

# *Employee Handbook*

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## *Home of the Bluejackets*

Education Services Center 763-689-6188  
Human Resources 763-689-6223 or ext. 6209 or ext. 6235  
625A Main Street North  
Cambridge, MN 55008

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# Welcome

Welcome to Cambridge-Isanti Schools! We are proud of our schools and our students. You are joining a dedicated staff committed to every student, every day. We value our community partnerships and the support of our schools as we work together for our mission and commitment to The Bluejacket Way.

## **Cambridge-Isanti Schools Mission Statement:**

The mission of Cambridge-Isanti Schools, as the leader in innovative education, offering unlimited options and opportunities, is to develop well-rounded individuals who excel in leadership, achieve at the highest levels, and are responsible citizens through highly effective staff addressing the unique needs of each individual in partnership with parents, students, and a unified community.

## **Cambridge-Isanti Schools Objectives:**

Objective 1: Each student will graduate career and/or college ready and will continue to pursue their high expectations.

Objective 2: Each student will own their own individualized plan for learning and for life.

Objective 3: Each student will be positively engaged in their communities throughout their lives.

Objective 4: Each student will be a leader.

Objective 5: Each student will serve their communities throughout their lives.

Objective 6: Each student will be an effective contributor to our global society.

## **Preface**

The information contained in this handbook is provided as a resource to you and may change at any time without notice. This is not an employment contract and does not create a contractual obligation of any kind. The school district follows policy, procedures, collective bargaining agreements (CBA), terms and conditions, and state and federal laws.

School district policies are available online at [www.c-ischools.org/policy-manual](http://www.c-ischools.org/policy-manual). You are responsible for reviewing this handbook each year, and the policies referenced herein as well as all other policies contained in the policy manual.

If you have questions, contact human resources by calling 763-689-6223, or ext. 6209, or ext. 6235.



## *The Bluejacket Way*

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We believe in order to make every day matter for every student we must have an organizational culture that fosters service, excellence, and pride in everything we do. That's why we have developed and adopted a creed by which we at Cambridge-Isanti Schools operate by.

Our operational creed defines our character traits, beliefs, and parameters through identifiable actions that explicitly express how every Cambridge-Isanti staff member will or will not act in order to operate in accordance with a set of identifiable, district-wide standards and expectations. We call it, **The Bluejacket Way** and it's on paper so we can put it in *action*.

We believe if we want to be the best, we need to identify how the best operates.

Our creed takes out the guesswork for how we do our best work, and how we treat one another with care and respect—think of it as a blueprint for interacting with one another and all those we serve. Our mission, along with our fourteen beliefs are strongly embedded within our operating principles.

We believe a positive, trustworthy, and thriving culture is imperative to being able to do our best for every student, every day. This sort of culture will also make our district a place of service where people want to be—a place that is energizing, innovative, and supportive.

Our creed informs all personnel of what they can expect as a member of our organization and serves to support the accountability of all personnel to a set of behavioral standards. These standards are reinforced by our three parameters.

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- 1. We will never accept ineffective job performance anywhere in the district.*
  - 2. We will only hire the best.*
  - 3. We will always exemplify the five character traits: compassion, respect, responsibility, self-discipline, and honesty.*
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Our operating principles are non-negotiable because we know what we do determines who we are, and who we will be as an organization. At Cambridge-Isanti Schools we all must do our best every day to serve one another, our students, our staff members, our families, and our communities. **It's The Bluejacket Way.**





## *Our Character*

## *The Bluejacket Way*

### **We show COMPASSION (Kindness & Consideration) by**

- Celebrating successes
- Empathizing with one another
- Creating safe environments that promote quality conversation, well planned risk-taking, growth, and innovation for everyone
- Considering the needs of the entire district versus exclusive interests
- Valuing everyone's unique opinions, strengths, and differences

### **We exhibit HONESTY (Truthfulness & Sincerity) by**

- Never being insincere, or deceitful
- Communicating relevant information in a timely and transparent manner
- Holding all staff members to the same clear, high standards and expectations for achieving desired results

### **We practice RESPECT (Politeness & Humility) by**

- Seeking the facts before making inferences
- Never gossiping, or complaining about things to people who cannot change it
- Encouraging and supporting everyone to use their voice
- Never unprofessionally criticizing or undermining decisions
- Appreciating the diverse experiences, perspectives, and positions of others, both personally and professionally

