

Certified and Classified

Staff Handbook



2025-2026

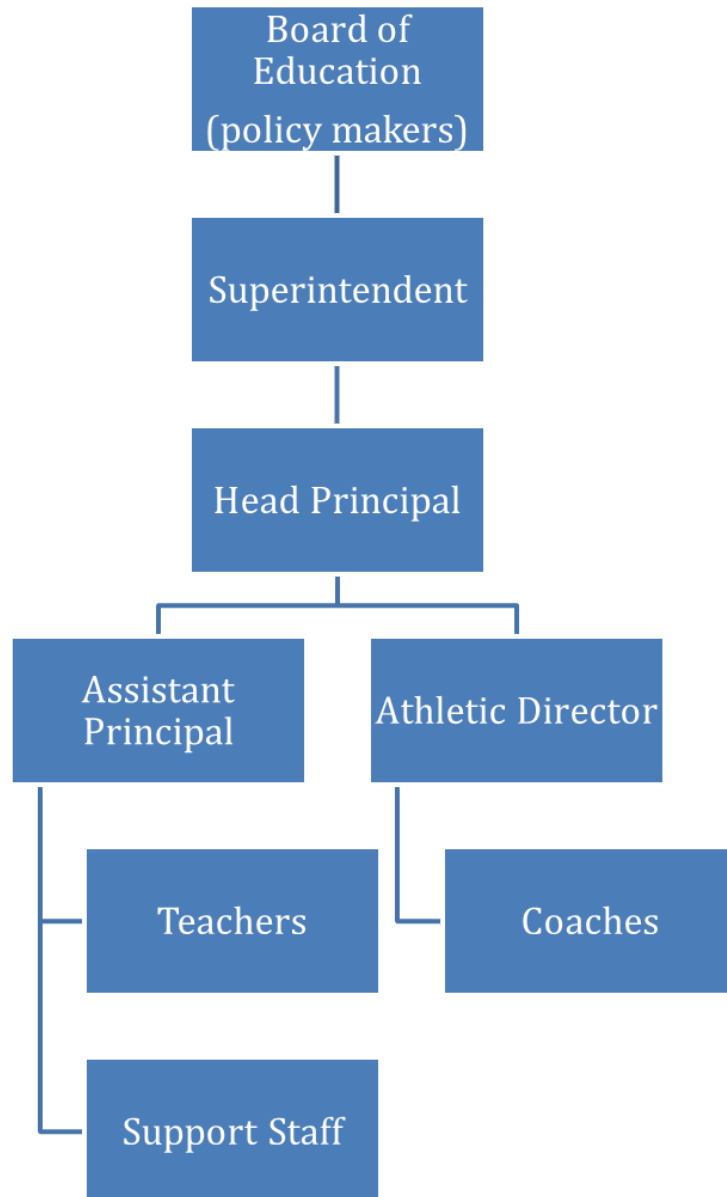
TABLE OF CONTENTS

Topic	Page #
Chain of Command	4
Admin Responsibilities	5
Master Calendar	6
Bell Schedules	7-8
Elementary Schedules	9-10
Junior High Schedule	11
Meeting & Assessment Schedule	12
Employment Categories & Equal Employment Opportunity	13
Disability Accommodation & Family Medical Leave Act	14
Military Leave, Jury Duty, Pay Days, Child Abuse Reporting, & Communicable Diseases/Bloodborne Pathogens/Infection Control Procedures	15
Drug Free Workplace, Tobacco Free Environment, & Emergency Closures	16
Harassment & Building Security	17
Emergency Procedures and Disaster Plans, Resignation of Staff, & Business Travel Expenses	18
School Vehicles, Use of Private Vehicles for District Business, Dress Code, & Computer Usage	19
Email Communication, School FaceBook, Purchase Orders, Cell Phones, Confidential information, Breakfast & Lunch, & Administering Medicines to Students	20
Communicable Diseases, Emergency Drills, & Field Trips and Special Events	21

TABLE OF CONTENTS - Continued

Topic	Page #
Moving Class or Holding Class Outdoors, Curriculum, Attendance and Punctuality, General Building Hours, & Absence Procedure	22
Professional Development, Evaluations, Classroom Environment	23
Classroom Management, Classroom Walkthroughs, Parent/Guardian Communication, Student Attendance, High School Passes, & Lesson Plans	24
Grades, Marking Periods, Hallway Monitoring, Lunch Dismissal, & Morning Announcements	25
Progressive Discipline Form	26
Extra Duties: Mentorship, Morning, Lunch, Recess, After School	26-30
Specials Rotation	31
MTSS, High School MTSS, & SEL Instruction - Traits of a Warrior	32
Class Advisors & Additional School Events and Activities	33
Fall Teacher Evaluation Schedule	34
Classified Staff Evaluations, Sick Leave,	35
Classified Vacation Leave	36-39
Classified Holidays, Personal Leave, & Break Schedule	39-41
Classified Overtime, Work day Checkout, Fair Labor Standards Act, & Payroll Advance Policy	42
Classified Staff Discipline & Uniform Complaint Procedure	43-45
Employee Acknowledgement Form	46

Chain of Command - All Brockton School employees are required to direct concerns or questions to their immediate supervisor as per the Chain of Command. Concerns should only be directed to a higher level if assistance was unable to be provided or was ineffective.



Administrative Responsibilities

Superintendent	Head Principal	Assistant Principal	Athletic Director
Finance & Infrastructure	SLT	CHAMPS and Student Discipline	Athletics
Federal & State Programs	Teacher Coaching	Library	Activities
School District Accreditation	Staff Evaluation	MTSS	ISS
Curriculum & Professional Development	Attendance	Staff Evaluation	
District Housing	Staff Leave	Teacher Coaching	
Teacher Recruitment & Retention	Announcements	SLT	
Community/ Partnerships	Teacher & Support Staff Supervisor	School website	
Facility Use	Truancy	District Vehicle Usage	
Transportation	Community Outreach	Special Education	
All Staff Supervisor	Counselor/HPDP Supervisor		
	CHAMPS and Student Discipline		
	Special Education and 504		

Master Calendar

August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

November 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

	P/T Conferences 3-6pm - 2pm Student Release	
	PIR - No Students	
	Holiday - No School for Staff and Students	
	End of Quarter	
	Noon Release	
	140 M-Th Days = 403 minutes per day x 140 = 940.33 hrs	
	34 Fridays = 350 minutes per day x 34 = 198.33 hrs	
	1 Noon Release = 218 minutes per day x 1 = 3.63 hrs	
	2 PT Conference Release = 310 minutes per day x 2 = 10.33 hrs	
	940.33 + 198.33 + 3.63 + 10.33 = 1152.62 hrs - 1080 hrs =	
	72.62 extra hrs / 7.5 hrs per full school day = 10 extra school days	

