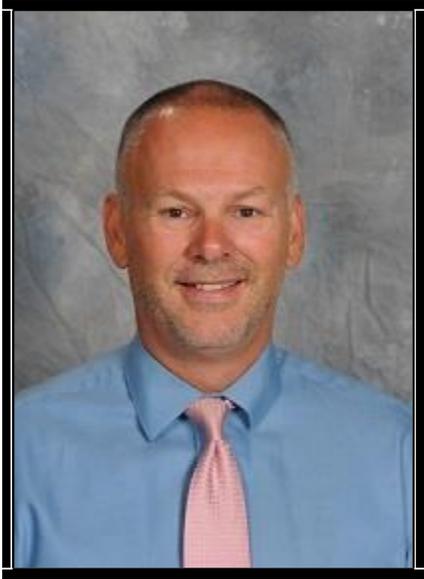


COLLEGE PLACE PUBLIC SCHOOLS

EMPLOYEE HANDBOOK

2018-2019

College Place School District No. 250
1755 S College Avenue
College Place, WA 99324
Phone - 509-525-4827
Fax - 509-525-3741



Welcome to the College Place Public Schools District! We are pleased to have as part of our staff, whether you are returning or just joining us, you have a vital role in our vision and mission of assisting kids. The job you perform is very important and we consider you to be an integral part of our team

This Handbook is provided to assist you in your employment with College Place Public Schools. This document will also serve as a guide to our district policies and procedures. Please review the information carefully. If you have any questions please call the Human Resources Office at 509-525-4827. We will be glad to help you in any way we can.

On behalf of the School Board and the Administrative Team of College Place Public Schools, we want to thank you for the job you do and the service you provide to our students. We look forward to working with you.

Sincerely,
Tim Payne, Superintendent
College Place Public Schools

Vision:
Focusing on kids and their learning

Mission:

As a College Place graduate, I will distinguish myself by communicating, leading, learning and serving with integrity. I am driven by a lifelong commitment of respect of others, the community and myself.

College Place Public School District Guiding Principles

- All students have positive, personalized relationships where they feel connected, valued and inspired to learn and contribute.
- Responsive, learner-centered environments engage and rigorously challenge each student.
- Students are connected to their community through real-life learning experiences, mentorships and adult advocacy.
- All students learn through relevant, project-based, and collaborative experiences.

Pillars of Character

- Leadership Development
- Selflessness in Service
- Team
- Disciplined Life
- Integrity

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DEFINITION

With the exception of those items covered by statute or Board policy, this employment guide is an outline of district services for all staff and not a binding document such as a negotiated agreement. Failure to adhere to all District policies may result in disciplinary action up to and including termination.

Board Policies and Procedures

<http://www.cpps.org/policies-procedures--2>

A hard copy of the Board Policies and Procedures may be reviewed at the College Place School District Office.

Employee Agreements

Certificated Negotiated Agreement

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/96552/CPPS_WWVEA_2017-2018_Final_Copy_with_PDF_of_Signature_Page.pdf

Classified Negotiated Agreement

<https://core->

[docs.s3.amazonaws.com/uploads/40c93be84d082f0daed027a8a811482c/ESE%20of%20CP%202014-2017%20CBA%20FINAL%20without%20TBB.pdf](https://core-docs.s3.amazonaws.com/uploads/40c93be84d082f0daed027a8a811482c/ESE%20of%20CP%202014-2017%20CBA%20FINAL%20without%20TBB.pdf)

Off Schedule Employee Handbook

<https://core->

[docs.s3.amazonaws.com/uploads/c8f1a2af0ec8b0a7498f2fffe2296035/CPPS%20Off%20Schedule%20Classified%20Handbook%202013-2014.pdf](https://core-docs.s3.amazonaws.com/uploads/c8f1a2af0ec8b0a7498f2fffe2296035/CPPS%20Off%20Schedule%20Classified%20Handbook%202013-2014.pdf)

CONFORMITY TO LAW

This handbook is subject to the provisions of federal and state law, as amended. If any provision Included in this Employee Handbook should be found to be contrary to law by a tribunal of final jurisdiction, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from sexual harassment, harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image—including those that are electronically transmitted—verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national

origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics.