### **We demonstrate RESPONSIBILITY (Dependability & Accountability) by**

- Everyone being student-focused every day
- Serving all students, families, staff members, and community members with high quality customer service
- Addressing issues and behaviors
- Providing solutions rather than contributing to problems
- Everyone functioning as a collaborative team

### **We display SELF-DISCIPLINE (Attentiveness & Mindfulness) by**

- Having a growth mindset
- Focusing on the positive
- Committing to the district's direction and priorities
- Holding ourselves, and one another, accountable for our decisions and actions
- Always being engaged, on task, and actively listening
- Using technology devices productively for professional purposes



# Benefits

Fringe benefits provided by the school district vary. The level of benefit is based on the terms and conditions of employment. For full-time employees working an average of at least 30 hours per week for 9 months per year, these benefit costs are paid, at least in part, by the school district.

## **Employee Assistance Program**

All fulltime employees and their family members may utilize the school district Employee Assistance Program for help with personal needs such as legal problems, counseling and addiction. This is a free and confidential service provided to you by the school district's life insurance provider. A flyer can be obtained from the Human Resources Department or through your supervisor. For further information see the [staff resources webpage](#).

## **Flexible Benefits Plan**

Eligible employees may enroll in the flexible benefits plan to be reimbursed for certain out-of-pocket medical expenses, eligible dependent care, and/or outside health insurance premiums. [Educators Benefit Consultants](#) is our Flex provider. Casual employees or substitutes may not be eligible for this benefit and may contact the HR Department at 763-689-6209 for more information.

## **Health and Dental Insurance**

Eligible employees may enroll in the school district's group dental and health insurance plans. Eligibility is specified by contract bargaining agreement, or terms and conditions agreement. If you are eligible, an online enrollment invitation will be sent to you via email, it is important that you respond to this email invitation promptly. Delta Dental is the dental provider and can be contacted by calling 1-800-448-3815. Preferred One\* is the health insurance provider and can be contacted by calling 1-800-997-1750. See the [staff resources webpage](#) for current information on the Health Reimbursement Account (HRA) provider. When you enroll in the health plan you are automatically enrolled in the HRA and funds are to be used for deductible expenses.

\*Please note our current plan year ends September 30, 2017, the provider may change at that time, please pay attention to emails regarding insurance open enrollment during the month of September. This will be a short plan year as on July 1, 2018, the plan year will switch to July 1 - June 30. As such an additional open enrollment period will occur in the Spring of 2018.

## **Life and Long Term Disability Insurance**

Cambridge-Isanti Schools provides life insurance and long term disability insurance through Metlife to all benefit eligible employees, which are those that work an average of 30 hours per week for at least 9 months per year. See the [staff resources webpage](#) for further information.

# Leaves

## General Leaves

Find all information regarding staff leaves and absences under the [employee forms](#) section of the website: or call HR Department at 763-689-6214 or ext. 6209 or ext. 6235.

## Family and Medical Leave

Find all information regarding FMLA under [Policy 410](#) or call the HR Department at 763-689-6214, or ext. 6209, or ext. 6235.

## Jury Duty

Employees who receive a summons for jury duty must notify their administrator or immediate supervisor as soon as possible after receipt of the summons. Employees must provide their supervisor/administrator a copy of the summons. Should employees serve as jurors, they will be allowed time off with full pay. Any reimbursements, less expenses, for serving as jurors, shall be deducted from pay. A copy of the payment, provided to you from the court administrator must be submitted to payroll.

If employees are excused from jury duty at any time throughout their scheduled school workday, they should return to their respective building to complete their normal assignment. This leave applies only when employees' working hours conflict with jury duty time.

## School Conferences and Activities Leave

Pursuant to Minnesota Statute §181.9412, the school district will grant unpaid leave up to a total of 16 hours during any 12-month period to enable a parent to attend special education, preschool or school conferences, or school-related activities of their children or foster children provided the conferences or activities cannot be scheduled during non-work hours.

# Investment and Retirement Plans

## Investments

Eligible employees may authorize payroll deductions to be invested in a 403(b) account on a pre-tax basis. Information on investment companies, advisor contacts, and the [required form](#) to authorize this payroll deduction may be obtained by contacting the HR Department at 763-689-6206, or ext. 6209.

## Retirement Plans

Teachers Retirement Association (TRA) & Public Employees Retirement Association (PERA) administers retirement plans providing a defined benefit plan coverage to employees of school districts.

