DISTRICT STAFF HANDBOOK

MALTA

PUBLIC SCHOOLS

Tradition of Excellence

Table of Contents

Welcome

- Welcome to Malta Public Schools
- The Mustang Way
- Mission, Vision & Values

Chapter 1 – Employment

Chapter 2 – Professional Expectations

Chapter 3 – Compensation & Benefits

Chapter 4 – Safety & Security

Chapter 5 – District Operations & Resources

Chapter 6 – Working with Students

Chapter 7 – Employee Relations

Quick Reference

Revision History

Employee Resources

Welcome to Malta Public Schools

Welcome to Malta Public Schools — we're glad you're here. Every employee plays a vital role in creating a learning environment where students feel supported, challenged, and inspired. Whether you work in the classroom, on our buses, in our offices, or behind the scenes, your work directly impacts students, families, and our community.

This handbook is designed to help you understand our organization, your responsibilities, and the resources available to support your success. It provides practical guidance while directing you to the Board policies, negotiated agreements, employment agreements, and District procedures that govern specific aspects of employment.

As public educators and public servants, we are entrusted with significant responsibilities. We commit to serving students with integrity, using public resources responsibly, maintaining high professional standards, and working collaboratively to achieve our District's mission:

Empowering Learners. Inspiring Leaders.

Thank you for choosing Malta Public Schools. We appreciate the knowledge, experience, and commitment you bring to our students and community.

The Mustang Way

The Mustang Way reflects the shared values that guide our work and define our culture. Every employee contributes to this culture by demonstrating professionalism, integrity, collaboration, and responsible stewardship.

Our Shared Commitments

- **We Put Students First**
- **We Pursue Excellence**
- **We Build Strong Relationships**
- **We Act with Integrity**
- **We Practice Responsible Stewardship**
- **We Serve Our Community**

Mission, Vision & Core Values

Our Mission

Empowering Learners. Inspiring Leaders. We empower every learner to reach their full potential and inspire leadership through academic excellence, personal responsibility, and meaningful community engagement.

Our Vision

To establish a pioneering Montana public school that serves as a model of educational excellence by providing individualized learning pathways, enhancing career readiness, attracting top talent, and fostering strong partnerships with families and local businesses.

Our Core Values

- **Commitment to Excellence** — We uphold high standards for education, conduct, and student involvement.
- **Community Engagement** — Strong schools grow from strong partnerships.
- **Resilience & Resourcefulness** — We cultivate grit, perseverance, and responsible stewardship.

Using This Handbook

This handbook is a practical resource for employees. It outlines expectations, responsibilities, and District operations while directing you to the governing documents that control specific employment matters.

What This Handbook *Is*

- A guide to help you understand your role
- A reference for expectations and procedures
- A tool to support consistency across the District

What This Handbook *Is Not*

- A replacement for Board policy
- A substitute for negotiated agreements or employment contracts
- A comprehensive legal document

When differences exist, the governing authority controls. Policies, laws, and agreements may change, so employees should consult the appropriate documents or contact the District Office when questions arise.

Chapter 1 - Employment

Introduction

Employment with Malta Public Schools carries both opportunity and responsibility. Every employee contributes to our mission by demonstrating professionalism, integrity, collaboration, and a commitment to student success. This chapter provides an overview of employment classifications, administrative requirements, and employment-related responsibilities. Because employment provisions vary by position, employees should refer to applicable Board policies, negotiated agreements, employment agreements, District procedures, and Montana law for additional information.

Equal Employment Opportunity

Malta Public Schools is committed to a workplace where every employee is treated with dignity, fairness, and respect. Employment decisions — including hiring, assignment, compensation, promotion, and training — are made without unlawful discrimination. Employees who have questions or concerns are encouraged to speak with their supervisor, building administrator, or the Superintendent.

Applies To: All Employees
Reference: Board Policy 5010

Reasonable Accommodations

We provide reasonable accommodations to qualified individuals with disabilities. Employees who need an accommodation should contact the Superintendent or designee. The District will engage in an interactive process to determine appropriate accommodations.

Applies To: All Employees
References: Board Policy 5002; Board Policy 5010

Employment Categories

Malta Public Schools employs individuals in a variety of roles. Employment category may affect compensation, benefits, leave, and other provisions.

Employment Categories:

- **Certified Employees** — Licensed educators working under teaching contracts or negotiated agreements.
- **Classified Employees** — Paraprofessionals, clerical staff, custodial, maintenance, transportation, food service, technology, and other support roles.
- **Administrators** — Employees serving under administrative employment agreements.

- **Non-Union Supervisory Employees** — Supervisors not represented by a bargaining unit.
- **Coaches, Advisors, Extra-Duty Employees** — Employees serving in extracurricular roles.
- **Substitute Employees** — Individuals employed on an as-needed basis.
- **Seasonal Employees** — Employees hired for limited periods related to operations or maintenance.
- **Contract Workers** — Individuals or organizations providing services under contract.

Applies To: All Employees
References: Negotiated agreements, employment agreements, Montana law

Personnel Records & Privacy

The District maintains an official personnel file for each employee. Employees may review their file in accordance with policy and law. Employees should promptly update the District Office with changes to contact information, emergency contacts, licensure, or certifications.
Applies To: All Employees
Reference: Board Policy 5231P

Professional Ethics & Stewardship

Employees are entrusted with serving students, families, colleagues, and the community with honesty, integrity, and professionalism.
Employees are expected to:

- Treat others with respect
- Exercise sound judgment
- Maintain confidentiality
- Use District resources responsibly
- Avoid conflicts of interest
- Seek guidance when unsure

Applies To: All Employees
References: Board Policy 5223; Montana Code of Ethics (Certified Staff)

Employee Licensure, Certification, and Qualifications

Employees are responsible for maintaining any licenses, certifications, endorsements, or other qualifications required for their position. Certified employees must maintain a valid Montana educator license appropriate for their assignment. Employees whose position requires additional credentials, such as a Commercial Driver License (CDL), professional certification, or specialized training, are responsible for ensuring those credentials remain current throughout their employment.

Employees whose positions require a Commercial Driver License (CDL) must maintain a valid CDL and comply with all applicable federal, state, and District requirements associated with operating commercial motor vehicles. Employees in CDL-required positions are subject to drug and alcohol testing as required by federal law and District policy. Drug and alcohol testing may include pre-employment, random, reasonable suspicion, post-accident, return-to-duty, and follow-up testing.

