (Board Policy 5321)

#### 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 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 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)

#### Service member Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

(Refer to policy 5328 & 5328P)

### **STAFF DRESS AND GROOMING**

During school hours or when representing Cascade Schools, all staff are expected to present a neat, clean, and tasteful appearance.

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

- Tank tops, tube or halter tops, or shorts should not be worn under any circumstances.
- Unnaturally colored hair and extreme hairstyles that will be a distraction to students in the school setting.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during school hours or when working around students during extra-curricular activities.

- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must be not be worn during school hours.
- Shoes must provide safe, secure footing, and offer protection against hazards.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether as some individuals may be sensitive to strong fragrances.
- Visible excessive tattoos and similar body art must be covered during school and extracurricular hours.

## **STAFF CONDUCT**

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)

## **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, individual research, travel, and other such activities.

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

All district bus drivers are required by the Office of Public Instruction to attend a minimum of ten (10) hours of training and professional development each year. The transportation supervisor will plan and schedule training that is pertinent to driver needs and timely topics of interest.

## **STAFF 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 to 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 object 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, Cascade Schools has established a workplace safety program. This program is a top priority for Cascade Schools. The Superintendent has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all. Cascade Schools 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 condition 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.

#### **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.

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.

#### **STUDENT DETENTION**

Teachers may detain a student after school hours for disciplinary reasons. Students who are detained after school are not to be left unsupervised during their detention. The district will provide supervision for after-school detentions held in the school library. (Board Policy #3312) Once detention is served, students are to leave the building and go home or report to XCELL!

#### **SUBSTITUTES**

Each department (custodial, kitchen, secretarial, bus drivers) supervisor will develop, oversee, and monitor an effective and efficient process for training and scheduling substitutes.

All prospective substitutes must 1.) complete all required district, state, and federal forms with the superintendent's office; 2.) have successfully completed a fingerprint background check; 3.) have a successful tuberculosis test; 4.) have met all other requirements as necessary for all others hired in that department e.g. bus driver substitutes must have proper licensing, first aid and so on; 4.) be formally approved by the Board of Trustees; and 5.) receive the appropriate training and orientation for that department before assuming the role of a substitute.

### **SUPERVISION OF 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:

- Never leave students alone and unsupervised in the building.
- 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: Mrs. Hathhorn, Principal; Mr. Barnes, Superintendent; Mr. Sukut, Principal; Sonja Mazaira, Activities Director; Angela Johnson, Food Service Director, and Stephanie Perry, Commons Office Secretary. They can be done electronically (via email).

### **TEACHERS' AIDES/PARAEDUCATORS**

Teachers' aides/paraeducators, as defined in the appropriate job descriptions, are under the supervision of a principal and a teacher to whom the principal may have delegated responsibility for close direction. The nature of the work accomplished by paraeducators will encompass a variety of tasks that may be inclusive of "limited instructional duties."

Paraeducators are employed mainly to assist the teacher. A paraeducator is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

In compliance with applicable legal requirements, all paraeducators with instructional duties that are newly hired in a Title I program are required to have:

- Completed at least two (2) years of study at an institution of higher education;
- Obtained an Associate's or higher degree; or
- Met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

It is the responsibility of the principal and teacher to provide adequate training for a paraeducator. This training should take into account the unique situations in which a paraeducator works and should be designed to cover the general contingencies that might be expected to pertain to that situation. During the first thirty (30) days of employment, the supervising teacher or administrator shall continue to assess the skills and ability of the paraeducator to assist in reading, writing, and mathematics instruction.

Paraeducators are evaluated annually, the results of which can be a factor in future employment decisions. (Board Policy #5420)

### **TELEPHONES/CELL PHONES/VOICE MAIL**

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 school clerk monitors all billing statements. Staff are expected to pay the district clerk for their personal long distance charges.

**The use of personal cell phones during school hours is strongly discouraged.** Staff members are asked to have their personal cell phones turned **off** during on-duty hours. All staff members can be contacted by outside callers through



the school's land-lines. Students are prohibited from using cell phones during school hours, and staff is expected to model this expectation.

Cell phones are provided for some employees as a school tool, e.g. Substitute Hot Line with school secretary; Head of Maintenance; Transportation Supervisor. They are provided to assist in communicating with management and other employees, and others with whom they may conduct school business. District provided cell phone use is intended for school-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be monitored. Users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Employees are encouraged to study the accompanying manual for their phone and become familiar with the many features and capabilities of the Altigen 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.