For employees in positions that require a Minnesota Teachers or Administrators License, contributions are made to the Teachers Retirement Association (TRA). Legislation determines member and employer contribution rates. Through payroll deductions, members contribute a percentage rate of their before-tax earnings to fund their TRA benefits. The school district also contributes a percentage rate on your behalf.

Contact TRA at 651-296-2409 or [www.minnesotatra.org](http://www.minnesotatra.org).

For employees in a position not requiring a Minnesota Teachers or Administrators License, contributions are made to the Public Employees Retirement Association (PERA). Through payroll deductions, members contribute a percentage rate of their before-tax earnings to fund their PERA benefits. The school district contributes a percentage rate on your behalf.

Contact PERA at 651-296-7460 or [www.mnpera.org](http://www.mnpera.org). Visit the Human Resources webpage at: [www.c-ischools.org/school/district-office/human-resources](http://www.c-ischools.org/school/district-office/human-resources) to view a short video on your pension plan.

## Compensation

### Paychecks and Tax Forms

Paychecks are issued every other Friday. If the payday Friday is a holiday, paychecks will be issued on the workday immediately prior.

Direct deposit of paychecks is required. The first check issued after the Payroll Department in the Education Services Center receives all of your paperwork authorizing direct deposit, will be a check issued directly to you, and any paycheck due to you after the initial paycheck will be directly deposited into your accounts.

Employees are able to access payroll information and download their tax forms through the employee self-service website ([ESS Online](#)). Information available includes paycheck history, leave account balances, year-to-date totals, ACA and W-4 information. For information on accessing [ESS](#), please contact payroll at 763-689-6206, or, for password reset help call 763-689-6208.

Rates of pay are determined by contract bargaining agreement or terms and conditions agreement, all [employee work agreements](#) are accessible on the website. For information about your pay rate, contact payroll 763-689-6206 or the HR Department at 763-689-6223, or ext. 6209, or ext. 6235.

# Expectations

## **Bullying Prohibition**

An act of bullying, by either an individual or a group is expressly prohibited on school district property or at school-related functions. This policy applies to both students and adults on the premises. Click on the links to find all information regarding [Policy 514 - Bullying Prohibition](#) and the [Bullying Reporting Form](#).

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

## **Complaints**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons, please see [Policy 103](#) for the process to make a formal complaint. You may also call the Director of Human Resources at 763-689-6235 to further inquire.

## **Confidentiality**

Confidentiality regarding our students, their parents/guardians, and our colleagues is of the utmost importance. Student and personnel data, unless specified otherwise, is private and confidential information. This means you cannot share information you learn about a student through your role as an employee with anyone, other than those who “need to know”, such as the child’s teacher or other school district staff. Please review [Policy 406 Public and Private Data](#) and [Policy 515 - Protection and Privacy of Pupil Records](#).

## **Cambridge-Isanti Equal Employment Opportunity**

The policy of the school district is to provide equal employment opportunity for all applicants and employees. See [Policy 401 - Equal Employment Opportunity](#).

## **Ethics**

All employees are expected to conduct themselves in a professional and ethical manner, keeping in mind that they are role models for students and other staff alike. The following employee groups have specific ethical codes:

### **Teachers**

*CODE OF ETHICS FOR MINNESOTA TEACHERS:* Teachers are expected to know and comply with the code of ethics outlined below. Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth the procedures for implementation. This code shall apply to all persons licensed according to rules established by the board of teaching. The standards of professional conduct are as follows:

1. A teacher shall provide professional education services in a nondiscriminatory manner.
2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
5. A teacher shall not use professional relationships with students, parents, and colleagues to a private advantage.
6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
7. A teacher shall not deliberately suppress or distort subject matter.
8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
9. A teacher shall not knowingly make false or malicious statements about students or colleagues.
10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Statutory Enforcement of Code: Complaints, Investigation, and Hearing. The enforcement of the provisions of the Code of Ethics for Minnesota Teachers shall be in accord with [Minnesota Statutes, section 214.10](#).

**Administrators** See [Minnesota Rule 3512.5200](#) and District [Policy 306](#) for the formal Administrator Code of Ethics.