Employees should notify the District Office promptly of any changes that may affect their qualifications, licensure, certification, or ability to perform the essential functions of their position. Failure to maintain required credentials may affect an employee's assignment or continued employment. Questions regarding licensure or employment qualifications should be directed to the District Office.
Applies To: Employees whose positions require licensure, certification, or other professional credentials.
References: Applicable Montana licensing requirements and individual employment agreements; Board Policy 5120 and 5228; Negotiated Agreements.

Separation from Employment

Employees separating from the District should provide notice consistent with their employment agreement or negotiated agreement. Before leaving, employees must return all District property and complete required documentation.
Applies To: All Employees
References: Board Policy 5250; Board Policy 5251

Professional Responsibilities

Employees are expected to perform their duties in a professional, dependable, and collaborative manner.
Employees are encouraged to:

- Maintain professional relationships
- Communicate respectfully
- Support a positive work environment
- Complete responsibilities on time
- Seek guidance when needed
- Participate in professional learning

Applies To: All Employees

Chapter 2 - Professional Expectations

Introduction

Professionalism is reflected not only in the work we perform, but also in how we interact with students, families, colleagues, and the community. These expectations support a respectful, collaborative, and productive workplace.

Professional Conduct

Employees are expected to conduct themselves in ways that reflect positively on the District and support student success.

Employees are expected to:

- Act honestly, ethically, and professionally
- Treat others with dignity and respect
- Maintain appropriate boundaries
- Comply with laws, policies, and procedures
- Protect confidential information
- Represent the District professionally

Applies To: All Employees

References: Board Policy 5223; Montana Code of Ethics

Attendance & Dependability

Reliable attendance is essential to supporting students and District operations. Every employee plays an important role in supporting student learning and helping maintain a safe, effective, and well-organized work environment.

Employees are expected to:

- Arrive at work on time and prepared to perform the responsibilities of their position.
- Notify their supervisor promptly when they are unable to report to work or expect to arrive late, following District procedures.
- Request planned absences in accordance with District procedures.
- Maintain dependable attendance and work habits.
- Communicate proactively when circumstances may affect their ability to fulfill assigned responsibilities.

The District recognizes that employees may need time away from work for illness, family responsibilities, professional development, or other approved reasons. Leave benefits and eligibility are addressed in **Chapter 3 – Compensation & Benefits** and are governed by applicable Board policies, negotiated agreements, employment agreements, and law.

Questions regarding attendance expectations or absence reporting procedures should be directed to a supervisor or the District Office.

Applies To: All Employees

References: Negotiated Agreements

Professional Appearance

Employees of Malta Public Schools are expected to present a professional appearance that reflects positively on the District and supports a safe, respectful, and productive learning environment. Because employees work in a variety of settings and perform different responsibilities, appropriate attire may vary by position, assignment, and work environment. Employees should use sound professional judgment in selecting clothing and footwear that is appropriate for their duties and consistent with safety requirements.

Employees whose duties require specialized clothing or personal protective equipment (PPE) are expected to wear those items as required. Employees who have questions regarding appropriate workplace attire should consult with their supervisor or building administrator.

Applies To: All Employees

See Also: Applicable safety procedures and position-specific requirements.

Professional Communication

Effective communication is essential to building trust, fostering collaboration, and supporting student success. Malta Public Schools values open, respectful, and timely communication among employees, students, families, and the community. Employees are expected to communicate professionally in all forms of communication, including in person, by telephone, through email, in writing, and on digital platforms.

Professional communication includes:

- Treating others with courtesy, dignity, and respect.
- Listening to understand and considering different perspectives.
- Addressing concerns directly with the appropriate individual whenever possible.
- Maintaining confidentiality when required.
- Responding to communications in a timely manner.
- Using language and behavior that reflects professionalism and respect.
- Representing Malta Public Schools positively in interactions with students, families, colleagues, and the public.

Employees are encouraged to communicate early when questions, concerns, or misunderstandings arise. Open communication promotes collaboration, strengthens relationships, and helps resolve concerns before they become larger issues. When appropriate, employees should follow the District's chain of communication by addressing questions or concerns at the lowest appropriate level before seeking additional assistance. Employees who are uncertain about how to address a concern are encouraged to seek guidance from their supervisor, building administrator, or the District Office.

Applies To: All Employees

See Also: Board Policy 5223; Board Policy 5460; Board Policy 5630

Workplace Relationships

Positive working relationships contribute to a healthy workplace, effective teamwork, and student success. Malta Public Schools is committed to fostering a professional environment where employees work collaboratively, support one another, and treat each other with respect.

Employees are expected to:

- Work cooperatively with colleagues to support students and District goals.
- Value differing perspectives and experiences.
- Contribute to a positive, inclusive, and solution-oriented workplace.
- Treat one another with professionalism, courtesy, and respect.
- Support new employees and colleagues through collaboration and shared knowledge.
- Address workplace disagreements in a professional and constructive manner.

Differences of opinion are a natural part of any workplace. Employees are encouraged to approach disagreements respectfully, listen to understand different perspectives, and work toward solutions that support students, colleagues, and the District. Employees who are unable to resolve workplace concerns informally should seek guidance from their supervisor or building administrator**.**

Applies To: All Employees

References: Board Policy 5015; Board Policy 5223;

Confidentiality

Employees of Malta Public Schools are entrusted with information that may be confidential or sensitive. Protecting that information is an important professional responsibility and helps maintain the trust of students, families, colleagues, and the community.

Employees are expected to maintain the confidentiality of information obtained through their employment, including student, personnel, medical, and other confidential information, except as authorized or required by law. Confidential information should be discussed only with individuals who have a legitimate educational or business need to know. Employees should also exercise discretion when discussing school-related matters in public places, on social media, or through electronic communications. Questions regarding confidentiality should be directed to a supervisor, building administrator, or the District Office..

Applies To: All Employees

References: FERPA; Board Policy 5231; Board Policy 3600

Appropriate Relationships with Students

Malta Public Schools is committed to providing a safe, respectful, and supportive learning environment for every student. Employees are expected to maintain appropriate professional relationships and boundaries with students at all times.

Employees are expected to:

- Interact with students in a manner that is professional, respectful, and appropriate.
- Serve as positive role models.
- Maintain appropriate professional boundaries in all settings, including electronic communication and social media.
- Respect students' personal space and physical boundaries.
- Ensure that any physical contact with a student is appropriate, age-appropriate, limited in duration, and related to the student's educational, safety, health, or emotional needs.
- Avoid conduct that could reasonably be perceived as overly familiar, inappropriate, or inconsistent with professional responsibilities.
- Report concerns regarding student safety or employee conduct in accordance with District policy and applicable law.

