MANHATTAN SCHOOL DISTRICT

SUBSTITUTE EMPLOYEE HANDBOOK



2026-27

Contents

Introduction 1
District Mission Statement 1
School Calendar 1
Board of Trustees 2026-27 1
Equal Opportunity Employment 2
Harassment/Discrimination 2
Hiring 3
Criminal Background Checks 3
Confidentiality 4
Communication 4
Salaries and Payroll Distribution 4
athletic workers 5
LONG-TERM SUBSTITUTES 5
Lunch and Prep Periods 5
Resignation 5
Required Trainings 5
Duties 6
Attendance 6
Discipline 6
Computer Access Information 6
Accident Reporting 6
Emergency Procedures 7
Administering Medications to Students 7
(Applicable to nurse, paraprofessionals, and secretaries) 7
Class Interruptions 7
Corporal Punishment 7
Resuscitation 8
Student Conduct 8
Visitors 8
Retirement 8
Salary Deductions 9
Leave and Holiday Pay 9
Employment and Assignment 9
Employee Discipline 9
Personnel Records 9
Employee Conduct 10
Absenteeism and Tardiness 10
Disrupting the Educational Process 10
Drug-Free/Alcohol-Free Schools 10
Weapons 11

Dress and Appearance 11
Participation in Religious Activities 11
Tobacco and Marijuana Products 11
Use of School Property/Electronic Communication System/Social Networking Pages 12
Health, Safety and Security 12
Assaults and Threats of Violence 13
Child Abuse 13
Gifts and Solicitation 13
Grievances/Communications 13
Sexual Harassment 14
Outside Employment or Activities 14
Student Conduct **14**

Introduction

Welcome to the Manhattan Public School District. We would like to take this opportunity to welcome new substitutes and thank our returning substitutes for your willingness to come alongside the District to serve our students.

Substitutes are an essential part of our team and in many cases allow us to keep our doors open to provide in-person instruction to students especially during challenging times. Please do not hesitate to ask questions as you substitute in different areas and/or classrooms through the District. Thank you again for your dedication to the District.

The material covered within this employee handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this employee handbook is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.

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

In this handbook, **bolded policy codes, MCA codes, and USC codes** indicate related Board policies, Montana state law, and federal law. Please direct any questions to Superintendent Ayers.

District Mission Statement

Enter Here To Learn. Go Forth To Serve. Educating For Future Success.

School Calendar

Please see the district webpage, www.rollontigers.org, for the district school calendar, including the schedule of contests, events, and performances.

Board of Trustees 2026-27

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. The Trustees for the 2026-27 school year, as elected by residents of this district, are as follows:

Rob Brownell – Board Chair
Mike Swan-Vice-Chair
Brand Robinson
Skylar Dykema - HS Trustee
Jamie Heaps
Bryan Petersen

GENERAL TERMS OF EMPLOYMENT

Equal Opportunity Employment

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, sex, or veteran status, as required by law. "Sex" includes sexual orientation and gender identity and expression. The District is required by federal law, including but not limited to the Civil Rights Act of 1964, Title IX, and Section 504 and the Americans with Disabilities Act and their regulations to not discriminate against individuals in violation of these laws.

Reasonable accommodation for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken in account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

If you have questions concerning District compliance with state and federal equal opportunity employment laws, including but not limited to Title IX, contact the District's Non-Discrimination Coordinator & Title IX Coordinator, Brian K. Ayers OR Section 504/ADA Coordinator, Kristie Pierce; Title IX Coordinator, Brian K. Ayers; and Age Discrimination Coordinator Brian K. Ayers at bayers@mhstigers.org; kpierce@mhstigers.org. For additional information, please see **Policy 5010.**

Inquiries may also be directed to the Assistant Secretary for the U.S. Department of Education.

Harassment/Discrimination

The Board intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment or bullying of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the workplace and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to,:

- Injuring, threatening, harassing or intimidating a staff member, board member or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming; intimidating gestures toward fellow employees;
- Behind-the-back-put-downs, insulting, and unfair criticism;
- Damaging or threatening to damage another's property;

- ➢ The deliberate sabotage and undermining of another's work performance;
- ➢ Impeding, delaying, or otherwise interfering with the orderly conduct of the district employee program or any other activity occurring on school property;
- ➢ Operating a motor vehicle in a risky manner to scare or intimidate;
- ➢ Exclusion or social isolation; and
- ➢ Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Supervisor and/or Building Principal. Complaints of sexual harassment should be brought to the District's Title IX Coordinator. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure; the District's grievance procedures can be found on the District's website at www.rollontigers.org and at each District building.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see **Policies 5010, 5012** and **5015.**

Hiring

Substitutes are considered temporary employees and therefore do not receive a contract. Once all hiring paperwork is complete and background check results are received, substitutes will be placed on the District Substitute List and approved by the Manhattan School District Board of Trustees.