### **All Employees**

*EMPLOYEE CONDUCT POLICY:* Employee misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. Unprofessional conduct;
2. Failure to observe rules, laws, regulations, policies, and standards of the school district and/or directives of supervisors;
3. Neglect of duties;
4. Use of illegal drugs, alcohol, or any other chemical substance on the job, or any off-site use which impacts the employee's performance;
5. Deliberate and serious violation of the rights and freedoms of employees, students, parents, or school community members;
6. Falsification of credentials and experience;
7. Unauthorized destruction of school district property;
8. Failure to observe good personal hygiene practices.

## **Discipline**

Discipline procedures may be specifically outlined in your contract bargaining agreement or terms and conditions agreement. See also [Policy 403 - Discipline, Suspension and Dismissal of School District Employees](#).

Information on student discipline can be found in the building student handbooks, and also in the Student Discipline [Policy 506](#).

## **Dress Code**

Cambridge-Isanti Schools' employees serve as role models for students and as representatives of the community. Consistent with these roles, all employees, volunteers, and substitutes shall dress professionally and appropriately.

Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment.

Teachers, volunteers, and support personnel are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment. Physical education teachers, coaches, and athletic volunteers should wear the appropriate athletic attire necessary to meet the requirements of their job responsibilities.

All employees are expected to dress in a professional manner. Clothing must be neat, clean, and in good repair. Employees shall not wear anything that might be perceived as obscene or distracting. School district staff members who do not, in the judgment of the principal or supervisor, reasonably conform to this dress code shall receive a notice from their supervisor. Repeated violations or refusal to comply with the direction of the supervisor by an employee could result in disciplinary action up to and including termination.

## **Harassment and Violence**

Harassment and violence will not be tolerated by students or staff. Please review [Policy 413 - Harassment and Violence](#) in its entirety. The reporting form is found [here](#) or you may contact the Human Resources Director at 763-689-6235.

## **Drug Free Workplace**

The purpose of this policy is to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, and controlled substances without a physician's prescription. Review [Policy 418 - Workplace/Drug Free School](#).

## **Hours**

The duration of hours and specific times of your workday are determined by your direct supervisor and may be stated in your contract bargaining agreement, or in the terms and conditions agreement. Contact your direct supervisor to confirm hours and specific times of your workday. Any additional hours worked must be approved by your direct supervisor prior to working the additional hours.

## **Job Attendance**

Depending on the terms and conditions of employment, employees may have provisions allowing for paid time off. This time off shall be pre-approved unless impossible to do so. An absence request must be completed whenever you are absent. For directions on how to request a leave day speak to your supervisor or call HR Department at 763-689-6223, or ext. 6209, or ext. 6235.

[AESOP](#) (Automated Educators Substitute Operator) system is used for teachers, instructional assistants, and program assistants to apply for leave, and to secure qualified substitutes. Please contact the HR Department for more information.

Unexcused absences are unacceptable. To avoid this, be sure to contact your direct supervisor if you are unable to attend work. Frequent and/or identifiable patterns of absences will be addressed accordingly by your supervisor.

## **Reimbursement**

Find all information regarding expense reimbursement in [Policy 412](#).

To obtain the request for mileage/expense reimbursement fill out the [form](#) found on the website.

## **Reporting Obligations**

All district employees are mandatory reporters of suspected maltreatment of minors and vulnerable adults including physical abuse, neglect, or sexual abuse as required by Minnesota Statute. If you suspect maltreatment you must notify the local welfare agency, police department, or county sheriff's office or other agency responsible for investigating maltreatment as soon as possible. If the suspected maltreatment involves a staff member you must also notify the Minnesota Department of Education. Also, notify your building administrator immediately.

Please also refer to [Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse](#) and [Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults](#). Contact the HR Department with questions at 763-689-6209, or ext. 6235.

## **Respectful Workplace**

The purpose of this policy is to establish and maintain a professional, respectful working environment for all employees. Review [Policy 428 - Respectful Workplace](#).

## **Roles and Responsibilities**

A job description including information pertaining to your role and responsibilities in the school district will be provided to you. If you do not have a current job description, please contact Human Resources. If you have a specific question about your role or responsibilities, please contact your immediate supervisor.

## **Safety and Workplace Injuries**

Policies and procedures are put in place to provide a safe working environment for employees. If you are injured at work you should report the injury to your supervisor as soon as possible, you should also call the SFM (our worker's compensation carrier) hotline at 1-855-675-3501. Retaliation against employees making worker's compensation claims is expressly prohibited.

**Employees are required to complete the training regarding Bloodborne Pathogens and Right to Know every year.** The trainings can be found here at the [Human Resources training webpage](#).