Employees who have questions regarding appropriate professional boundaries should consult with their supervisor or building administrator.

Applies To: All Employees

References: Board Policy 5223; Board Policy 5460; Board Policy 5232

Technology Resources

Technology plays an essential role in supporting teaching, learning, communication, and District operations. Malta Public Schools provides employees with access to technology resources to help them perform the responsibilities of their position efficiently, securely, and professionally.

District technology resources may include computers, mobile devices, software, email, internet access, telephones, printers, audiovisual equipment, and other technology systems owned or provided by the District.

Employees are expected to help protect the District's technology systems and information by safeguarding District accounts, passwords, authentication credentials, and District-issued devices. Employees must comply with District cybersecurity requirements, including multi-factor authentication (MFA) and other security measures. Suspected phishing attempts, malware, unauthorized account access, lost or stolen devices, or other cybersecurity incidents must be reported promptly to the Information Technology Department.

Employees may not install, remove, modify, or bypass District technology systems, software, security controls, or network-connected devices without approval from the Information Technology Department. Personally owned technology may not be connected to District systems except as authorized by the District.

Employees are expected to:

- Use District technology primarily for educational and District business purposes
- Protect District accounts, devices, passwords, confidential information, and data
- Exercise good judgment when using technology and electronic communications
- Report lost, stolen, damaged, or compromised technology promptly
- Use only District-approved technology and comply with District technology policies, procedures, and security requirements

Limited personal use may be permitted if it does not interfere with job responsibilities, consume significant resources, or violate policy.
Applies To: All Employees
References: Board Policy 5460; Board Policy 5630; Board Policy 5450

Artificial Intelligence

Artificial intelligence (AI) tools are becoming increasingly common in education and the workplace. Malta Public Schools recognizes that these technologies can support productivity, creativity, communication, and instructional planning when used responsibly.
Employees are expected to exercise professional judgment when using AI tools in connection with their work. AI-generated content should be reviewed carefully for accuracy, appropriateness, and alignment with District expectations before it is used or shared.
Employees may not enter student personally identifiable information (PII), confidential personnel information, financial information, security information, or other protected District information into artificial intelligence services or applications that have not been approved by the District.
Employees remain responsible for the accuracy, appropriateness, confidentiality, and professional quality of any work product created with the assistance of artificial intelligence. Employees are expected to:

- Use artificial intelligence as a tool to support—not replace—professional judgment
- Verify the accuracy and appropriateness of AI-assisted work before relying on and/or sharing it
- Maintain the confidentiality of District information and comply with District requirements for approved AI tools
- Comply with District technology, confidentiality, and privacy requirements

AI technologies continue to evolve rapidly. Employees are encouraged to stay informed about responsible and ethical uses of AI and to participate in District-provided professional learning opportunities when available. Questions regarding the appropriate use of artificial intelligence should be directed to a supervisor or the District Office.
Applies To: All Employees

References: Board Policy 2700

Social Media

Social media provides valuable opportunities for communication, collaboration, and community engagement. Malta Public Schools recognizes that employees use social media in both their personal and professional lives.

Employees are expected to use sound professional judgment when engaging on social media and other online platforms. Online conduct should be consistent with the same standards of professionalism, respect, confidentiality, and ethical behavior expected in the workplace.

Employees are expected to:

- Protect confidential information
- Maintain appropriate boundaries with students and families
- Respect copyright and intellectual property
- Communicate professionally
- Recognize that online content may become public

Employees should avoid using social media in a manner that interferes with their professional responsibilities or violates District policy or applicable law. Questions regarding appropriate social media use should be directed to a supervisor or the District Office.

Applies To: All Employees

References: Board Policy 5460

Outside Employment

Malta Public Schools recognizes that some employees may choose to engage in employment or business activities outside of their District responsibilities.

Outside employment is permitted provided it does not:

- Interfere with an employee's ability to perform the duties of their position.
- Create an actual or perceived conflict of interest.
- Use District resources or time for personal financial gain.
- Conflict with District policies or applicable law.

Employees are expected to fulfill the responsibilities of their District position as their primary professional obligation during scheduled work hours.

Employees who have questions regarding outside employment or potential conflicts of interest are encouraged to discuss the matter with their supervisor or the Superintendent before accepting or continuing outside employment.

Applies To: All Employees

References: Board Policy 5223

Political Activities

Malta Public Schools respects the rights of employees to participate in the political process as private citizens. Employees are expected to ensure that personal political activities do not interfere with their professional responsibilities or imply

District endorsement of a candidate, political party, or ballot issue. District resources, equipment, email systems, and work time may not be used for political activities except as permitted by law. Employees with questions regarding political activities in the workplace should consult with their supervisor or the District Office.
Applies To: All Employees
References: Board Policy 5225; Montana law

Respectful Workplace

Malta Public Schools is committed to providing a workplace where all employees are treated with dignity and respect. The District prohibits unlawful harassment, intimidation, bullying, and retaliation in the workplace and is committed to maintaining a professional environment free from unlawful discrimination and harassment. Employees are expected to contribute to a respectful workplace by treating others professionally, reporting concerns promptly, and cooperating with investigations when appropriate. Employees who experience or witness harassment, intimidation, bullying, threatening behavior, discrimination, retaliation, or other conduct they believe may violate District policy are encouraged to report the concern promptly to their supervisor, building administrator, the Superintendent, or other appropriate District administrator. The District will respond to reports of harassment or discrimination in accordance with Board policy and applicable law.
Applies To: All Employees
References: Board Policy 5002; Board Policy 5010; Board Policy 5012; Board Policy 5015

Employee Wellness

Malta Public Schools recognizes that employee well-being contributes to a positive workplace, effective teaching and learning, and high-quality service to students and the community.
Employees are encouraged to maintain a healthy balance between their professional responsibilities and personal well-being. The District supports a workplace culture that values professionalism, collaboration, safety, and mutual respect. Employees who need assistance related to workplace concerns, benefits, leave, or other employment matters are encouraged to seek guidance from their supervisor or the District Office. Information regarding available benefits, leave, and other employee resources is provided in Chapter 3 of this handbook and through the District Office.
Applies To: All Employees

Chapter 3 – Compensation & Benefits

Introduction

Malta Public Schools values the contributions of every employee and is committed to providing compensation and benefits in accordance with applicable negotiated agreements, individual employment agreements, Board policies, Montana law, and federal law. Because compensation and benefit provisions vary based on an employee's position and employment category, this chapter provides an overview of available benefits and identifies the governing documents that contain additional information.