Extra Days
Seniors = 5 days
Grade 9th-11th = 10 days
Grade 7th-8th = 6 days
Grades 4th-6th = 9 days
Grades K-3rd = 42 days

- ★ Homecoming:
- ★ Thanksgiving: Nov. 26th-28th
- ★ Christmas: Dec. 22nd-Jan 2nd
- ★ Spring Break: April 2nd-6th
- ★ Prom: April 25th

- ★ K-8th Grade Dance: April 26th
- ★ Cleanup Day: May 8th
- ★ Senior Graduation: May 15th
- ★ 8th Grade Promotion: May 18th
- ★ Elementary Field Day: May 21st

High School Daily Bell Schedule M-TH

Breakfast 8:00-8:10

Advisory 8:10-8:15

1st Hour 8:15-9:15

2nd Hour 9:19-10:19

3rd Hour 10:23-11:23

HS MTSS 11:27-12:10

4th Hour 12:35-1:35

5th Hour 1:39-2:39

6th Hour 2:43-3:37

<u>Grade Level</u>	<u>Lunch times</u>
K-3	11:00-11:20
4-6	11:20:11:40
7-8	11:45-12:05
9-12	12:10-12:30

High School FRIDAY Bell Schedule

Breakfast 8:00-8:10

Advisory 8:10-8:15

1st Hour 8:15-9:15

2nd Hour 9:19-10:19

3rd Hour 10:23-11:23

HS MTSS 11:27-12:10

4th Hour 12:35-1:10

5th Hour 1:14-2:05

6th Hour 2:09-3:00

<u>Grade Level</u>	<u>Lunch times</u>
K-3	11:00-11:20
4-6	11:20:11:40
7-8	11:45-12:05
9-12	12:10-12:30

K-3 Schedule

	Kindergarten	1st Grade		2nd Grade	3rd Grade
Breakfast	8:00-8:10	8:00-8:10	Breakfast	8:00-8:10	8:00-8:10
Advisory	8:10-8:15	8:10-8:15	Advisory	8:10-8:15	8:10-8:15
Core 1 Block	8:15-9:05	8:15-9:05	Core 1 Block	8:15-9:20	8:15-9:20
Core 2 Block	9:05-10:00	9:05-10:00	Core 2 Block	9:20-10:24	9:20-10:24
Recess 1	10:00-10:20	10:00-10:20	Special 1	10:24-11:00	10:24-11:00
Special 1	10:24-10:54	10:24-10:54	Lunch	11:00-11:20	11:00-11:20
Lunch	11:00-11:20	11:00-11:20	Recess 1	11:20-11:40	11:20-11:40
Core 3 Block	11:24-12:41	11:24-12:41	Core 3 Block	11:40-12:45	11:40-12:45
Special 2	12:45-1:15	12:45-1:15	Special 2	12:45-1:15	12:45-1:15
Core 4 Block	1:19-2:25 F - 1:19-2:00	1:19-2:25 F - 1:19-2:00	Recess 2	1:20-1:40	1:20-1:40
Recess 2 Friday	2:25-2:45 2:00-2:20	2:25-2:45 2:00-2:20	Core 4 Block Friday	1:40-2:40 1:40-3:00	1:40-2:40 1:40-3:00
MTSS Friday	2:49-3:37 2:24-3:00	2:49-3:37 2:24-3:00	MTSS Friday	2:40-3:37 None	2:40-3:37 None

4th-6th Schedule

	<u>4th Grade Joel</u>	<u>5th Grade Tine</u>	<u>6th Grade Loweda</u>
Breakfast 8:00-8:10	Cafeteria	Cafeteria	Cafeteria
Advisory 8:10-8:15	Admin/Cafeteria	Admin/Cafeteria	Admin/Cafeteria
Core 1 8:15-9:50	ELA	ELA	ELA
Core 2 9:50-11:20	Math	Math	Math
Lunch 11:20-11:40	Lunch	Lunch	Lunch
Recess - 11:40-11:55	See Recess Duty Schedule in Handbook	See Recess Duty Schedule in Handbook	See Recess Duty Schedule in Handbook
Core 3 11:55-1:25	History/Science	History/Science	History/Science
MTSS / SPED - 1:25-2:00 F- None	Success 4 All Theme Reads and Do The Math (Rotate weekly)	Success 4 All Theme Reads and Do The Math (Rotate weekly)	Success 4 All Theme Reads and Do The Math (Rotate weekly)
Special 1 2:00-2:30 F - 2:00-3:00	Common Planning	Common Planning	Common Planning
Special 2 2:30-3:00	Common Planning	Common Planning	Common Planning
Recess 3:00-3:15 F - None	See Recess Duty Schedule in Handbook	See Recess Duty Schedule in Handbook	See Recess Duty Schedule in Handbook
Homeroom 3:15-3:37 F - None	Joel (AR, missing work, homework)	Tine (AR, missing work, homework)	Loweda (AR, missing work, homework)

Junior High Schedule

	<u>7th Grade</u>	<u>8th Grade</u>
Breakfast 8:00-8:10	Breakfast	Breakfast
Advisory 8:10-8:15	Admin	Admin
Core 1 8:15-9:45	ELA	Math
Recess 9:45-10:00	Recess	Recess
Core 2 10:04-11:41	Math	ELA
Lunch 11:45-12:05	Lunch	Lunch
Core 3 12:09-1:02	History	Science
Core 4 1:06-2:00	Science	History
Special 1 2:00-2:30	Common Planning	Common Planning
Special 2 2:30-3:00 F - 2:30-3:00	Common Planning	Common Planning
MTSS M-Th - 3:04-3:37 F - None	MTSS	MTSS

Meeting Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 a.m.	Attendance	SPED Team Meeting			
8:45 a.m.				District Leadership Team (DLT)	
3:00 p.m.					K-12 Staff Meeting
3:40 p.m.	7-8 Team Meeting	9-12 Team Meeting	School Leadership Team (SLT)	K-6 Team Meeting	

GENERAL INFORMATION

Assessment Schedule	
Fall MAPs (K-12)	August 18th - August 29th
Fall PASS (K-12)	August 25th - 29th
Dibels (K-3) BOY	August 25th -29th
MAST Window #1 (3-8)	October 13th-December 5th
Winter MAPs (K-12)	December 1st - December 12th
Winter PASS (K-12)	December 8th - 12th
Dibels (K-3) MOY	December 8th - 12th
MAST Window #2 (3-8)	January 12th - March 8th
ASVAB (10th Grade)	October TBA
ACT (11th Grade)	April 7th - April 17th
MAST Window #3 (3-8)	March 30th - May 22nd
SBAC Science only (5th & 8th Grade)	March 3rd - 7th
Spring MAPs (K-12)	April 20th - May 1st
Spring PASS	April 27th - 17th May 1st
Dibels (k-3) EOY	May 4th - 8th

Employment Categories

It is the intent of the District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the District.

