

1 **Great Falls School District**

2
3 **PERSONNEL**

5255

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5 Disciplinary Action

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7 District employees who fail to fulfill their job responsibilities or to follow reasonable directions
8 of their supervisors, who conduct themselves on or off the job in ways that affect school
9 operations, may be subject to discipline. Behavior, conduct, or action that may call for
10 disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds
11 based on a failure to satisfactorily perform job duties, disruption of the District's operation, or
12 other legitimate reasons.

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14 No employee, regardless of the scope of the employee's official duties, may be subjected to an
15 adverse employment action for declining to: (a) identify the employee's pronouns while acting
16 within the scope of employment; or (b) address a person by using a name other than the person's
17 legal name or a derivative of the person's legal name or by using a pronoun or a title that is
18 inconsistent with the person's sex.

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20 Discipline will be reasonably appropriate to the circumstance and will include, but not be limited
21 to, a supervisor's right to reprimand an employee and the Director of Human Resources or
22 designee's right to suspend an employee, without pay, or to impose other appropriate
23 disciplinary sanctions. Disciplinary sanctions, including all forms of reprimands, will be
24 documented and placed in the employee's personnel file in accordance with Policy 5231. In
25 accordance with Montana law, only the Board may terminate an employee or non-renew
26 employment.

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28 The Superintendent, Human Resources Director or designee is authorized to suspend a staff
29 member or volunteer immediately.

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31 Cross Reference:

32 Policy 5215	Uniform Complaint Procedures
33 Policy 5231	Personnel Records
34 Policy 5231R	Personnel Records
35 Policy 5250	Nonrenewal of Employment/Dismissal from Employment
36 Policy 5500	Payment of Wages Upon Termination

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39 Legal Reference:

40 § 20-3-324, MCA	Powers and duties
41 § 20-4-204, MCA	Termination of tenure teacher services
42 § 20-4-207, MCA	Dismissal of teacher under contract
43 § 20-3-210, MCA	Controversy appeals and hearings
44 § 39-2-903, MCA	Definitions
45 § 39-2-904, MCA	Elements of Wrongful Discharge – Presumptive Probationary Period
46 § 39-2-912, MCA	Exemptions

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48 Policy History:

1 Adopted on: July 1, 2000
2 Revised on: August 20, 2018
3 Revised on: September 8, 2025
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