Compensation

Compensation for employees of Malta Public Schools is determined in accordance with applicable negotiated agreements, individual employment agreements, Board approved salary schedules. Compensation may vary based on employment category, assignment, education, experience, licensure, and other factors established through negotiated agreements or Board-approved employment agreements. Employees who have questions regarding salary placement, compensation, or employment agreements are encouraged to contact the District Office.

Applies To: All Employees

References: Certified Collective Bargaining Agreement; Classified Collective Bargaining Agreement; Administrative Contracts; Non-Union Supervisory Agreements

Payroll

Employees are paid in accordance with the payroll schedule established by Malta Public Schools.

Employees are encouraged to use the District's Employee Portal to review payroll information, access pay statements, update tax withholding forms, maintain direct deposit information, and complete other employment-related updates as available. The Employee Portal provides a secure and efficient way to maintain accurate employment and payroll records. Employees are responsible for ensuring that their payroll and personal information remains current. Changes that cannot be completed through the Employee Portal should be submitted promptly to the District Office. Employees who believe there is an error in their pay or have questions regarding payroll should contact the District Office as soon as possible.

Applies To: All Employees

References: Negotiated Agreements; Payroll Calendars; Employee Portal

Time Records

Employees whose positions require time records are responsible for accurately recording hours worked in accordance with District procedures. Employees are expected to submit required time records by established deadlines to ensure timely payroll processing. Questions regarding timekeeping requirements should be directed to a supervisor or the District Office.
Applies To: Employees required to submit time records
References: District Payroll Procedures; Fair Labor Standards Act

Professional Development & Required Training

Malta Public Schools is committed to supporting the continued professional growth of its employees. Ongoing learning strengthens instructional practices, enhances employee effectiveness, promotes workplace safety, and supports the District's mission of Empowering Learners. Inspiring Leaders. Professional development expectations vary based on an employee's position, employment category, licensure requirements, negotiated agreement, and assigned responsibilities.
Employees may be required to participate in professional learning and training, including but not limited to:

- PIR (Professional Inservice) Days
- Position-specific training
- Safety and compliance training
- Licensure renewal activities
- Required certifications
- District-directed professional learning

Certified employees, classified employees, administrators, and non-union supervisory employees should refer to their negotiated agreement, employment agreement, applicable licensing requirements, Board policy, or supervisor for information regarding required professional development and training. The District also encourages employees to pursue learning opportunities that support professional growth, continuous improvement, and District goals.
Applies To: All Employees
References: Negotiated Agreements; Montana Licensure Requirements; Position-specific certification requirements

Leave

Malta Public Schools recognizes that employees may need time away from work for illness, personal responsibilities, professional obligations, military service, jury duty, family needs, bereavement, and other approved purposes. Leave benefits vary based on employment category and are administered in accordance with applicable negotiated agreements, individual employment agreements, Board policies, Montana law, and federal law. Employees are responsible for requesting leave in accordance with District procedures and notifying their supervisor or

building administrator as soon as practical when leave is needed. Questions regarding leave eligibility, available balances, or leave procedures should be directed to the District Office.

Sick Leave

Sick leave is provided in accordance with applicable negotiated agreements, employment agreements, Board policy, and Montana law.

- Certified Employees – Refer to the Certified Collective Bargaining Agreement.
- Classified Employees – Refer to the Classified Collective Bargaining Agreement and applicable Montana law.
- Administrators – Refer to individual employment agreements.
- Non-Union Supervisory Employees – Refer to individual employment agreements and applicable Montana law.

Vacation Leave

Vacation benefits vary by employment category.
Employees eligible for vacation leave should refer to their negotiated agreement, employment agreement, Board policy, or applicable Montana law for accrual rates and use provisions.

Personal Leave

Personal leave, when available, is administered in accordance with applicable negotiated agreements, employment agreements, and Board policy.

Family & Medical Leave (FMLA)

Eligible employees may qualify for leave under the Family and Medical Leave Act (FMLA) as provided by federal law and District policy.
Questions regarding FMLA eligibility or leave should be directed to the District Office.

Military Leave

Employees who are members of the uniformed services may be eligible for military leave in accordance with federal law, Montana law, Board policy, and applicable employment agreements.

Jury Duty & Witness Leave

Employees summoned for jury duty or required to appear as a witness should notify their supervisor as soon as possible. Leave will be administered according to Board policy, negotiated agreements, employment agreements, and applicable law.

Bereavement Leave

Bereavement leave, when applicable, is administered according to the employee's negotiated agreement, employment agreement, Board policy, or applicable law.
Applies To: All Employees
References: Negotiated Agreements; Board Policies 5321, 5322, 5328, 5334; Uniformed Services Employment and Reemployment Rights Act (USERRA); MCA 10-1-1009; Family and Medical Leave Act; Title 2, Chapter 18, MCA; MCA 10-1-1009

Employee Benefits

Malta Public Schools offers a variety of benefits to eligible employees. Benefit eligibility varies depending on an employee's employment category, negotiated agreement, individual employment agreement, and applicable law.
Available benefits may include:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Retirement benefits
- Flexible spending or health savings accounts *(if offered)*
- Other Board-approved employee benefits

Employees should refer to their applicable negotiated agreement, employment agreement, annual benefit materials, or the District Office for detailed information regarding eligibility, enrollment, and benefit options. Benefit offerings may change from year to year. The District Office will provide information during open enrollment and whenever significant changes occur.
Applies To: All Employees
References: Negotiated Agreements; Employment Agreements

Retirement

Retirement benefits for eligible employees are provided in accordance with applicable Montana retirement systems, employment category, and state law. Depending on their position, employees may participate in one of the following retirement systems:

- Montana Teachers' Retirement System (MTRS)
- Montana Public Employee Retirement Administration (MPERA)

Employees who have questions regarding retirement eligibility, service credit, retirement planning, or available retirement resources are encouraged to contact the District Office or the applicable retirement system.
Applies To: Eligible Employees
References: MTRS; MPERA; Negotiated Agreements

Overtime

Overtime eligibility is determined in accordance with the Fair Labor Standards Act (FLSA), applicable negotiated agreements and Board policy. Not all employees are eligible for overtime compensation. Overtime eligibility depends on an employee's position, job duties, and applicable law. Employees who are eligible for overtime compensation are expected to obtain supervisor approval before working overtime unless emergency circumstances require otherwise. Questions

regarding overtime eligibility, compensatory time, or work schedules should be directed to a supervisor or the District Office.
Applies To: Overtime-eligible employees
References: Board Policy 5336; Classified Agreement; Fair Labor Standards Act (FLSA)

Chapter 4 – Safety & Security

Introduction

The safety and security of students, employees, and visitors is a shared responsibility of every employee at Malta Public Schools. Creating and maintaining a safe learning and working environment requires preparation, awareness, communication, and sound professional judgment.