Each employee is designated as either NONEXEMPT (Classified) or EXEMPT (Certified) from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by District management.

In addition to the above categories, each employee will belong to one other employment category:

PERMANENT FULL-TIME - Employees who are not in a temporary or introductory status and who are regularly scheduled to work the District's full-time schedule. Eligible for the District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PERMANENT PART-TIME - Employees who are not assigned to a temporary or introductory status and who are regularly scheduled to work forty hours per week at least nine months but less than twelve months of the year. They do receive all legally mandated benefits, and are eligible for the District's other benefit programs.

YEAR-ROUND PART-TIME - Employees who work less than forty hours per week and work fifty-two weeks per year.

SEASONAL - Employees who work less than forty hours per week, nine months per year.

TEMPORARY - Employed in any capacity for an indefinite duration.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Brockton Schools will be based on merit, qualifications, and abilities. Brockton Schools does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Brockton Schools will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Superintendent. Employees can raise concerns and make reports without fear of reprisal. Anyone

found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Disability Accommodation

Brockton Schools is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Brockton Schools is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Brockton Schools will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Brockton School is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Family and Medical Leave Act (FMLA)

In accordance with federal law, staff members employed by the district for the previous twelve months who have worked at least 1,250 hours during the year preceding may be eligible for FMLA leave.

Employees eligible for FMLA leave under federal law are entitled to take twelve work weeks of leave within a twelve month period for the:

1. Birth of the employee's child (eligibility expires twelve months after the birth).
2. Placement of a child for adoption or foster care when the child is under eighteen or older than eighteen if incapable of self-care (eligibility expires twelve months after placement).
3. Care of a spouse, child, or parent with a serious health condition.
4. The staff member's own serious health condition.

Contact the Superintendent for additional information regarding length of leave entitlements under state and federal law.

Military Leave

2-18-614. Military Leave Considered Service

A period of absence from employment with the state, county, or city occurring either during a war involving the United States or in any other national emergency and for ninety days thereafter for one of the following reasons is considered as a service for the purpose of determining the number of years of employment used in calculating vacation leave credits under this section:

1. Having been ordered on active duty with the armed forces of the United States.
2. Voluntary service on active duty in the armed forces or on ships operated by or for the United States government.
3. Direct assignment to the United States Department of Defense for duties related to national defense efforts if a leave of absence has been granted by the employer.

Jury Duty

Employees are expected to comply with summons for jury duty. Employees must submit a copy of the summons to their immediate supervisor prior to serving. *Any paycheck received from serving must be surrendered unless an employee elects to use vacation/personal leave for time lost on the job.*

Paydays

All employees are paid on a biweekly basis. Employees may elect to receive payment via paper check or direct deposit. Paper checks and Direct deposits are issued on Wednesdays. Employees will receive a statement that will include earnings for all work performed during the payroll period. No paychecks will be issued prior to payday.

In the event that a regular payday falls on a holiday, employees will receive pay on the last day of work before the regular scheduled payday. If a payday falls during an employee's vacation, the employee's paycheck will be available upon his or return to work or mailed upon request.

Child Abuse Reporting

Under Montana law, if any school staff member has reasonable cause to suspect that a child is being abused or neglected, it remains that individual's obligation to report the situation to the Child Abuse Hotline at 1-866-820-5437. The Head Principal and Superintendent are also to be immediately notified.

Communicable Diseases/Bloodborne Pathogens/Infection Control Procedures

The District provides for reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with the Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for the handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State and County Health Departments.

Staff members have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law.

Drug-Free Workplace

No staff member engaged in work in connection with a direct federal grant or contract of \$25,000 or more shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicles used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District where work on a federal grant is performed.

Each staff member engaged in work related to a District federal grant or contract of \$25,000 or more must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

Tobacco-Free Work Environment

In order to protect the health of students, staff, and the general public, tobacco use, including vape products, is prohibited on all District property and in District-owned vehicles.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment, smokeless tobacco, chew, material, or vape product.

Emergency Closures

In the event of hazardous or emergency conditions, all District schools, or selected schools, or grade levels may be closed, or schedules altered to provide delayed opening of school and/or early dismissal of students as appropriate.

Infinite Campus Messenger, District email, and text messaging will be used to contact staff in the event of a delay or closure. Additionally, local radio stations will regularly report delays or closures.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off will be paid. When the decision to close is made BEFORE the workday has begun, time off from work will be unpaid.

Staff members should refer to their negotiated agreements for information about whether they are required to report to work on school closure days.

Harassment

Harassment of staff members is strictly prohibited on District property, including non-District property while a staff member is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, in which students are under the control of the District or where the staff member is engaged in District business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment.
2. The member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment or assignment.
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance.
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the Principal or Superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the District's complaint process, at any time, as provided by law.

There will be no retaliation by the District against any person who, in good faith, reports harassment.

BUILDING SECURITY

All District employees are to enter Brockton School through the front doors. Individuals with disabilities may enter through the front ramp door. Exterior doors must be secured at all times and may never be propped open.

Teachers may choose to keep their doors open or closed during class time. When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are

expected to turn off the lights and secure all doors and windows. All exterior doors must be locked and secured at all times.

All staff are encouraged to refrain from keeping personal items of value in or about their desks. The District will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident, or vandalism.

Brockton School is monitored 24/7 with video and audio surveillance. Video may be reviewed by the Principal, Superintendent, or their designee.

Emergency Procedures and Disaster Plans

All staff will be provided with a copy of the District's emergency procedures plan. This plan must be readily accessible in all district offices and classrooms.

All District Administrators, Secretaries, and Custodians will be carrying walkie talkies during work hours. In the event of an emergency or drill, these individuals will be stationed at the main exits of the building to coordinate communication with staff and students.

STAFF OPERATIONAL PROCEDURES

Resignation of Staff

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Classified employees not under contract are expected to give due written notice that will permit the District to conduct a search for a suitable replacement. The Board expects a two week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Business Travel Expenses

Brockton Schools will reimburse employees for reasonable travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Brockton School Board.

Employees whose travel plans have been approved should clear all travel arrangements through Brockton School's District Office.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be advanced by Brockton Schools. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident with a school vehicle while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Brockton Schools may not be used for personal use without prior approval.