This prohibition shall apply to all District employees, volunteers, parents/guardians, and students, including conduct between students, between adults, and between adults and students.

College Place Public Schools will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. In addition to employment nondiscrimination of age (40+) and marital status, College Place Public Schools will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. In addition to employment nondiscrimination of age (40+) and marital status, College Place Public Schools does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. Persons needing accommodation in the application process or need this announcement in an alternative format may contact the College Place Public Schools Administration Office. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX and Section 504 Coordinator: Tim Payne, (509) 525-4827, tpayne@cpps.org, 1755 South College Avenue, College Place, Washington, 9932. Please visit the web site for more information on policy 3210 and 3210P, 5010 and 5010P.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who is listed above. This is often the fastest way to revolve your concerns.

Complaint Process to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff needs a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | *Fax:* 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

MISCELLANEOUS EMPLOYMENT INFORMATION

SAFETY AND ACCIDENT REPORTING

The health and safety of all employees is important. Employees of College Place Public Schools must report ALL accidents to their immediate supervisor as soon as possible after the accident has occurred. Unsafe work conditions known to staff must be reported to a supervisor immediately. Accident reporting documents are available through your school or business office.

Both the school district and its individual employees shall abide by applicable safety standards set forth in the Washington Industrial Safety and Health Act.

PAY DATE

Pay checks shall be issued on the last business day of each month.

EMPLOYEE ABSENCE

Certified employee absences are scheduled through Substitute Online <http://www.substituteonline.com> and an absence form completed and submitted to the building administrator before the scheduled leave day(s). Unscheduled absences such as sick days also need to be scheduled through Substitute Online and reported to the building administrator as soon as possible. An absence form will be completed upon return to work.

The use of business leave will be allowed immediately preceding or following a school holiday, **provided a substitute is available**. In no instance shall more than two (2) teachers from John Sager Middle School, two (2) teachers from College Place High School, and four (4) teachers from Davis Elementary School be allowed business leave on the same day.

Classified employee absences are scheduled through the building administrator and an absence form completed and submitted to the building administrator before the scheduled leave day(s). Unscheduled leave days such as sick days, will be reported to the building secretary and employee's supervisor as soon as possible. An absence form will be completed upon return to work.

Absence forms are available on the server or from the building secretaries. Substitute Online login information is assigned through the District office. <https://core->

TECHNOLGY WORK ORDER

All requests for technology assistance are required to be placed through the online helpdesk link below. This link is available on your computer desktop.

<https://helpdesk.imesd.k12.or.us/otrs/customer.pl>

DISTRICT CALENDAR

An Annual district calendar can be found on the district web page.

<http://www.cpps.org/school-year-calendar--5>

EARLY RELEASE / LATE START / SNOW DAYS

Employees will work their normal amount of hours per day on early dismissal or late start days. The principal or supervisor may dismiss early on major holidays i.e. Thanksgiving and Christmas. On days that school is cancelled due to unforeseen needs, staff is not required to report to work. A makeup date will be scheduled at a later time. On 2 hour delay mornings, all staff must report as close to their normal scheduled time as safety allows. Please review your collective bargaining agreement for additional details.

KEYS TO DISTRICT FACILITIES

The District Office will issue keys and/or key cards to employees. Employees are responsible for the keys and/or key cards they have been issued. In the event the District's facilities are compromised by the loss of keys and/or key cards, the employee may be held financially liable as a result. The District Office will be the only authority to duplicate keys. Unauthorized duplication of District keys is grounds for dismissal.

USE OF DISTRICT VEHICLE

District employees shall use the districts vehicles when available, they will not be reimbursed for mileage. It is the employee's responsibility to check for vehicle availability.