Substitutes will log into Absence & Substitute to update their contact information, preferences, and availability.

For further information on hiring, refer to **Policy 5120.**

Criminal Background Checks

Any individual recommended to be employed in 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 criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment. Any offer of employment or appointment will be contingent on results of the criminal background check. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is working on school property, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior

record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent shall keep all criminal record information confidential as required by law. For additional information, please see **Policy 5122.**

Confidentiality

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to their Supervisor.

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, and records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. 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.

Please refer to **Policies 5130 and 5231** for additional information**.**

Communication

Work Assignments

When a job is available, substitutes will receive a notification from Absence & Substitute, Manhattan School District's leave and sub finder software. Instructions on how to enroll in and use Absence & Substitute is included in your substitute employee packet.

Salaries and Payroll Distribution

Substitutes for certified, paraprofessional, and office positions will be paid for either a half day for 4.25 hours or less or a full day of pay for over 4.25 hours worked in a day at the current substitute rate of pay $130 daily. Substitutes will be paid for no less than a half day. Substitutes for these positions are paid on the 15th of the month following the month worked.

Substitutes for kitchen and custodial positions will be paid at the current substitute hourly rate of pay, $16.25. The pay period for these positions runs from the 25th of one month to the 24th of the next. These positions are paid on the last working day of the month.

Paychecks for all employees will be deposited electronically via direct deposit on their pay date or mailed on the current pay date to their address on file.

ATHLETIC WORKERS

Athletic workers will be paid $30.00 per game for home football events and $20.00 per game for all other home sport events.

Radio announcers for away games will be paid the same rate as announcing home games. The driver for announcing away games will also receive a mileage reimbursement at the current federal mileage rate. Only one driver will be reimbursed per athletic event.

LONG-TERM SUBSTITUTES

If the absence of the regular, licensed or authorized teacher continues for more than 35 consecutive teaching days, the substitute may be placed under contract if licensed or the local board of trustees shall place a licensed teacher under contract. **MCA 10.55.716**

Contracted substitute teachers will be paid at the beginning teacher daily rate on the certified salary schedule. Contracted substitute teachers are not covered under the collective gaining agreement.

Lunch and Prep Periods

Substitutes will follow the absent employee's schedule. Such meal periods shall be as scheduled by the employee's supervisor.

Substitutes will check with the school office during prep periods (even 7th period prep) to check if assistance is needed elsewhere during that period.

Paying for school cafeteria meals is done through the school offices.

Resignation

By accepting placement on the substitute list you are agreeing to accept substitute assignments on a regular basis. If you are no longer available to substitute, please notify one of the building offices as soon as possible so you can be removed from the list.

RESPONSIBILITIES AND CLASSROOM MANAGEMENT

Required Trainings

OPI Substitute Training

Substitutes for certified and paraprofessional positions who do not hold a teaching certificate will be required to complete a 3-hour online training provided by OPI before becoming eligible to substitute teach. If a substitute has already completed this training within the last two years they do not need to repeat it but will need to provide a copy of their certificate of completion to the District Office. Please refer to **MCA 10.55.716**

SafeSchools Online Bloodborne Pathogen Training

All employees of the school district must complete the Online Bloodborne Pathogen Training.

These trainings are completed online and will be received via email with instructions on how to complete the training.

Substitutes will be paid for half a day for the OPI Training and a half day for all other required trainings.

Duties

The substitute, unless otherwise directed by the building principal or supervisor, should perform the work of the employee for whom he/she is substituting. This includes providing continuity of instruction, implementing planned activities, maintaining classroom control, playground duty, cafeteria or bus supervision and other responsibilities as assigned.

Substitutes are under the direct supervision of the building principal and your classroom responsibilities may be different from one building to another or from one program to another.

Attendance

Substitutes are to call or text the building secretary with attendance at the beginning of each period. Lunch count is to be taken and reported within the first ten minutes of the day.

Discipline

Each school has a slightly different process for handling student discipline. Please refer to the assigned school staff handbook for these guidelines. General School District discipline guidelines are listed below under Corporal Punishment and Student Conduct.

Computer Access Information

Substitutes can log in to any computer with the username: sub password: subteacher. If you have problems logging in please contact the school office. Teachers should provide substitutes with names of any students that have restricted access to the internet.

Accident Reporting

All accidents which occur on District property must be immediately reported to the building secretary and/or principal. This includes accidents involving students and staff. If you are injured on the job, notify your supervisor **immediately.** An accident notification form must be filed within **6 business days** of the accident.