## **Bloodborne Pathogens**

A bloodborne pathogen is a pathogenic microorganism found in human blood. Such pathogens can infect and cause disease in humans. Although there are many different diseases which are carried through blood, it is important to know about these three diseases: Hepatitis B (HBV), Hepatitis C (HCV), and Human Immunodeficiency Virus (HIV). HBV and HCV may severely damage your liver, leading to cirrhosis and even death. These two particular diseases are more common than other blood borne pathogens, including HIV. HIV attacks the body's immune system, limiting the ability to fight infections. You can prevent Hepatitis B by receiving a vaccine administered in a series of three shots. However, there is no vaccine available for HCV or HIV.

OSHA (Occupational Safety and Health Administration) requires you to treat all blood and other potentially infectious material as if it was known to be contaminated with HIV, HBV, and HCV. Therefore, if you do any kind of blood clean-up or assist in first aid (i.e. cover a wound) on an individual, use appropriate personal protective equipment and safe work practices to minimize the chance of exposure. Always remember, if you're not trained in first aid, make as little contact as possible with the injured person. Any contact with blood, or in that case, any body fluid should require you to put on gloves. The minimum amount of personal protection you should use when dealing with blood and body fluids is protective gloves (i.e. neoprene, rubber). Hand washing is one of your best defenses against spreading infection, including HBV, HCV, and HIV. Good personal hygiene along with proper housekeeping can greatly reduce contamination.

The school district has a district-wide [Health and Safety Committee](#). Each building has a representative on this committee. If you have questions or concerns about health or safety, please contact your health and safety building representative or call Human Resources.

## **Employee Right to Know/Hazard Communication**

Most workers have to work with chemicals at one time or another. The goal of Cambridge-Isanti Schools is to inform you about the chemicals you may have to work with so that you can use them in a safe manner. The school district has identified and compiled an inventory of potentially hazardous products (those containing harmful chemicals) that exist in each school building. Each hazardous material is to be labeled with the appropriate warning information such as: name of chemical, appropriate hazard warnings, name and

address of the manufacturer. Not only are the warning labels important to provide safety and health information, Material Safety Data Sheets (MSDS) must be available for each hazardous product used in the district. Properly labeling all products and using MSDS will enable you the ability to properly handle, store, and dispose of hazardous materials. Be aware of hazardous substances and agents in your work environment. Read and abide by the manufacturer's health and safety information found on the product label and review the appropriate MSDS associated for further information and recommendations on how to use the product safely. All MSDS for C-I Schools are available online by clicking [here](#).

Make certain that you complete both the [Blood Borne Pathogen](#) AND [Employee Right to Know Training](#) each year by using the links provided above.

## *School Closings*

### **When School is Closed All Day**

Refer to your contract language, if applicable.

The following employees **will** report to work when schools are closed: custodians, Education Services Center staff, transportation office staff, administrators, and principals.

The following employees **will not** report to work when schools are closed: teachers, instructional assistants, food service, career center, student supervisors, crossing guards, parking lot attendants, bus monitors and drivers, and administrative assistants. (Community Education coaches and supervisors will be notified as appropriate.)

If it is physically impossible, or if you assess the weather conditions are too hazardous to your health or safety and you cannot report to work, you must contact your immediate supervisor as soon as possible.

### **When There is a Delay in School Start Time**

Refer to your contract language, if applicable. Employees are required to report to work at their defined starting time. If it is physically impossible or the employee deems it hazardous to his/her health or safety to report for work, he/she must call his/her immediate supervisor as soon as possible.

### **When School Closes Early**

Refer to your contract language, if applicable. If school closes early, employees will remain in their building until the principal or administrator in charge releases them. Custodians shall report to work unless it is physically impossible or the employee deems it hazardous to his/her health or safety.

## **How is the decision to close Cambridge-Isanti Schools made?**

There is always a potential for severe weather warranting school closings or delays during Minnesota winter months, but the decision to close or delay school is never easy.

Many variables are considered in order to best ensure the safety of students and staff as we try to accommodate all the families in our district. The Superintendent along with consultation from the Transportation Department and others makes the decision to hold or delay school based on current weather conditions, weather forecasts, and road conditions. Though other school districts are consulted when necessary, making weather-related decisions is complex, sometimes even neighboring school districts may not reach the same decision.

Safety is always the first priority when making the decision to hold school or not.