## **TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- End of a specific term contract – non-renewal at end of yearly contract.
- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the Board of Trustees
- Layoff – involuntary employment termination initiated by the District for non-disciplinary reasons.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement for the organization.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### Payment of Wages Upon Termination

When a District employee quits, is laid off, or is discharged, wages owed will be paid on the next regular payday for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- The District files a report of the theft with law enforcement within seven (7) business days of separation.

If no charges are filed within thirty (30) days of the filing of a report with law enforcement, wages are due within a thirty-(30)-day period. (Board Policy 5500)

## **TEXTBOOKS**

The teacher will keep a record of all textbooks issued to students – the number, date issued, and general condition of the book. A fine may be levied if the book has been mistreated or misused. 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.

Custodians who find textbooks can take the book to the teacher who issued the book, take the book to the lost and found area, or, for repeat offenders, take the book to the principal's office.

## **TIMEKEEPING**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Cascade Schools to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## **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)

## **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 administrative office. (See Appendix)

### **USE OF SCHOOL PROPERTY FOR POSTING NOTICES**

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)

### **USE OF SCHOOL 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 school clerk.

Any driver using a school vehicle for school business must submit proof of automobile insurance to the Superintendent before departing. It is recommended that drivers carry \$100,000 bodily injury and property damage on personal insurance coverage. If it is determined that coverage is not adequate, the district reserves the right to deny use of the school or personal vehicle.

#### District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses, passenger cars and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination. (Board Policy 8121)

### **VACANCIES/TRANSFERS**

Announced vacancies for classified positions are posted on the bulletin board outside the administrative office and in the JH/HS teacher workroom at least five (5) working days prior to closing the application period.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures.

Vacancies may be advertised in-District only or they may be advertised in-District and through job service, Career Services at a college or university, local public advertising, and, where appropriate and if time permits, through a broader regional and/or national basis. A vacancy need not be advertised, as determined by the Superintendent. (Board Policy 5213)

The District retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee. The staff member will be given opportunity to discuss the proposed transfer or reassignment with the Superintendent. (Board policy 5210)

**VACATION BENEFITS**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time and part-time employees are eligible to earn and use vacation time as described in this policy:

The classified employee shall accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

<u>RATE-EARNED SCHEDULE</u>	
<u>Years of Employment</u>	<u>Working Days Credit per Year</u>
1 day - 10 years	15
10 - 15 years	18
15 - 20 years	21
20 years on	24

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months. (Refer to Policy 5334)

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one-half hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including school district needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. (Board Policy 5334)

**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.

## **VISITORS IN THE WORKPLACE**

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

All visitors should go directly to the Student Office upon entering Cascade Schools. Authorized visitors can check in there, will receive a Guest Pass and 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 Cascade Schools' premises, employees should immediately notify their supervisor or an administrator or intercede by directing the individual to the Student 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.

## **WORK DAY**

### Length of Workday

The length of a classified work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)-hour per day/forty (40)-hour per week employee. Normal office hours in the district will be 7:30 a.m. to 4:00 p.m.

### Lunch

The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by the individual contract. The schedule will be established by the supervisor. Classified staff is permitted to leave the building and district grounds during the lunch break. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

### Breaks

Montana law no longer requires the provision of scheduled breaks. However, a daily morning and afternoon rest period of fifteen (15) minutes MAY be available to all full-time, classified employees. To the extent possible, hourly personnel may take one (1) fifteen-(15)-minute rest period for each four (4) hours that are worked in a day. Breaks will normally be taken approximately in mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with the approval of the employee's supervisor. Since this time is counted and paid as time worked, employees are expected to adhere to the break schedule established by the supervisor and should not be far from their work station. Deviation from the regularly scheduled break period requires prior supervisor approval.

If it is necessary to leave the building during the hours that school is in operation, an employee is required to check in/out with the main office. This will enable office personnel to respond appropriately in the event of a message or an emergency situation that may arise. (Board Policy 5221)

## **WORKERS' COMPENSATION INSURANCE**

Cascade Schools 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 school 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 Cascade Schools 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 Cascade Schools.

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)

## **WORK SCHEDULES**

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

# *Cascade Public Schools*

## Classified Staff



### EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Cascade Schools, 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 Schools has the ability to adopt any revisions to the policies in this handbook.

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

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

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

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