Emergency Procedures

Please refer to the Emergency Procedure Flip Packet located in each classroom. A safety building map is located in each classroom next to the classroom door. Please refer to the map to determine which zone your classroom locates to in an emergency and who the zone leader is in the event of an emergency evacuation or drill.

Each classroom is equipped with an emergency backpack (bright green in the High School and bright orange in the Elementary and Middle Schools). Please locate the emergency backpack before you start your class. This backpack contains class rosters per period, band aids, heat blanket, tape, face masks, rubber gloves, flashlight, etc.

In the case of an emergency evacuation or drill, take the emergency backpack and lead your class to the designated zone. Account for all students for that period and report any missing students to the zone leader. Wait for the zone leader to initiate when it is safe to enter the school and return to the classroom.

INTERACTION WITH STUDENTS

Administering Medications to Students (Applicable to nurse, paraprofessionals, and secretaries)

Substitutes should never administer medication to students. This should be done by assigned staff members: the school nurse, assigned paraprofessional, or secretary.

Please refer to **Policy 3416.**

Class Interruptions

The District is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from an administrator or the classroom teacher. Intercom use is restricted to administrative use or administrative approved use only.

Corporal Punishment

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.. **Policy 3310**

Resuscitation

No staff member 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, staff members 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.

Student Conduct

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregarding these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

Staff members must notify law enforcement and/or the Department of Public Health and Human Services if they know or reasonably believe that allegations of harassment, intimidation, or bullying involving a student constitutes criminal activity or child abuse or neglect. Staff members must notify their supervisor or an administrator in the event that such a report has been or will be made.

Staff members must notify their supervisor or Title IX coordinator if they receive a report of or have observed an incident that could be sexual harassment.

Visitors

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the building principal.

BENEFITS AND LEAVE

Retirement

If an employee works over 210 hours per year they are required to join TRS (Teachers Retirement System). Employees who don't work the minimum hours have the option to join TRS but they are not required to.

Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

Leave and Holiday Pay

Substitute positions are Short-Term positions and do not receive leave or holiday pay.

PERSONNEL MANAGEMENT

Employment and Assignment

All substitutes must report and sign in personally to the school office or clock in at their designated work area prior to the start of the assignment and must check out at the school office or clock out at their designated work area at the conclusion of their assignment. They may request any specific information for substituting at the assigned school upon arrival.

Substitutes are required to obtain and wear a District identification badge prior to starting their assignment and they must return it at the end of their assignment.

It is the responsibility of the substitute to check with the school for upcoming assignments.

Employee Discipline

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. **Policies 5255** contains additional information**.**

No public officer or public employee shall retaliate against or condone or threaten to retaliate against an individual who, in good faith, alleges waste, fraud or abuse.

Personnel Records

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office. Employees and their designees will be given supervised access to their personnel records in the administrative office. Copies may be given to employees

and their designees, but under no circumstances may the original file leave the administrative office. In addition to the Superintendent or other designees, the Board may grant a member of the Board access to cumulative personnel files. Counsel retained by the Board will also have access to a cumulative personnel file if necessary. Personnel records will be maintained for 10 years after the employee has left the District's employment.

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

EMPLOYEE CONDUCT

Absenteeism and Tardiness

Regular and timely attendance is an essential function of each position within the District. Substitutes are expected to report for work on time and to notify the school office immediately if they must be tardy or absent.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination. **Policy 5255.**

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Contact Information

Employees are required to annually update their contact information, including phone number and physical address, at the beginning of each school year. If an employee's contact information changes at any time after the beginning of the school year, the employee is required to update his/her contact information to the current information. Contact Andrea Rice (arice@mhstigers.org) to update contact information.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana) or any other controlled substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable, or one that is legally obtainable and

not being used as prescribed, or referenced in federal and state controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent of the conviction within five (5) working days. For additional information, please refer to **Policy 5226 and 8225.**

Weapons

Carrying, bringing, using or possessing any weapon or dangerous instrument in any District building, school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination. For additional information, please refer to **Policy 5223.**

Dress and Appearance

Staff shall dress in professional attire that is considered appropriate for the job duties performed. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office. All clothing shall be appropriately sized and not inappropriately expose any undergarments. All clothing must be clean, without holes, rips or frays and cannot be derogatory in nature.

Personal hygiene is essential. Therefore, all employees must maintain a clean and presentable appearance, including regular bathing, use of deodorant and oral hygiene. Hairstyles and facial hair must be neat in appearance and present a professional style. Makeup must also be professional in appearance.

Maintenance, Custodial, and Kitchen Staff:
Maintenance, custodial and kitchen staff are prohibited from wearing open-toed footwear and are expected to wear footwear that is appropriate for the job duties they perform.