When travel is completed, employees must submit a completed travel claim and trip report within five working days. Reports should be accompanied by receipts for all “other” type expenses. Any advanced funds not expended for the purpose stated on the travel advance will be reimbursed to the Brockton Schools.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel claims, trip reports, reimbursement for specific expenses, or any other type of business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action up to and including termination of employment.

School Vehicles

District owned vehicles are available for Staff use for school business. A vehicle sign list is available to reserve a vehicle. Only reservations placed on the schedule will be honored.

[Vehicle Usage Reservation Spreadsheet](#)

Use of Private Vehicles for District Business

The use of private vehicles for District business, including the transportation of students, is generally discouraged. Staff members should use District-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff member may use a private vehicle for District business without permission from the Principal or Superintendent.

Dress Code

As adult role models, all employees are expected to dress professionally during work hours. Sweats, track pants, shorts, or any revealing clothing are not permitted to be worn during work hours. For certified staff, jeans may be worn on Fridays with an accompanying Brockton Warrior shirt.

Computer Usage

Certified Staff will be issued a computer prior to the start of the school year. Computers and software furnished to employees are District property and are intended solely for business use. Any documents, emails, or other electronic communications created on District devices or accounts are the property of Brockton Schools. Any issues with District computers must be reported to an employee's direct supervisor as soon as possible.

Email Communication

All District employees will be issued a Brockton School email address during their first week of employment. All employees are required to, at a minimum, check their District email at the start and end of each work day.

School Facebook Page

The District Facebook page is available for posting relevant school information. Proposed postings should be sent to the Principal for review and approval. All postings must be approved prior to posting.

Purchase Orders

No purchase, including purchases from student body funds, will be authorized unless covered by an approved purchase request. Purchase request forms must be filled out and submitted to the Principal for approval; these forms are available in the main office.

Cellphones

Staff are expected to set a positive example of cellphone use for students. Staff cell phone usage should only occur during prep time, before school, at lunch, after school hours, or in an emergency.

Confidential information

All staff members are responsible for protecting the personal information of students and parents. Strict confidentiality must be maintained in regards to student behavior, academic performance, and any other information deemed personal in nature. Discussion of confidential information in areas where others could hear these conversations or with individuals who have no need to know the information is strictly prohibited.

Breakfast and Lunch

Breakfast and lunch for staff members will be available daily at no charge. Breakfast will begin for staff at 7:45am. As the work day starts at 8am, staff members who wish to have a duty-free breakfast must do so prior to 8am. Classroom paras will serve as lunch monitors daily. Teachers will monitor lunch on a rotating basis. Certified and Classified staff not on duty during their lunch may leave the building during lunch hour by signing out at the main office.

STUDENT OPERATIONAL PROCEDURES

Administering Medicines to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by a parent or guardian. All medications will be kept in locked storage in the main office, unless a student must carry medication on his/her person during the school day.

Teachers are 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 parents as soon as possible. Attempts to contact parents or guardians must be documented.

Communicable Diseases

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in the Montana Code Annotated and rules of the County Health Department. Services generally will not be provided to students excluded unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the students would not be excluded from school, the District will inform the appropriate staff member to protect against the risk of exposure.

Emergency Drills

In accordance with the requirements of law, all teachers in grades K-12 must provide instruction on fire and earthquake dangers and drills for at least thirty minutes each school month. At least four fire drills, two tornado drills, and two lockdown drills will be conducted each year for grades K-12.

A map of the fire escape route will be posted near the doorway of each classroom and reviewed with students. Upon sounding of the fire alarm, teachers are required to:

1. Immediately direct all students to exit the building in an orderly fashion using the posted evacuation route. Students may not stop at lockers, drinking fountains, restrooms, etc.
2. Close windows, turn off lights, and leave doors unlocked.
3. Escort students at least fifty feet from the building and take attendance. Report any missing students to the Principal.
4. Upon the all clear signal, escort students back to class and take attendance.

Field Trips and Special Events

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

Requests should be submitted in writing to the Principal well in advance of the proposed activity using the District Field Trip Request Form. All such requests will be considered based on such factors as the 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 the 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 acknowledgement of the student conduct guidelines, to the main office prior to departure for the scheduled activity.

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

K-6 classes must have an end-of-year field trip.

Any out-of-state travel must be approved by the School Board.

[Field Trip Request Form](#)

Moving Class or Holding Class Outdoors

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

As holding classes outdoors can present a distraction and safety hazard to students in the class, as well as to staff in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise approved by the Principal.

Curriculum

Curriculum guides are available for all courses taught by the District. Curriculum guides reflect a consistent and coherent structure for the education of District students.

The curriculum established for the courses and grade levels of this District provide 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 Principal or Superintendent approval. Teachers with questions regarding curriculum should contact the Principal.

STAFF ATTENDANCE

Attendance and Punctuality

To maintain a safe and productive work environment, Brockton Schools expects employees to be reliable and punctual in reporting for scheduled work. Any deviation from contracted work hours must be reported in advance to an employee's immediate supervisor. Work hours will vary by position and are subject to an employee's contract and job description.

General Building Hours

Monday-Thursday: 8:00am-4:00pm (doors open for students at 7:45 a.m.)

Friday: 8:00am-3:15pm (doors open for students at 7:45 a.m.)

Absence Procedure

Planned Absences - Staff members who are planning to be absent from work must submit an Absence Form, available in the main office. Absence Forms must be turned into Head Principal Evan Cummins in the High School office at least 24 hours in advance of the planned absence.

Emergency Absences - In the event of an emergency absence, staff members must contact Head Principal, Evan Cummins, and Assistant Principal, RaeAnne Edmisten using the numbers below. Text messages are preferred, and staff members should state their name in the message:

Evan Cummins: 605-216-3932

RaeAnne Edmisten: 406-478-7437

Absence notices need to be received by the Head Principal and Assistant Principal no later than 7:30am to allow time for coverage to be found. In addition, Absence Forms must be turned into Evan Cummins in the main office within 24 hours of return from the absence.

Teachers must leave student work and detailed lesson plans for each day absent on their desks; these may also be emailed directly to Evan Cummins and RaeAnne Edmisten.

Leaving Early - From time to time, it may be necessary for an employee to leave early due to unforeseen circumstances. In these instances, permission from the Head Principal must be obtained prior to the employee's departure.

Failure to follow the above policy will result in employee discipline in accordance with the employee handbook.

CERTIFIED STAFF

For additional information regarding Certified Staff see the [Brockton CBA, 2024-2025 Master Schedule](#), [Brockton Student Handbook 2024-2025](#).

Professional Development [PIR Schedule](#)

All teachers are encouraged to take advantage of professional development (PD) opportunities. PD requiring leave time or financial support must be pre-approved by the Principal using the form attached below.