USE OF PERSONAL VEHICLE

When a district vehicle is not available, an employee, required to travel in accordance with assigned duties for the District in their private vehicle, shall be reimbursed for mileage. Reimbursement is on a per-mile basis at the prevailing OFM Per Diem rate upon receipt of the completed appropriate form in the business office. *Board Policy 6213 and 6213P*

Unauthorized District use of personal vehicles is prohibited.

Transporting of students in personal vehicle is strongly discouraged. Should the need arise prior approval from the administrator is necessary. All staff transporting students in a private vehicle will possess a type II license. No staff member may recruit students for any privately arranged field trip or excursion without administrator permission. *Board Policy 2320*

TRAININGS - SAFE SCHOOL TESTING

In order to stay compliant with OSHA, WISHA, and DOSH College Place School District, in cooperation with ESD 123, assigns annual online testing for all staff to meet state safety requirements. Allotted time is given to staff to complete testing.

CELL PHONE USE

Cell phones should not be used for personal calls during work hours unless for emergencies.

WHO's WHO?

School Board

Doug CaseSchool Board Chairman
Brian MaidenSchool Board Vice-Chairman
Mandy Thompson.....School Board Member
Todd Stubblefield.....School Board Member

All regular Board meetings begin at 7:00 p.m. and are held on the fourth Tuesday of each month. Meetings for the 2018-2019 school year will be held at Davis Elementary School. If there are cancellations, postponements, changes of location or start time or additional special board meetings, a legal notice will be published in the local newspaper and posted on the district's website.

Administration and Support Staff

College Place Public Schools District Office

Tim Payne Superintendent tpayne@cpps.org
Civil Rights Compliance Officer
Title IX Officer
Grounds & Maintenance Director
Transportation Director

Kerri Ramirez Executive Assistant to the Superintendent kramirez@cpps.org

Jessika Gonzalez Accounts Payable & Transportation Secretary jgonzalez@cpps.org

Julie James Business and Finance & Food Service Director jjames@cpps.org

Crystal Smith District School Nurse csmith@cpps.org

Brenda Neeley Food Service Records Clerk bneeley@cpps.org

Mike Nygaard Maintenance Supervisor mnygaard@cpps.org

Terrie Hall Payroll and Benefits thall@cpps.org

Heidi Wells Public Relations and Marketing hwells@cpps.org

Justin Bradford Special Ed, Curriculum, Assessment and Instruction jbradford@cpps.org

Anna Bostwick SPED Records & CIA Secretary abostwick@cpps.org

Debi Evans Data Technology and SPED

Midge Crawford School Psychologist - mcrawford@cpps.org

Kelly Fitzgerald School Psychologist - kfitzgerald@cpps.org

Marissa Waddell Special Programs and Human Resources mwaddell@cpps.org

Cyndi Mehling Human Resources & Special Programs Admin Assistant cmehling@cpps.org

Travis Stapleton Technology - Network <https://helpdesk.imesd.k12.or.us/otrs/customer.pl>

Carman Gerking Transportation Supervisor cgerking@cpps.org

Davis Elementary School

Mark Ferraro Principal mferraro@cpps.org
Chris Plucker Assistant Principal cplucjker@cpps.org
Blake Limburg School Counselor blimburg@cpps.org
Fabiola Gutierrez Building Secretary fgutierrez@cpps.org
Jeanne Waddell Assistant Building Secretary jsmith@cpps.org
Lupe Ureno Assistant Building Secretary lureno@cpps.org

John Sager Middle School

Scott Kasenga Principal skasenga@cpps.org
Shari Widmer School Counselor swidmer@cpps.org
Cindy Fish Building Secretary cfish@cpps.org
Dana Hessler Assistant Building Secretary dhessler@cpps.org

College Place High School

Kirk Jameson Principal kjameson@cpps.org
Ambra Bryant Assistant Principal abryant@cpps.org
Rita Silva –Ponds School Counselor rsilva-ponds@cpps.org
Lacey Massey Building Secretary lmasey@cpps.org
Lori Bartlow Assistant Secretary lbartlow@cpps.org
Edith Martinez Assistant Secretary emartinez@cpps.org