This chapter provides an overview of employee responsibilities related to workplace safety and security. Detailed emergency procedures, building-specific safety plans, and crisis response protocols are maintained separately and reviewed regularly with employees. Employees are expected to become familiar with the safety procedures applicable to their work location, participate in required safety training and emergency drills, and promptly report safety concerns or hazards.

Safe Work Environment

Malta Public Schools is committed to providing a safe and healthy learning and working environment for students, employees, volunteers, and visitors. Every employee shares responsibility for promoting workplace safety by exercising sound judgment, following established safety procedures, identifying potential hazards, and taking reasonable steps to prevent accidents and injuries.

Employees are expected to:

- Maintain awareness of potential safety hazards within their work area.
- Follow established safety procedures and District expectations.
- Report unsafe conditions, hazards, accidents, or injuries promptly.
- Use equipment and materials safely and only for their intended purpose.
- Participate in required safety training appropriate to their position.

Employees who identify conditions that may pose a risk to students, employees, or visitors are encouraged to report those concerns immediately to their supervisor, building administrator, or the District Office.

Applies To: All Employees

References: Board Policy 5130, 8301

Emergency Preparedness

Malta Public Schools maintains emergency preparedness and crisis response plans designed to protect students, employees, and visitors during emergencies. Employees are expected to become familiar with the emergency procedures applicable to their work location and to participate in required drills and safety training throughout the school year.

During an emergency, employees are expected to:

- Remain calm and exercise sound professional judgment.
- Follow established emergency procedures.

- Follow directions provided by emergency responders and District administrators.
- Assist in maintaining a safe and orderly environment.
- Report information that may affect the safety of students, employees, or visitors.

Building-specific emergency procedures, evacuation routes, reunification plans, and crisis response protocols are maintained separately and reviewed with employees on a regular basis.
Applies To: All Employees
References: Building Emergency Procedures

Security of District Facilities

Maintaining secure schools and facilities is an important part of providing a safe learning and working environment.
Employees are expected to:

- Follow established building access and security procedures.
- Safeguard keys, identification badges, passwords, and other access credentials.
- Secure classrooms, offices, workspaces, and equipment when appropriate.
- Report lost or stolen keys, identification badges, or access devices immediately.
- Report suspicious activity, unauthorized individuals, or security concerns promptly.
- Follow District visitor management procedures.

Questions regarding building security or access procedures should be directed to a supervisor, building administrator, or the District Office.
Applies To: All Employees
References: Board Policy 4301, 4315, 4330; Building Security Procedures

Workplace Injuries, Accident Reporting & Workers' Compensation

Malta Public Schools is committed to providing a safe workplace and ensuring that employees who experience work-related injuries or illnesses receive appropriate assistance and information regarding workers' compensation benefits.
Employees who experience a work-related injury, illness, or accident are expected to:

- Seek appropriate first aid or emergency medical treatment when necessary.
- Report the injury, illness, or accident to their supervisor as soon as possible.
- Complete required District accident or injury reporting forms promptly.
- Report unsafe conditions that may have contributed to the incident.

- Cooperate with the District and workers' compensation claims process as needed.

Prompt reporting allows the District to respond appropriately, improve workplace safety, meet legal and insurance reporting requirements, and reduce the likelihood of future injuries. Employees who have questions regarding workplace injuries, accident reporting, or workers' compensation should contact their supervisor or the District Office.
Applies To: All Employees
References: Board Policy 5337, 5338; Accident Report Form

Automated External Defibrillators (AEDs)

Malta Public Schools maintains Automated External Defibrillators (AEDs) to assist in responding to certain medical emergencies. Employees designated by the District will receive appropriate training in the use of AEDs. Employees should become familiar with the location of AEDs in their assigned building and immediately notify emergency responders and building administrators whenever an AED is used or a medical emergency occurs. Additional information regarding AEDs, emergency response, and employee training is available through the District Office and building emergency procedures.
Applies To: All Employees
References: Board Policy 8450; AED Procedures

Bloodborne Pathogens & Infection Control

Malta Public Schools is committed to providing a safe and healthy work environment by reducing the risk of exposure to bloodborne pathogens and other potentially infectious materials.
Employees are expected to:

- Follow District infection control procedures and universal precautions.
- Use personal protective equipment (PPE) and other safety equipment as required for their position.
- Report potential exposures, injuries, or incidents involving blood or other potentially infectious materials promptly.
- Participate in required safety training appropriate to their position.

Employees should never assume that exposure to blood or bodily fluids is without risk. Universal precautions should be followed whenever exposure is possible. Additional procedures regarding infection control, personal protective equipment, cleaning protocols, and post-exposure reporting are maintained separately and reviewed with employees through required safety training.
Applies To: All Employees
References: Bloodborne Pathogens Safety Training; OSHA Standards

Communicable Diseases

Malta Public Schools follows applicable public health guidance and Board policy to help reduce the spread of communicable diseases while maintaining a safe learning and working environment.

Employees are expected to:

- Follow District health and safety procedures.
- Practice appropriate hygiene and follow infection prevention measures.
- Stay home when required by applicable public health guidance, District policy, or the direction of a healthcare provider.
- Report communicable diseases when required by law or District procedure.
- Cooperate with public health officials and District administrators when necessary.

Employees who become ill while at work should notify their supervisor or building administrator promptly and follow District procedures regarding illness and return to work. Questions regarding communicable disease procedures should be directed to the District Office.

Applies To: All Employees

References: Montana Department of Public Health and Human Services (DPHHS); Local Public Health Authority

Drug-Free Workplace

Malta Public Schools is committed to maintaining a workplace that is safe, healthy, and free from the unlawful use of drugs and alcohol. Employees are expected to report to work fit for duty and free from the unlawful influence of drugs or alcohol. The unlawful manufacture, distribution, possession, use, or impairment by controlled substances or alcohol in the workplace or while conducting District business is prohibited. Employees are expected to comply with all applicable Board policies, employment requirements, and federal and state laws related to maintaining a drug-free workplace. Questions regarding the Drug-Free Workplace policy should be directed to the District Office.