[PD Form](#)

Evaluations

All Certified staff will be evaluated twice per year using the procedures outlined in the Collective Bargaining Agreement. Evaluations will take place in October and February.

Classroom Environment

All teachers have a collective responsibility to nurture a safe, orderly, and respectful environment for students. To keep the learning environment positive, classrooms should be bright, inviting, clean, and organized. Classroom rules and expectations must be clearly posted, along with learning targets for each class.

Classroom Management

Brockton Schools will be utilizing the CHAMPS method of classroom management for the 2025-2026 school year. Professional training and materials will be provided to all staff members throughout the school year. All student discipline issues requiring administrator support must be entered into the Infinite Campus Behavior Referral system. For specifics on student discipline procedures, please see the Student Code of Conduct.

Classroom Walkthroughs

Unannounced classroom walkthroughs will take place throughout the school year as a part of each teacher's coaching cycle. Teachers will identify a desired area of professional growth at the start of the year; walkthroughs will focus on providing feedback on both the desired growth area and overall District goals.

Parent/Guardian Communication

Communication with parents and guardians is an essential part of a teacher's position. All teachers will be responsible for making individual contact with their students' parents and guardians a minimum of once per quarter. Communications should focus on positive student successes when possible. All parent/guardian emails and phone calls must be responded to within twenty four hours of receipt. A communication log must be available for administration review during teacher evaluations. The log may be in the format of the teachers choosing, but must include the communication date, purpose, and outcome.

Student Attendance

Attendance and tardies must be entered into Infinite Campus within the first five minutes of each class period. Automated attendance phone calls will be made to absent students' parents and guardians at 9:30 am each morning.

High School Passes

High School student hall passes are authorized only by the front office. Students get one hall pass per day (bathroom, locker, etc.). A tardy for any class will count as that day's hall pass and no additional passes will be awarded to that student for that day. Students in the hall with no pass will forfeit their hall pass the following day. No passes are permitted during the first 15 minutes and last 15 minutes of each class period.

Lesson Plans

Lesson plans must be completed weekly by 8am on Monday mornings, and may be typed or hand-written. At minimum, lesson plans must identify each class's learning target, assessment, introductory activity, main lesson, and closing activity. All lesson plans must be shared with administration each week.

Grades

Assignments and grades must be documented in the Grade Book portion of Infinite Campus. Each teacher's grade book must be updated a minimum of one time each week. Final grades must be submitted in Infinite Campus for all students each quarter.

Marking Periods

<u>Marking Period</u>	<u>Last Day of Quarter</u>	<u>Grades Due</u>
1st Quarter	October 10th	October 14th
2nd Quarter	December 19th	January 5th
3rd Quarter	March 13th	March 16th
4th Quarter	May 21st	May 22nd

Hallway Monitoring

As part of the CHAMPS goal to promote a positive and safe school climate, all Certified Staff are required to be outside of their classroom doors in the hallway during passing time, monitoring and greeting students as they enter the classroom.

Lunch Dismissal

Classes are to be escorted to the lunchroom by each classroom teacher when lunch begins. Teachers on lunch duty will remain in the lunchroom for the duration of the lunch hour, actively monitoring students. Students may not leave the lunchroom during lunch hour unless accompanied by an adult.

Morning Announcements

All Certified staff and students are required to attend morning announcements in the cafeteria. A shared announcements Google document will be available for teachers to add announcements to the agenda each day.

[Shared Announcements Document](#)

Progressive Discipline Form - Administrator Use Only

Student Name _____

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense	6th and Above
Date						
Administrator in charge						
Parent Contact						
Consequence	Warning / Restorative Justice	Lunch Detention	Afterschool Detention	ISS	ISS and Behavior Intervention Meeting	Referral to Superintendent

**Major Offenses to be completed in Infinite Campus*

Extra Duties

Mentorship need to visit

Mentor	Mentee
Beth Ketcher/Tess Segubiense	Garnet Dionaldo
Tess Segubiense	Edna Hermida
RaeAnne Edmisten/Daisy Ramirez	Amecia Mamigo
RaeAnne Edmisten/Daisy Ramirez	Frilie Alparaque
Ray Barron	Nelson Caday
Ray Barron	Chello Abello
Evan Cummins	William Sorteberg
Loweda Diocos	Joel Segubiense

Morning Duty - 8:00-8:15am

	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria	Classroom Paras	Classroom Paras	Classroom Paras	Classroom Paras	Classroom Paras
Bus Entrance	Star	Star	Star	Star	Star
Main Entrance	Nichole	Nichole	Nichole	Nichole	Nichole
Elementary Hall	Wind and Classroom Paras	Wind and Classroom Paras	Wind and Classroom Paras	Wind and Classroom Paras	Wind and Classroom Paras
High School Hall	Nichole	Nichole	Nichole	Nichole	Nichole
Lunch Tables sitting with 1st hour Classes	All remaining Certified Staff	All remaining Certified Staff	All remaining Certified Staff	All remaining Certified Staff	All remaining Certified Staff

Lunch Duty

All K-6 teachers will have lunch duty to monitor their classes in the cafeteria.

All 7-12 and SPED teachers will be assigned lunch duty three days per week (see schedule below).

Lunch Duty Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<u>K-3 Lunch</u> 11:00-11:20	Cummins Santos DeJesus Acson Segubiense	Cummins Santos DeJesus Acson Segubiense	Cummins Santos DeJesus Acson Segubiense	Cummins Santos DeJesus Acson Segubiense	Cummins Santos DeJesus Acson Segubiense
<u>4-6 Lunch</u> 11:20-11:40	Edmisten Diocos Eblacas Segubiense J	Edmisten Diocos Eblacas Segubiense J	Edmisten Diocos Eblacas Segubiense J	Edmisten Diocos Eblacas Segubiense J	Edmisten Diocos Eblacas Segubiense J
<u>MS Lunch</u> 11:45-12:07	Cummins Barron DeCoteau Abello Young Dionaldo	Cummins Barron DeCoteau Abello Young Dionaldo	Cummins Barron DeCoteau Abello Young Dionaldo	Cummins Barron DeCoteau Abello Young Dionaldo	Cummins Barron DeCoteau Abello Young Dionaldo
<u>HS Lunch</u> 12:10-12:31	Ramirez Wood Dejano Wind Caday Alaparaque Edmisten	Ramirez Wood Dejano Wind Cheek Sorteberg Edmisten	All 9-12 Staff Edmisten	Taylor Hermida Mamigo Cheek Ketcher Sorteberg Edmisten	Taylor Hermida Mamigo Caday Ketcher Alaparaque Edmisten