Substitutes are required to wear a visible District visitor identification badge at all times while on District property.

Participation in Religious Activities

Employees may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content while in the course of performing official duties of that employee's position(s) with the District.

Tobacco and Marijuana Products

The District maintains tobacco and marijuana free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to vapor products, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine products, or any other tobacco or nicotine innovation. Marijuana products are products that

contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. Use of tobacco and marijuana products will not be allowed in any District school district buildings, grounds or vehicles, or while on duty during District-sponsored events. However, nothing prohibits an employee from using a smoking cessation product on district property. An employee may use a tobacco product, vapor product, or alternative nicotine or marijuana product in a classroom or otherwise on school property as part of a lecture, demonstration, or educational forum concerning the risks of such product with prior notice and approval of the building administrator. Please see **Policy 5226 & 8225.**

Use of School Property/Electronic Communication System/Social Networking Pages

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees cannot expect confidentiality or privacy of the information in their email accounts, and should review **Policy 5450, 5460, and 5470** for specific information regarding the use of the Internet. Authorized District personnel may monitor the use of electronic equipment from time to time, and violations of **Policy 5450, 5460, and 5470** may result in discipline up to and including termination.

The on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network or equipment. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or web pages do so at their own risk; however, employees are strongly encouraged to keep their personal web pages private and to prevent students and the parents of students from accessing their personal web pages.

Employees who drive any District-owned vehicle and who receive a traffic citation during the year must report the citation to the Superintendent immediately.

Health, Safety and Security

It is the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. The District may require the use of personal protective equipment, including but not limited to face masks, if necessary for the safety and welfare of staff and students. For information on a particular District's Safety Plan and Bloodborne Pathogen Control Plan, contact your immediate supervisor or see the particular District's *Policy Manual* and related procedures. **Policy 5130, 5230, 8300 and 8301** contains more detailed information regarding these measures**.**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor and to the appropriate District official.

Child Abuse

A District employee who knows or has reasonable cause to suspect that a student may be an abused or neglected child, regardless of whether the person suspected of causing the abuse or neglect is a parents or other person responsible for the child's welfare, shall report such a case to the Montana Department of Public Health and Human Services and notify the Director and the building administrator that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator. Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages of proximate cause by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. In the event that a DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential. Please refer to **Policy 5232.**

Gifts and Solicitation

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 building principal approval. The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

Grievances/Communications

District employees shall use the Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. Employees covered by a master negotiated contract must use the grievance procedure in that contract to address alleged violations of that contract. **Policy 1700** contains the District's Uniform Grievance Procedure, which applies to all grievances except for those relating to complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual harassment and disability discrimination. A written copy of the District's Uniform Grievance Procedure can be obtained from the Superintendent's office.

District employees shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedure is available at www.rollontigers.org or at any district or school office.

District employees shall use the Section 504 Grievance Procedures to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures if available on the school website at www.rollontigers.org or at any district or school office.

Sexual Harassment

Sexual harassment of any individual is prohibited. Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

3. "Sexual assault" as defined in **20 U.S.C 1092(f)(6)(A)(v)**, "dating violence" as defined in **34 U.S.C 12291(a)(10)**, "domestic violence" as defined in **34 U.S.C. 12291(a)(8)**, or "stalking" as defined in **34 U.S.C 12291(a)(30)**.

A determination of responsibility resulting from a formal complaint against an employee for engaging in sexual harassment will result in appropriate disciplinary action, up to and including termination from employment.

Complaints may be submitted via the District's Title IX Grievance Procedure. Please refer to **Policies 5012 and 5015** for additional information regarding the District's prohibition against discrimination and harassment.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Student Conduct

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregarding these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

Staff members must notify law enforcement and/or the Department of Public Health and Human Services if they know or reasonably believe that allegations of harassment, intimidation, or bullying involving a student constitutes criminal activity or child abuse or neglect. Staff members must notify their supervisor or an administrator in the event that such a report has been or will be made.

If a staff member has concerns about the safety of a student, the staff member must contact an administrator and/or a counselor immediately. If a staff member is concerned that a student is being bullied or harassed, the staff member must notify an administrator. If a staff member has knowledge of conduct that may constitute discrimination on the basis of race or disability, the staff members must promptly notify the District's nondiscrimination and/or Section 504 coordinator.

If a staff member has knowledge of conduct that reasonably may constitute sex discrimination, he or she must promptly report that information to the Title IX Coordinator.

If a staff member is informed by a student or a parent/guardian of a student's pregnancy or related condition, the staff member must provide the student or parent/guardian with the Title IX's Coordinator's contact information and role.