Applies To: All Employees

References: Board Policy 5226

Tobacco-Free Workplace

Malta Public Schools is committed to providing a healthy learning and working environment for students, employees, and visitors. The use of tobacco products, electronic cigarettes, vaping devices, and other nicotine delivery systems is prohibited as provided by Board policy and applicable law on District property, in District vehicles, and during District-sponsored activities where prohibited. Employees are expected to comply with the District's tobacco-free workplace requirements and support a healthy environment for students and colleagues. Questions regarding the Tobacco-Free Workplace policy should be directed to the District Office.

Applies To: All Employees
References: Board Policy 8225

Weapons

The safety of students, employees, and visitors requires that all employees comply with applicable laws and District policies regarding firearms, weapons, and other dangerous instruments on District property and at District-sponsored activities. Employees are expected to report any concerns regarding weapons or threats immediately to a supervisor, building administrator, or law enforcement when appropriate. Questions regarding this section should be directed to the Superintendent or District Office.
Applies To: All Employees

Mandatory Safety Training

To help maintain a safe learning and working environment, Malta Public Schools requires employees to participate in safety training appropriate to their position and assigned responsibilities.
Required training may include, but is not limited to:

- Emergency preparedness
- Bloodborne pathogens and infection control
- AED awareness and emergency response
- Mandatory reporting
- Workplace safety
- Position-specific safety training
- Other training required by law, Board policy, or the District

Employees are expected to complete required training within the timelines established by the District. Questions regarding required safety training should be directed to a supervisor or the District Office.
Applies To: All Employees (training requirements vary by position)
References: Annual Safety Training Program; Board Policy 5130

Chapter 5 – District Resources/Operations

Introduction

The effective operation of Malta Public Schools depends on the responsible use of District resources, facilities, technology, and public funds. Every employee contributes to the efficient operation of the District by exercising sound professional judgment, following established procedures, and serving as a responsible steward of District resources.

This chapter provides an overview of operational practices and employee responsibilities related to District business. Detailed procedures and operational guidance are maintained separately and may vary depending on an employee's position or work location.

District Property and Equipment

Malta Public Schools provides employees with facilities, equipment, technology, vehicles, instructional materials, and other resources necessary to perform their assigned responsibilities.

Employees are expected to:

- Use District property responsibly and for authorized educational and District purposes.
- Exercise reasonable care to prevent loss, damage, or misuse.
- Report damaged, lost, or malfunctioning equipment promptly.
- Recognize that equipment, technology, instructional materials, and other assets purchased or acquired by the District—including items obtained through grants, donations, or other funding sources—remain the property of Malta Public Schools unless otherwise authorized.
- Return District property upon request or at the conclusion of employment.

District resources support educational programs and operations. Assignment of equipment does not transfer ownership or create personal use rights beyond those authorized by the District. Employees should not remove District property from school facilities for personal use unless authorized. Questions regarding District property should be directed to a supervisor or the District Office.

Applies To: All Employees

References: Board Policies 5450 and 8320

Purchasing and Purchasing Cards

Malta Public Schools is committed to the responsible and accountable use of public funds. Employees who purchase goods or services on behalf of the District must follow established purchasing procedures, Board policy, and Business Office requirements.

Employees are expected to:

- Obtain required approvals, including purchase orders when required, before making commitments on behalf of the District**.**
- Follow District purchasing procedures and procurement requirements.
- Use District purchasing cards only for authorized District business.
- Submit required documentation, receipts, and supporting information.
- Exercise sound judgment and responsible stewardship when spending public funds.

Employees must not make personal purchases using District funds or purchasing cards or commit the District to purchases without proper authorization.
Questions regarding purchasing procedures, purchasing cards, vendor payments, or procurement requirements should be directed to the Business Office.
Applies To: Employees authorized to make purchases or use District purchasing cards.
References: Board Policy 7320; Purchasing Card Agreement; Purchase Order Procedure

Employee Portal and District Information Systems

Malta Public Schools uses secure electronic systems to support communication, payroll, personnel records, benefits administration, and other operations.
Depending on an employee's position and authorized access, portals may be used to:

- Access payroll information and pay statements
- Update personal and payroll information
- Complete employment-related forms
- Access and update benefit information
- Review employment documents

Employees must maintain the confidentiality of login credentials and report any security concerns promptly. Questions regarding the Employee Portal or information systems should be directed to the District Office or Technology Department.
Applies To: All Employees

Facilities and Building Use

Malta Public Schools' facilities support student learning, District operations, and community activities. Employees share responsibility for maintaining safe, secure, and well-maintained facilities that reflect positively on the District and the community**.**
Employees are expected to:

- Use District facilities responsibly and for authorized educational and District purposes.
- Help maintain clean, safe, and orderly work areas.

- Report maintenance concerns, hazards, or needed repairs promptly.
- Follow building access, security, and facility use procedures.
- Coordinate non-routine use of District facilities through established District procedures.

Questions regarding facilities, building use, or maintenance requests should be directed to a supervisor, building administrator, or the District Office.
Applies To: All Employees
References: Board Policy 4330, Maintenance Request Procedures, Work Orders

Keys and Building Access

Employees may be issued keys, access cards, identification badges, or electronic credentials necessary for their responsibilities.
Employees are expected to:

- Safeguard keys, access cards, badges, passwords, and other access credentials.
- Report lost, stolen, or damaged access credentials promptly.
- Use District-issued access credentials only for authorized District purposes.
- Not loan or transfer keys, badges, or other access credentials unless authorized.
- Return District-issued access credentials upon request or at the conclusion of employment. Employees must not duplicate keys, share access credentials, or permit unauthorized individuals access to District facilities.

Questions regarding keys or building access should be directed to the District Office.
Applies To: Employees issued keys or access credentials
References: Key Control Procedure, Building Access Procedure

District Vehicles

District vehicles are provided to support educational programs and District operations. Employees authorized to operate District vehicles are expected to do so safely, responsibly, and in accordance with District policy and applicable law.
Employees are expected to:

- Use District procedures to reserve vehicles for District approved trips.
- Operate District vehicles only when authorized.
- Follow all applicable traffic laws and District vehicle procedures.
- Report accidents, damage, mechanical concerns, or safety issues promptly.
- Use District vehicles only for authorized District business.
- Maintain appropriate licensure and qualifications required for the vehicle being operated.

Questions regarding District vehicle use, reporting requirements, or driver qualifications should be directed to a supervisor or the District Office.