Recess Schedule and Duty

	<u>K-1</u>	<u>2-3</u>	<u>4-6</u>
AM Recess	10:00-10:20 1st Grade Para (Slide) K Para (Swings) Foote (Field) Edmisten (Extra)	11:20-11:40 Acson (Slide) Foote (Swings) Good Bird (Field) Segubiense (Floater)	11:40-11:55 Steele (Slide) Foote (Swings) 4-6 Para (Field) Edmisten (Floater)
PM Recess	2:25-2:45 F 2:00-2:20 De Jesus (Slide) K Para (Swings) 1st grade Para (Field) Santos (Floater)	1:20-1:40 Foote (Slide) Good Bird (Swings) Steele (Field) Cummins (Floater)	3:00-3:15 Eblacas (Slide) Diocos (Swings) Segubiense J (Field) Steele (Floater) Cummins (Extra)

After School Duty Schedule 3:37-3:42

	Monday	Tuesday	Wednesday	Thursday	Friday
Front Parking Lot	Young	Young	Young	Young	Young
Middle School - Bus Entrance	Edmisten	Edmisten	Edmisten	Edmisten	Edmisten
Main Entrance	Star	Star	Star	Star	Star
Elementary Hall	Tess	Tess	Tess	Tess	Tess
High School Hall	Cummins	Cummins	Cummins	Cummins	Cummins
Elementary Parent Pick Up student waiting room	Acson	Acson	Acson	Acson	Acson
Standing at classroom doors	All remaining Certified and Support Staff	All remaining Certified and Support Staff	All remaining Certified and Support Staff	All remaining Certified and Support Staff	All remaining Certified and Support Staff

Specials Rotation

10:24-11:00	Monday	Tuesday	Wednesday	Thursday	Friday
K	Library	Art	Dakota	Gym	SEL
1	Art	Dakota	Gym	SEL	Library
2	Dakota	Gym	SEL	Library	Art
3	Gym	SEL	Library	Art	Dakota

12:45-1:15	Monday	Tuesday	Wednesday	Thursday	Friday
K	Gym	Library	Music	Art	Dakota
1	Library	Music	Art	Dakota	Gym
2	Music	Art	Dakota	Gym	Library
3	Art	Dakota	Gym	Library	Music

2:00-2:30	M	T	W	TH	F
4	Gym	Dakota	SEL	Art	Library
5	Dakota	SEL	Library	Keyboarding	Art
6	SEL	Art	Dakota	Library	Keyboarding
7	Art	Music	Woods	Cooking/Cleaning	Gym
8	Music	Woods	Art	Gym	Cooking/Cleaning

2:30-3:00	M	T	W	TH	F
4	Music	Gym	Library	Dakota	Gym
5	Library	Manners/Hygiene/ Etiquette	Music	Gym	Library
6	Health Nutrition/Physical Fitness	Library	Gym	Music	SEL
7	Art	Dakota	Woods	Cooking/Cleaning	Keyboarding
8	Dakota	Woods	Art	JMG	Art

MTSS - In Brockton Schools, Multi Tiered System of Supports (MTSS) is a framework for providing targeted instruction in ELA, Math, and socioemotional topics. Students are grouped

according to academic ability or socioemotional need and provided with instructional interventions and additional support to help bridge the gap between their performance or functioning and that of their peers.

Data from District academic assessments, like NWEA MAPs, and socioemotional assessments, like PASS, are utilized to identify student deficiencies or challenging issues. This data helps guide both instructional and grouping decisions. Students are continually progress monitored during MTSS via teacher formative assessment. Once students become proficient in an area of deficiency, teachers progress to the students' next area of struggle or challenge.

The goal of MTSS is to bring all students up to standard grade level expectations academically, socially, and emotionally.

High School MTSS - 11:27-12:10 - Teacher of Record: ELA - Daisy / Math - Grace / SPED - Beth / Instructional Assistants - Nelson, Frilie, Edna.

SEL Instruction - Traits of a Warrior

Classroom Teachers are required to provide SEL instruction on the following traits for at least 30 minutes per week. Teachers are encouraged to utilize Second Step Lessons for SEL instruction.

August: Student Code of Conduct

September: Respect

October: Humility

November: Truth

December/January: Love

February: Wisdom

March: Honesty

April: Courage

May: End of the year Traits of a Warrior Awards

Class Advisors

Class Advisor positions are paid, contracted positions and are not pre-assigned. Staff members interested in applying for any of these positions may do so at the start of the school year. Details on advisor positions are below.

Class Advisor and Activity Positions

Grade/Activity	Advisor	Fundraiser	Activities
7		Carnival booth	Homecoming Cleanup
8		Carnival booth Popcorn and Pickles (Fall)	Field Day
9	Mr. Ray	Pop Shots - V. Basketball	Elementary Dance
10	Ms. DeCoteau	Volleyball and Football Concessions	Community Cleanup
11	Ms. Garnet	Frappe Fridays 50/50 raffle	Prom Junior Class Advisor Handbook
12	Ms. Daisy	Basketball Concessions/ Tournament Ad Sales	Plans Graduation and Senior Trip with Senior Class Senior Class Advisor Handbook
Student Council	Mrs. Cheek/Ms. Edmisten	Butterbraids Lotus's	Student Activities
JMG	Ms. Ray	Popcorn and Pickles Spring	JMG Conference
Detention			
Bus Duty			
Tutoring			

Additional School Events and Activities

- See the [Copy of Brockton School 25-26 Activity/Event Sign-up List](#)

Fall Teacher Evaluation Schedule

Certified Staff Name and Evaluator	Evaluation Week (pre, eval, and post)
Santos - Cummins Acson - Cummins Segubiense- Edmisten Diocos - Edmisten DeCouteau - Cummins Dionaldo - Edmisten	Oct 1-4/Feb 3-7
Taylor -Edmisten Segubiense J - Cummins Dejano - Cummins Cheek - Edmisten Colvin - Edmisten	Oct 7-11/Feb 10-14
Caday - Edmisten Alparaque - Cummins Sorteberg Cummins Young -Edmisten	Oct 14-16/Feb 17-21
Wood - Cummins Ramirez -Edmisten Eblacas -Edmisten De Jesus - Cummins Wind - Cummins	Oct 21-25/Feb 24-28
Edmisten - Cummins Barron - Edmisten Hermida - Cummins Mamigo - Cummins Ketcher -Edmisten Chelo -Edmisten	Oct 28-31/Mar 3-7

CLASSIFIED STAFF

Evaluations

All Classified Staff will be evaluated twice per year using the District approved evaluation tool.

