MANHATTAN SCHOOL DISTRICT

CERTIFIED EMPLOYEE HANDBOOK



2026-27

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Introduction

Welcome to the Manhattan Public School 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.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, 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

All personnel are required to sign a written contract with the District with the exception of substitute teachers and temporary workers. For further information on hiring, refer to **Policy 5120.**

The daily schedule for certified staff will be 7:45 am to 4:15 pm on pupil instruction days and 8 am to 3 pm on pupil instruction-related days.

Job Responsibilities

All employees receive their job description and responsibilities published to the employee web portal for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to **Policy 5210.**

Criminal Background Checks

Any finalist 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**.**

Salaries and Payroll Distribution

Salaries for certified personnel are based on a salary schedule providing for 166 days of employment and is outlined in the Collective Gaining Agreement Article XIII. All professional compensation is outlined in the Collective Gaining Agreement Article XII.

Determination of and changes to certified employees' rank and experience are determined in compliance with the Master Agreement.

Each teacher may elect to receive his/her contract salary in 10 or 12 payments. Payroll checks shall be issued on the 15th day of each month. If the 15th falls on a day when school is not in session, teachers shall receive their payroll checks on the last previous date that school was in session. (Collective Gaining Agreement Article 12.5)

A teacher must inform the superintendent in writing by March 1st the year prior to moving of his/her intent to move from one column of preparation to another. See Collective Gaining Agreement Article 12.4 for more information on salary lane changes.

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.

SUBSTITUTES

Please see Manhattan School District's Substitute Employee Handbook for detailed information on substitute procedures and practices.

BENEFITS AND LEAVE

INSURANCE

Medical, Dental, and Vision

The Board provides group health insurance, dental and vision to eligible employees. Certified employees who are regularly scheduled to work more than 20 hours per week are eligible for group health benefits contributions. Certified employees who are not regularly scheduled to work more than 20 hours per week are not eligible for group health, dental, and vision insurance benefits.

HSA/Flexible Spending Plans

Any who is eligible and chooses to participate in our group health insurance plan is eligible to participate in either an HSA (for high deductible health plans) or FSA (for traditional health plans and dependent care). This allows you to contribute pretax wages into an account to spend on either medical or dependent care needs.

Life and Disability Insurance

Each employee who works at least 20 hours per week is eligible for employer paid long-term disability and basic group life insurance of $25,000. Employees may elect additional supplemental life insurance for themselves and their dependents at an additional cost.

For more information regarding insurance benefits for employees, please see **Policy 5331** or contact Andrea Rice at arice@mhstigers.org.

Workers' Compensation, Liability and Unemployment

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. If you are injured on the job, notify your supervisor **immediately.** A First Report of Injury form must be filed with the District Office within 6 business days of the accident.

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.

Expense Reimbursement

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Supervisor. The District will inform staff regarding expense reimbursement guidelines annually. For additional information, please refer to **Policy 7336.**

Holidays

Holidays for certified staff are dictated in part by the school calendar. **Policy 5333**

Leave

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, master contracts and individual contracts. Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift. Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required. **Policy 5321 and 5328** contains additional information regarding the standards for leave.

Discretionary and Sick Leave:

Certified employees will be granted discretionary leave according to terms of the master contract. Discretionary leave may be used for illness or personal business. Leaves of more than three (3) consecutive days for purposes of major life events other than illness shall be applied for through the Superintendent and approved by the Board of Trustees. When a teacher has used all discretionary leave in one year no further leave for personal business will be granted unless applied for through the Superintendent and approved by the Board of Trustees.

Any portion of the teacher's annual discretionary leave allotment that is unused will be credited to the teacher as accumulated sick leave in the following school year.

All annual discretionary leave must be used before sick leave.

Discretionary and Sick Leave are outlined in the Collective Gaining Agreement Article 11.1.

Absence & Substitute

All planned leave requests must be approved through Manhattan School District's leave software, Absence & Substitute prior to taking leave.

If an employee is requesting sick leave for the current day, the request can be called into their direct supervisor's office for approval.

Athletic Tournament Rule:

Certified employees working an athletic tournament that is hosted on-site will not need to use discretionary leave during their contracted school hours but will not receive payment from the athletic tournament for that time. Games worked after their contracted school hours will receive payment from the tournament as an athletic worker as determined by the tournament host.

Civic Duties Leave

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. Each employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the district office. Juror and witness fees shall be applied against the amount due the employee from his employer. However, if an employee elects to charge his juror or witness time off against his annual leave, he shall not be required to remit his juror fees to his employer. In no instance is an employee required to remit to his employer any expense or mileage allowance paid him by the court.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Maternity Leave

The District will provide maternity leave to its employees pursuant to Montana law.

Adoption Leave

The District may provide leave related to the adoption of a child pursuant to the terms of any master or individual contract and the law.

Family and Medical Leave (FMLA)

Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, **and** if there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Length/Purpose of Leave

In accordance with the provisions of the Family Medical Leave Act (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform the functions of the job; 4) to care for the employee's spouse, child, or parent with a serious health condition; 5) because of a qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty as a member of the regular Armed Forces or is on covered active duty or is under a call or order to covered active duty as a Member of the National Guard or Reserves.