There are three broad considerations made when it comes to closing schools due to the weather:

### **1. Safe travel: Can students get to and from school safely?**

The ability for busses to safely and dependably transport students to and from school is determined in consultation with the Transportation Department.

Cambridge-Isanti Schools has a much higher rate of students that take busses or are carpooled to school compared to metro-area schools that have a much higher population of student walkers. Typically this means that the transportation method for our students is safer during inclement weather in particular, cold weather, than it is for metro-area students. Therefore, the factors influencing Cambridge-Isanti closings are invariably different from other school districts.

### **2. Predicting the weather: It's not the cold, it's the wind**

Monitoring the radar for weather forecasts and road conditions is never completely predictable or exact but close watch is kept on these reports when there is a possibility of school closing. Based on these reports, a decision to close school due to dangerously cold weather may be made.

In the case of cold temperatures, the effect of sustained wind chills of 35-40 degrees below zero and greater becomes a significant factor when considering students who wait outside for busses or walk to school. Wind chill is a predictor of such dangers as frostbite and hypothermia as it measures the heat loss from the body when exposed. As a result, wind chill is more of a concern than actual temperature because it turns unpleasant cold weather into dangerous weather.

### **3. Keeping students in school: students belong in the classroom**

The goal of our district is to give families the option of whether to send their children to school during severe weather when possible. Some families face hardship when school is canceled, especially related to employment or daycare.

Families who choose not to send their children to school may do so **without** any penalty. Absences due to inclement weather will be excused. Students' schools must receive proper notice—parents/guardians should report their children's absence if the decision is made to keep them home from school.

**It is the district's intent to keep schools open every school day possible during inclement weather.**

School closings that exceed the set calendar for our schools require make-up days in order to meet state requirements. The goal is to avoid having to make up days and to minimize the disruption of learning.

**Severe Weather Questions and Answers**

**Where can I get information on school closings due to the weather?**

The decision to close schools will be announced with as much notice as possible via the parent/family emergency alert system, and local news stations. You can also refer to the district's website, mobile app, and social media for further information on school closings.

**Please do not call the radio or television stations, or the schools' switchboards.**

- [www.c-ischools.org](http://www.c-ischools.org), [Facebook](#), and [Twitter](#)
- WCCO TV
- KARE 11 TV
- KSTP TV
- FOX 9 TV
- KDLT TV
- 95.5 KBEK Radio
- 830 WCCO Radio
- WCMP 100.9 Radio

*Please note that although the district notifies all local media stations listed, it cannot guarantee that closing notifications will be posted or announced by media stations, or that this will occur in a timely manner.*

Please make sure your contact information and preferences are current in [Family Access](#) to receive notification by text message, email, and phone.

**When are decisions to close or delay school made?**

When a decision can be made the preceding night, the district will attempt to make an announcement by 10 p.m. In most cases, a decision will not be made until the morning. The goal is to make a decision to have a delayed start or close schools by 6 a.m. There will be no announcements if schools are open as scheduled.

# Policies

## Technology

District devices and internet services are to be used for approved purposes only. Please review the Technology Acceptable Use [Policy 524](#). The purpose of the policy is to set forth guidelines for access to the school district computer system and acceptable and safe use of

the internet, including electronic communications. For computer troubleshooting and repair requests contact your building technician.

### **Social Media**

Effective communication with colleagues, students, and families is crucial for a thriving school environment. Social media and digital communication devices provide a way to share information and ideas quickly and easily. While the use of social media as a communication tool is recognized, it is important to understand that many factors and potential ramifications may accompany social media use.

We are a public organization and everything we do on district technology is “discoverable” through public data requests. Digital data is easy to store, search, and recover. With this in mind, you should not post anything on district technology that you would not want to share with the public. How you conduct yourself digitally reflects on you, your school, your department, and Cambridge-Isanti Schools as a whole. Whether online or in person, the district’s parameters and code of ethics still apply. Think about making a conscious effort to be professional when you engage in social media, or any form of communication.

### **Vulnerability**

Employees working with students have a responsibility to understand their various and potential vulnerabilities. It is critical that employees are particularly aware of such vulnerabilities when the student has a disability. Employees are responsible to make every effort to ensure that students are not placed in situations that are likely to cause harm. Depending on the particular challenges the student faces, he or she may be more likely than other individuals to be harmed physically, emotionally, or fiscally. Employees need to provide an environment that supports students’ strengths and minimizes the opportunity for others to take advantage of weaknesses. These weaknesses may be related to cognitive functioning, physical limitations, and/or exercising good judgment.