Sick Leave

For Classified Staff, sick leave means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Immediate family shall mean the employee's spouse and children residing in the employee's household. Each request will be judged by the District in accordance with Policy 5321.

Classified employees shall be granted sick leave benefits in accordance with 2-18-618, MCA.

2-18-618. (Effective July 1, 2023) Sick leave.

(1) A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals 1 year. Sick leave credits must be credited at the end of each pay period. Sick leave credits are earned at the rate of 12 working days for each year of service without restriction as to the number of working days that may be accumulated. Employees are not entitled to be paid sick leave until they have been continuously employed 90 days.

(2) An employee may not accrue sick leave credits while in a leave-without-pay status.

(3) Permanent part-time employees are entitled to prorated leave benefits if they have worked the qualifying period.

(4) Full-time temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period.

(5) A short-term worker may not earn sick leave credits.

(6) Except as otherwise provided in **2-18-1311**, an employee who terminates employment with the agency is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave. The pay attributed to the accumulated sick leave must be computed on the basis of the employee's salary or wage at the time the employee terminates employment with the state, county, or city. Accrual of sick leave credits for calculating the lump-sum payment provided for in this subsection begins July 1, 1971. The payment is the responsibility of the agency in which the sick leave accrues. However, an employee does not forfeit any sick leave rights or benefits accrued prior to July 1, 1971. However, when an employee transfers between agencies within the same jurisdiction, the employee is not entitled to a lump-sum payment. In a transfer between agencies, the receiving agency shall assume the liability for the accrued sick leave credits earned after July 1, 1971, and transferred with the employee.

(7) An employee who receives a lump-sum payment pursuant to this section or who, pursuant to **2-18-1311**, converts unused sick leave to employer contributions to a health care expense trust account and who is again employed by any agency may not be credited with sick leave for which the employee has previously been compensated or for which the employee has received an employer contribution to the health care expense trust account.

(8) Abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payments provided for in this section.

(9) An employee of a state agency may contribute any portion of the employee's accumulated sick leave or accumulated vacation leave to a nonrefundable sick leave fund for state employees and becomes eligible to draw upon the fund if an extensive illness or accident exhausts the employee's accumulated sick leave, irrespective of the employee's membership or nonmembership in the employee welfare benefit plan established pursuant to **2-18-1304**. The department of administration shall, in consultation with the state employee group benefits advisory council, provided for in **2-15-1016**, administer the sick leave fund and adopt rules to implement this subsection.

(10) A local government may establish and administer through local rule a sick leave fund into which its employees may contribute a portion of their accumulated sick leave or vacation leave.

Vacation

The Classified and twelve month administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

2-18-611. Annual vacation leave.

(1) Each permanent full-time employee shall earn annual vacation leave credits from the first day of employment. Vacation leave credits earned must be credited at the end of each pay period. However, employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of 6 calendar months.

(2) Seasonal employees earn vacation credits. However, seasonal employees must be employed for 6 qualifying months before they may use the vacation credits. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order to avoid a break in service.

(3) Permanent part-time employees are entitled to prorated annual vacation benefits if they have worked the qualifying period.

(4) An employee may not accrue annual vacation leave credits while in a leave-without-pay status.

(5) Temporary employees earn vacation leave credits but may not use the credits until after working for 6 qualifying months.

(6) A short-term worker or a student intern, as both terms are defined in **2-18-601**, may not earn vacation leave credits, and time worked as a short-term worker or as a student intern does not apply toward the person's rate of earning vacation leave credits.

2-18-612. Rate earned. (1) Vacation leave credits are earned at a yearly rate calculated in accordance with the following schedule, which applies to the total years of an employee's employment with any agency whether the employment is continuous or not:

Years of Employment	Working Days Credit
1 day through 10 years	15
10 years through 15 years	18
15 years through 21 years	21
20 years or more	24

(2) (a) For the purpose of determining years of employment under this section, an employee eligible to earn vacation credits under **2-18-611** must be credited with 1 year of employment for each period of:

(i) 2,080 hours of service following the date of employment. An employee must be credited with 80 hours of service for each biweekly pay period in which the employee is in a pay status or on an authorized leave of absence without pay, regardless of the number of hours of service in the pay period.

(ii) 12 calendar months in which the employee was in a pay status or on an authorized leave of absence without pay, regardless of the number of hours of service in any 1 month. An employee of a school district, a school at a state institution, or the university system must be credited with 1 year of service if the employee is employed for an entire academic year.

(b) State agencies, other than the university system and a school at a state institution, shall use the method provided in subsection (2)(a)(i) to calculate years of service under this section.

2-18-617. Accumulation of leave -- cash for unused -- transfer -- death benefit. (1) (a) Except as provided in subsection (1)(b), annual vacation leave may be accumulated to a total not to exceed two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess was accrued.

(b) It is the responsibility of the head of an employing agency to provide reasonable opportunity for an employee to use rather than forfeit accumulated vacation leave. If an employee makes a reasonable written request to use excess vacation leave before the excess vacation leave must be forfeited under subsection (1)(a) and the employing agency denies the request, the excess vacation leave is not forfeited and the employing agency shall ensure that the employee may use the excess vacation leave before the end of the calendar year in which the leave would have been forfeited under subsection (1)(a).

(2) (a) An employee who terminates employment for a reason not reflecting discredit on the employee and who has worked the qualifying period set forth in **2-18-611** is entitled upon the date of termination to either:

(i) cash compensation for unused vacation leave if the employee is not subject to subsection (2)(a)(ii); or

(ii) conversion of the employee's unused vacation leave balance to an employer contribution to an employee welfare benefit plan health care expense trust account established pursuant to **2-18-1304** if:

(A) the employee is a member who belongs to a voluntary employees' beneficiary association established under **2-18-1310**; and

(B) the contracting employer has entered into an agreement with members of the common association for an employer contribution based on unused vacation leave provided for in **2-18-611**.

(b) Vacation leave contributed to the sick leave fund, provided for in **2-18-618**, is nonrefundable and is not eligible for cash compensation upon termination.

(c) If an employee has earned vacation leave but dies from an accident while on the job, the accumulated vacation leave available for cash compensation under subsection (2)(a)(i) must be paid out as a death benefit to the employee's beneficiary or estate. This benefit is in addition to workers' compensation benefits, if those are applicable.

(3) If an employee transfers between agencies of the same jurisdiction, cash compensation may not be paid for unused vacation leave. In a transfer, the receiving agency assumes the liability for the accrued vacation credits transferred with the employee.

(4) An employee may contribute accumulated vacation leave to a nonrefundable sick leave fund provided for in **2-18-618**. The department of administration shall, in consultation with the state employee group benefits advisory council, provided for in **2-15-1016**, adopt rules to implement this subsection.