Applies To: Employees authorized to operate District or approved personal vehicles
References: Board Policy 8121 and 8100; Negotiated Agreements; District Vehicle Reservation Procedure.

Travel and Expense Reimbursement

Malta Public Schools supports employee travel that advances District programs, professional learning, and operational needs. Employees must obtain **prior** approval before incurring travel expenses and follow reimbursement procedures. Reimbursement for mileage, gas, meals, lodging, and other approved expenses is provided according to negotiated agreements, employment agreements, Board policy, and District procedures. Employees must submit required documentation within established timelines. Employees are expected to exercise sound judgment and responsible stewardship when incurring expenses on behalf of the District. Questions regarding travel authorization or reimbursement should be directed to the District Office.
Applies To: Employees authorized to travel on behalf of the District
References: Board Policy 7336, Negotiated Agreements

Records Management

Malta Public Schools maintains District records according to Board policy, Montana law, and records retention requirements.
Employees are expected to:

- Create and maintain District records accurately and professionally.
- Protect confidential records.
- Retain and dispose of records according to procedures and law.
- Cooperate with authorized records requests in accordance with Montana law and District Procedures.

Employees must not destroy, alter, or remove District records except as authorized. Questions regarding records management should be directed to the District Office.
Applies To: All Employees
References: Board Policy 8430, 7500, 5231, 4340, 3121; RM88 – Records Destruction; Title 2, Chapter 6, MCA

Copyright and Intellectual Property

Malta Public Schools respects the intellectual property rights of others and expects employees to comply with applicable copyright laws when using printed materials, digital resources, software, audiovisual content, online resources, and other copyrighted works.
Employees are expected to:

- Use copyrighted materials only as permitted by law, license, or District authorization.
- Follow applicable copyright and licensing requirements when copying, distributing, or displaying materials.
- Obtain appropriate permission when required.
- Respect software licensing agreements and subscription terms.

Questions regarding copyright, licensing, or permitted use should be directed to a supervisor or the District Office.

Applies To: All Employees

References: Federal Copyright Law; Board Policy 2312

Chapter 6 – Working with Students

Introduction

Supporting students is the central purpose of Malta Public Schools. Every employee contributes to providing a safe, respectful, inclusive, and supportive learning environment where students can learn and succeed. Employees share responsibility for protecting student rights, maintaining student confidentiality, supporting student well-being, and complying with federal and state laws, Board policies, and District procedures. This chapter provides an overview of employee responsibilities when working with students. Additional information is available in Board policies, administrative procedures, the Student/Parent Handbook, and applicable law.

Student Welfare

The health, safety, and well-being of students are the highest priorities of Malta Public Schools. Every employee shares responsibility for creating a safe, supportive, respectful, and inclusive learning environment where students are supported to learn, grow, and succeed.

Employees are expected to:

- Place student health, safety, and well-being at the forefront of decision-making.
- Treat students with dignity, respect, and fairness.
- Promote a positive learning environment.
- Report concerns affecting student welfare in accordance with District policy and applicable law.
- Exercise sound professional judgment when interacting with students.

Questions regarding student welfare should be directed to a building administrator or the District Office.

Applies To: All Employees

References: Board Policy 5232 and 3665, see also Chapter 2 – Professional Expectations

Educational Equity

Malta Public Schools is committed to providing all students with equitable access to educational opportunities, programs, services, and activities in accordance with applicable law and Board policy.

Employees are expected to:

- Treat all students with dignity, fairness, and respect.
- Support equitable access to educational opportunities.
- Avoid discrimination or favoritism.
- Follow applicable laws, Board policies, and District procedures related to student rights and nondiscrimination.

- Promote an inclusive learning environment where students are supported and encouraged to succeed.

Questions regarding educational equity, nondiscrimination, or student rights should be directed to a building administrator or the District Office.

Applies To: All Employees

References: Board Policy 3200 and 3210, Title VI, Title IX, Section 504, Americans with Disabilities Act

Student Privacy and Educational Records (FERPA)

Malta Public Schools protects the privacy of student education records in accordance with FERPA, Montana law, and Board policy.

Employees may have access to confidential student information as part of their responsibilities. This information must be used only for legitimate educational purposes and shared only with individuals who have a legitimate educational interest or as permitted by law.

Employees are expected to:

- Protect the confidentiality of student information
- Create and maintain student records accurately and professionally
- Access student records only as necessary to perform assigned responsibilities
- Avoid discussing confidential information in inappropriate settings
- Follow District procedures for collecting, maintaining, and releasing records

Questions regarding student records or FERPA should be directed to a building administrator or the District Office.

Applies To: All Employees

References: Board Policy 3121, 3600, 3606, 3608; Family Educational Rights and Privacy Act (FERPA)

Student Health and Medication

Malta Public Schools is committed to supporting the health and well-being of students while maintaining a safe learning environment. Employees are expected to follow District procedures regarding student illness, medication administration, medical emergencies, and health-related accommodations.

Employees are expected to:

- Follow District procedures regarding student health concerns.
- Administer or assist with medications only when authorized and appropriately trained.
- Report student illnesses, injuries, or medical emergencies promptly.
- Maintain the confidentiality of student health information.
- Follow applicable student health plans, emergency action plans, and accommodations when assigned responsibilities.

Questions regarding student health, medication administration, or medical accommodations should be directed to the school nurse, building administrator, or District **Office.**

Applies To: Employees whose responsibilities involve student health or medication administration
References: Board Policy 3410 and 3416

Student Discipline

Maintaining a safe, respectful, and orderly learning environment is a shared responsibility of all employees. Employees play an important role in establishing appropriate behavioral expectations, reinforcing positive conduct, and supporting District discipline procedures.
Employees are expected to:

- Maintain appropriate behavioral expectations consistent with their assigned responsibilities.
- Address student misconduct fairly, consistently, and professionally.
- Follow District discipline procedures and Board policy.
- Refer disciplinary matters requiring administrative intervention to the appropriate building administrator.
- Treat students with dignity while maintaining appropriate behavioral expectations.