[Policy 501 – School Weapons](#) states, in part:

No students or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location, except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **Other Employment Related Policies**

All employees are responsible for knowing and abiding by all district policies, which are accessible on the [website](#). The following policies are especially important for employees to be aware of:

[402 – Disability Nondiscrimination](#)

[404 – Employment Background Checks](#)

[405 – Veteran’s Preference; Hiring](#)

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## *General*

### **Address and Other Personal Information Changes**

It is important to notify your building office and the Payroll Department, 763-689-6206 promptly in the event your address or other personal information changes.

### **TimeClock Plus**

TimeClock Plus is software used for recording employee work hours. The District has made the decision to use Time Clock Plus in lieu of paper timesheets. It is your responsibility to make sure your hours are accurate. Approval deadlines will be established by your building administrator. Time Clock Plus is used by: hourly employees, custodial, food service, instructional assistants, support staff, others on hourly assignments. Each employee assigned to use TimeClock Plus will receive further instructions.

### **Food Service**

Employees may purchase meals in the school cafeterias using their food service account. An account number for food service purchase was emailed to you upon hire, if you did not receive it please contact the Food Service Department at 763-689-6210.

You can make payments for your meal accounts in cash, check, money order, or cashier's check. Each school has a food service payment box in their office. Credit or debit card payments are also accepted by calling 763-689-6210. If you have children that attend school at one of the schools in our district, you can make a credit or debit card payment online through [Family Access](#).

### **Emergency Procedures**

Each building has emergency procedures detailing what to do in the event of a fire, severe weather, terrorist threat, and other events requiring quick and decisive actions. An Emergency Action Procedure flip chart is available in each classroom. Your building administration will provide you with emergency procedures. See the Crisis Management [Policy 806](#) for more information.

## **Parking**

Employees may park in school district parking lots free of charge. Some buildings may require a parking permit. Please check with your building supervisor.

## **Personnel Files**

Personnel files are kept in a secured, central location to which only a select few employees have access. If you wish to review your personnel file, you must notify human resources in writing at least 48 hours prior to the viewing of the file. When viewing a personnel file you must do so in front of a designated district representative and you are not allowed to take any notes, add to, or subtract from the content of the file. You may request that material be placed in your personnel file subject to approval of the Superintendent or designee. At your cost, you may request copies of information stored in your personnel file at the defined Education Services Center rate for copies.

## **Background Checks**

Pursuant to Minnesota Statutes § 123B.03 and School District [Policy 404](#), a criminal background check is requirement for employment with the school district. Background checks are conducted online through Trusted Employees. Upon acceptance of an offer of employment an invitation to complete the background check will be sent via email. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. The school district will accept a background check that has been conducted in the past twelve months from another institution. The charge for the background check is \$20.00. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to comply with the background check requirement, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services. The criminal background check will typically only be done once unless you have a break in your employment of more than one year. However, the school district specifically reserves any and all rights to conduct further background checks regarding current employees, in such cases employees will be given prior notice and asked to provide consent.

Volunteer background checks are \$10.00 and are good for three years. Follow-up background checks are \$4.00. Please refer to the [Volunteer Background Check Procedure](#) for further details. Current employees may volunteer for school activities without incurring the cost of an additional background check.

## **Badges**

For security purposes, we require that all staff wear an identification badge. Employees will be issued badge access cards for accessing the appropriate building(s). Pictures for these badges and permissions are entered and printed by the HR Department at the Education Services Center, 763-689-6223, or ext. 6209, or ext. 6235.

All substitutes and visitors will need to present an identification card and check in at the main office to receive their photo credential. Substitutes and visitors must wear these credentials at all times.

## *Teachers - Important Information*

### **Lane Changes**

To be considered for application on any lane of the salary schedule, credits beyond a bachelor's degree must be graduate credits. In order to be considered, all credits must be submitted and approved by the Director of Teaching and Learning in writing *prior* to the taking of the course and carry a grade equivalent of "C" or higher. See your building administrator for direction on approval.

### **Re-licensure**

Teachers are responsible for maintaining a current Minnesota Teachers License. Information and renewal materials are available by calling 651-582-8691 or at [www.education.state.mn.us.com](http://www.education.state.mn.us.com).