Servicemember Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember, who is a current member (or a member on the temporary disability retired list) of the Regular Armed Forces, National Guard, Reserves, or is a veteran who has incurred an injury or illness in the line of duty while on active duty, shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve-(12)-month period to care for the servicemember. The leave described in this paragraph shall only be available during a single twelve-(12)-month period.

For additional information, please refer to **Policy 5328.**

PERSONNEL MANAGEMENT

Employment and Assignment

Each certified employee will be employed under a written contract, subject to the terms and conditions of the master contract and District policies. Renewal and non-renewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with the law.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the master contract. For additional information, please see **Policy 5210**.

Certification

All certified employees shall submit their certificate to the District Office for registration with the Gallatin County Superintendent within 60 calendar days of the current school year start date. If the District does not receive a certificate by October 31 of the current school year all salary and wages will be withheld until the certificate is received. **MCA 20-4-202.**

Duty Lunch

Duty lunches are limited to certified staff on the days that they are assigned lunch duty and to certified staff who perform the same extra duty on a daily basis.

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. **Policy 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.

Evaluations

Each non-administrative staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day-to-day appraisals. Certified staff members shall be evaluated according to the terms stated in the master contract or pursuant to **Policy 5222**.

Employees have a right to access the evaluation instrument and right to respond in writing to the completed evaluation.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed in the staff member's personnel file. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. Staff members may have up to 10 working days to submit a rebuttal to the evaluation for inclusion in the file. Failure to sign an evaluation form noting receipt may subject the employee to discipline. For more information regarding evaluation of non-administrative staff, please refer to **Policy 5222.**

All evaluations will be completed by March 31st. **Collective Gaining 10.1**

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.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building principal. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

EMPLOYEE CONDUCT

Absenteeism and Tardiness

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

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.**

*Use of prescribed substances, such as medical marijuana, may impact an employee's ability to perform their job duties; therefore, written notice to the building administrator is required to allow opportunity to determine whether use of the prescribed substance poses a danger to students and/or staff.

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 or any individual previously authorized by the Board of Trustees, the District prohibits carrying concealed weapons on District property. Staff members who violate this policy are subject to disciplinary action, including termination. **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.

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

Breastfeeding Accommodations

The District will provide reasonable accommodations for breastfeeding mothers, including access to a private area to express breast milk or breastfeed an infant child, permission to bring a breast pump and any other equipment to express breast milk, access to a power source for a breast pump

or any other equipment for expressing breast milk, and access to a place to store expressed breast milk safely.

Participation in Political Activities

District employees may exercise their right to participate fully in the affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law. Employees may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties. **Policy 5224.**

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 web pages on their home or personal computers are responsible for the content of their web pages, 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' web pages.

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 webpages.

The School District uses social media in conjunction with the School District's website. Staff members assigned to access/post information are: 1) Superintendent 2) Principal 3) Activities Director 4) Head Coach or Club Sponsor. These staff members will complete training as needed to ensure use of the social media is consistent with District policies. **Policy 4125**

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 approximately caused 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.**

Curriculum

The curriculum established for the courses and grade levels of this district provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles. Deviations from established curriculum, textbooks, and instructional materials are not permitted without prior building principal approval. Teachers with questions should contact the building principal. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction. The District may receive and/or provide remote, offsite, and technology delivered learning programs, as provided in Montana law and set forth in District procedures.

Parents/guardians must be given at least 48-hours notice before any "human sexuality instruction" is scheduled to occur. "Human sexuality instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities. A parent/guardian may excuse a student from attending a scheduled class period, assembly, school function, or other instruction when the subject matter is related to human sexuality. Such absence is considered to be an excused absence.

Parents/guardians may also excuse their child from instruction, presentations, assemblies, guest lectures, or other educational events at the school that offend the parent's beliefs or practices. Parents/guardians must be directed to the building administrator to discuss such excusal.

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.

Purchasing

The principal must approve all purchase orders prior to an order being placed. Teachers must place an electronic requisition in the iVisions system and submit the requisition for approval. Before placing your order, you must have an approved purchase order number from the iVisions system. If a company does not accept purchase orders, or a purchase order is not practical, the order should be placed on the school district credit card. This card can be checked out through the district office. The district office will not release a credit card without a purchase order number.

INTERACTION WITH STUDENTS

Administering Medications to Students

Students who must take prescription medication at school, whether on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student is authorized to carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

Teachers may be expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time. A teacher may not administer medication to a student without parental consent and an appropriate delegation by the school nurse. Delegation of certain tasks, including the administration of medication, to school employees may be made by a licensed nurse pursuant to Montana Law. 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 use reasonable 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**

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

Field Trips and Special Events

Field trips and other student activities involving travel may be authorized by the building principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines, to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms.

Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the Board.

For additional information, please refer to **Policy 2320.**

Grading

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

Students may alternatively be evaluated based upon proficiency as set out in **Policy 2420.**

Recording Students

The District may use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Employees may not audio or video record students outside of the security and surveillance recording done without prior parent permission.

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.

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.

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.