Questions regarding student discipline procedures should be directed to a building administrator.
Applies To: All Employees
References: Board Policy 3200 and 3310; See also Student/Parent Handbooks

Mandatory Reporting of Child Abuse and Neglect

Malta Public Schools is committed to protecting the safety and well-being of every student. Under Montana law, all District employees are mandatory reporters. A District employee who has reasonable cause to suspect, as a result of information received in the employee's professional or official capacity, that a child is abused or neglected by any person, regardless of whether that person is a parent or another individual responsible for the child's welfare, must promptly report the matter to the Montana Department of Public Health and Human Services (DPHHS) or the appropriate local law enforcement agency. In addition to making the required report to DPHHS or law enforcement, employees must notify their building administrator or supervisor as soon as practical so the District can respond appropriately and fulfill its responsibilities. Employees are expected to complete all required District documentation following a report of suspected abuse or neglect. Failure to report suspected child abuse or neglect as required by law may result in disciplinary action and may subject the employee to legal consequences. An employee who makes a report in good faith and on reasonable grounds is provided immunity from civil or criminal liability as provided by law. Questions regarding mandatory reporting requirements should be directed to a building administrator, the Superintendent, or the District Office. Employees who

are uncertain whether a situation requires a report should seek immediate guidance; however, uncertainty should not delay a report when reasonable cause to suspect abuse or neglect exists.
Applies To: All Employees
References: Board Policy 5220 and 5232; 41-3-201 MCA; 41-3-203 MCA

Student Searches

Malta Public Schools recognizes the importance of balancing student privacy with the responsibility to maintain a safe and orderly learning environment. Employees who believe a search of a student, a student's belongings, or District property assigned to a student may be necessary should promptly notify the appropriate building administrator and follow District policy. Employees should not independently initiate or conduct a search unless authorized to do so under District policy or immediate action is necessary to protect the safety of students or others. Searches shall be conducted in accordance with Board policy, applicable law, and District procedures. Questions regarding student searches should be directed to a building administrator.
Applies To: All Employees
References: Board Policy 3231, See also Student/Parent Handbook

Appropriate Staff–Student Relationships

Maintaining appropriate professional relationships with students is essential. Employees should be familiar with **Chapter 2 – Professional Expectations**, which outlines professional boundaries, communication expectations, and appropriate interactions with students.
Questions regarding professional boundaries should be directed to a supervisor or building administrator.
Applies To: All Employees
References: Chapter 2 – Appropriate Relationships with Students; Board Policy 5223

Chapter 7 – Employee Relations

Introduction

Strong working relationships contribute to a positive workplace, effective communication, and the overall success of Malta Public Schools. Employees are encouraged to communicate professionally, resolve concerns constructively, and work collaboratively in support of students and the District's mission. This chapter provides an overview of employee relations, communication, problem-solving, and workplace processes. More detailed information regarding employment rights, negotiated agreements, Board policies, and legal requirements is available through the applicable governing documents.

Employee Evaluation

Employee evaluations are intended to support professional growth, recognize effective performance, provide constructive feedback, and promote continuous improvement. Evaluation processes vary based on employment category, negotiated agreements, employment agreements, Board policy, and applicable law.

Employees are expected to:

- Participate in the evaluation process.
- Complete required evaluation activities and documentation.
- Engage in professional growth and continuous improvement.
- Discuss questions regarding evaluations with their supervisor.

Questions regarding evaluation procedures should be directed to a supervisor or the District Office.

Applies To: All Employees

References: Board Policy 5222; Negotiated Agreements

Complaint Resolution

Malta Public Schools encourages employees to address workplace concerns promptly and professionally. Many questions or concerns can be resolved through respectful communication with supervisors or other appropriate individuals before becoming formal complaints.

Employees are encouraged to:

- Communicate concerns respectfully and professionally.
- Seek clarification when questions arise.
- Work cooperatively toward timely resolution of workplace concerns.
- Use the formal grievance or complaint procedures **established** in the applicable negotiated agreement, employment agreement, or Board policy when **informal** resolution is not appropriate or does not resolve the concern.

Questions regarding complaint resolution, grievance procedures, or employment concerns should be directed to a supervisor or the District Office.
Applies To: All Employees
References: Board Policy 1700; Negotiated Agreements

Harassment, Discrimination, and Retaliation

Malta Public Schools is committed to maintaining a workplace free from unlawful harassment, discrimination, intimidation, bullying, and retaliation. Employees should be familiar with Chapter 2 – Professional Expectations and the applicable Board policies governing harassment, discrimination, and retaliation. Questions regarding harassment, discrimination, retaliation, or reporting procedures should be directed to a supervisor, building administrator, the District's designated compliance officer, or the District Office.
References: See Chapter 2 – Professional Expectations; Board Policy 5012 and 5015

Ethics Concerns and Reporting

Malta Public Schools expects employees to conduct themselves with honesty, integrity, and professionalism in all aspects of their work. Employees who have questions or concerns regarding ethical responsibilities, conflicts of interest, misuse of public resources, or other potential violations of law or Board policy are encouraged to seek guidance and report concerns promptly.
Employees are encouraged to:

- Raise ethics concerns in good faith.
- Seek guidance when uncertain about ethical responsibilities.
- Report suspected violations of law, Board policy, or District procedures through appropriate channels.
- Cooperate with District reviews or investigations when requested.

Questions regarding ethics concerns should be directed to a supervisor, the Superintendent, or the District Office.
Applies To: All Employees
References: Board Policy 5223 and 5250

Quick Reference

Employment

- Employment Categories
- Employee Licensure & Qualifications
- Personnel Records
- Professional Responsibilities
- Separation from Employment

Compensation & Benefits

- Payroll
- Leave
- Benefits
- Retirement
- Overtime
- Employee Portal

Safety & Security

- Emergency Preparedness
- Workplace Injuries
- AEDs
- Bloodborne Pathogens
- Drug-Free Workplace
- Weapons
- Mandatory Safety Training

District Operations

- District Property
- Purchasing & Purchasing Cards
- Facilities & Building Use
- Keys & Building Access
- District Vehicles
- Travel & Expense Reimbursement
- Records Management
- Copyright & Intellectual Property

Working with Students

- Student Welfare
- Educational Equity
- FERPA
- Student Health & Medication
- Student Discipline
- Mandatory Reporting
- Student Searches
- Appropriate Staff–Student Relationships

Employee Relations

- Employee Evaluation
- Complaint Resolution
- Harassment, Discrimination & Retaliation
- Ethics Concerns

Employee Resources

- Payroll Calendar
- School Calendar
- Employee Portal Guide
- Purchasing Procedures
- Building Emergency Procedures
- Travel & Mileage Procedures
- Workers' Compensation Reporting
- Technology Quick Reference
- Staff Directory

If you are unable to locate the information you need, contact your supervisor or the District Office for assistance.

Revision History

Version	Date	Description
1.0	8/12/26	Initial adoption by the Board of Trustees