(5) This section does not prohibit a school district from providing cash compensation for unused vacation leave in lieu of the accumulation of the leave, either through a collective bargaining agreement or, in the absence of a collective bargaining agreement, through a policy. *(Subsection (2)(c) terminates June 30, 2023--sec. 10, Ch. 167, L. 2019.)*

Vacation Leave

Classified employees are entitled to vacation leave with pay after they have been continuously employed for six months. Vacation leave is earned beginning with the first day of employment. Vacation leave credits are earned at a yearly rate calculated in accordance with the following schedule:

Completed Employment	Calculation	Working Days
0-10 Years	.058 X # of hours	15
11-15 Years	.069 X # of hours	18
16-20 Years	.081 X # of hours	21
21 Years +	.092 X # of hours	24

Excess vacation is not forfeited if taken within the ninety calendar days from the last day of the calendar year in which the excess was accrued. (MCA 2-18-612)

Year-round, part-time, seasonal, and permanent part-time employees shall earn a prorated amount of vacation time. Temporary employees do not earn leave.

Annual vacation leave may be accumulated up to twice the annual earned vacation time, for permanent full-time, permanent part-time, and year round part time employees. All leave is paid in full at the end of the school year for seasonal employees. The District suggests that employees take vacation leave at a time other than the 180 days when students are in school. All vacation leave must be pre-approved as per the leave request portion of these policies.

Holidays

The District will grant holiday time off to Classified employees as per the categories and stipulations below.

The following days will be paid holidays for permanent full-time employees:

1. New Years Day - December 31 - ½ day and January 1st
2. MLK Day - 3rd Monday in January
3. Presidents Day - 3rd Monday in February
4. Memorial Day - Last Monday in May
5. Independence Day - July 4th
6. Labor Day - First Monday in September
7. Indigenous Peoples Day - Second Monday in October
8. Veterans Day - November 11th
9. Thanksgiving - Fourth Thursday and Friday in November
10. Christmas - December 25th and December 24th or 26th
11. Spring Vacation - Good Friday and Monday

Personal Leave

Three days annually of personal leave will be provided to each Classified employee for personal reasons which require the employee's absence during working hours. Use of personal leave requires a minimum of 24 hours notice to the Principal and/or Superintendent. Personal leave cannot be carried over from year to year. Unused personal leave will not be paid out at the end of the school year.

Breaks

Scheduled breaks are provided to all Classified employees to ensure safety and efficiency. All Classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight or more hours are entitled to two 15-minute breaks and one 30-minute lunch break.

Classified employees are expected to adhere to the break schedule established by the Principal. Deviation from the regularly scheduled break period requires approval from the Principal.

[2024-2025 Support Staff Schedule](#)

Support Staff Schedules

Employee	Position	Start Time	End Time	AM Break	Lunch	PM Break
Melody Bear	Kindergarten Para	8:00	4:00	9:45-10:00	11:00-11:30	2:00-2:15
Ivey Lambert	1st Grade Para	8:00	4:00	9:45-10:00	11:00-11:30	2:00-2:15
	2nd Grade Para	8:00	4:00	9:45-10:00	11:00-11:30	2:00-2:15
Kori Good Bird	3rd Grade Para	8:00	4:00	9:45-10:00	11:00-11:30	2:00-2:15
Waverly Bear	4th-6th Para	8:00	4:00	9:45-10:00	11:10-11:40	2:00-2:15
Marquel Roberts	7th-12th Para	8:00	4:00	9:00-9:15	12:10-12:40	2:45-3:00
Lexi Steele	SPED Para	8:00	4:00	9:00-9:15	12:00-12:30	2:45-3:00
	SPED Para	8:00	4:00			
Noreen Lone Bear	Head Cook	6:00	2:00			
Norma Big Crow	Assistant Cook	6:00	2:00			
	Kitchen Help	6:00	2:00			
Henry Lone Bear	Head Janitor	6:00	2:00	9:00-9:15	11:00-11:30	1:00-1:15
Jamis Rattling Thunder	HS Night Janitor	4:00	12:00 a.m.	6:30-6:45 p.m.	7:00-7:30 p.m.	10:00-10:15 p.m.
	Assistant Janitor	8:00	4:00	10:00-10:15	12:00-12:30	2:00-2:15
Dee Crowe	K-8 Night Janitor	1:00	9:00	3:00-3:15 p.m.	5:00-5:30 p.m.	7:00-7:15 p.m.
Nichole Lone Bear	Main Office Secretary	7:30	3:30	9:45-10:00	12:00-12:30	2:00-2:15
Star Foote	Main Office Assistant	8:00	4:00	10:20-10:35	12:30-1:00	2:15-2:30

Overtime

When operating requirements or other needs cannot be met during working hours, employees may be scheduled to work overtime hours. When possible, advance notice of these mandatory assignments will be provided. All overtime work must receive the Superintendent's prior authorization.

Compensatory time is granted in lieu of overtime pay. Compensation is based on actual hours worked. Time off on sick leave, vacation pay, or any leave of absence will not be considered hours worked for the purpose of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the Superintendent may be subject to disciplinary action, up to and including termination.

Work Day Checkout

Classified staff are permitted to leave the building and District grounds during their lunch break. All staff are required to check in/out with the Principal.

Fair Labor Standards Act

Regular working hours for all Classified staff will be set by the Principal. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the Superintendent.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Failure to comply will result in disciplinary action in accordance with applicable provision of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notifications to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

1. What constitutes non-exempt working hours
2. What constitutes normal working hours
3. That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization by the Superintendent
4. That employee time sheets are a true reflection of all time worked, whether it is more or less than normally scheduled hours
5. That a written corrective statement be given to employees not complying with established procedures

Payroll Advance Policy (Board Approved on 11/12/2024)

Payroll advances will only be considered for the following special occasions: funerals for immediate family members, serious family illness within the immediate family, Senior graduation, and State tournaments. Payroll advances will be capped at up to a maximum of \$700 per occasion and must be paid back entirely at the next regularly scheduled pay period. All payroll advance requests must be pre-approved by the Superintendent.

Classified Staff Discipline

Classified staff discipline will follow the below steps:

1. Verbal warning
2. Written warning with specific steps for improvement.
3. Written warning and meeting with supervisor, Principal, and Superintendent
4. Suspension and recommendation for termination sent to the school board

Severe infractions may result in immediate recommendation for termination.

[Classified Uniform Complaint Procedure - Policy 1700](#)

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure, when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1: Informal

An individual with a complaint is first encouraged to discuss it with the appropriate teacher, counselor, or building administrator, with the objective of resolving the matter promptly and informally. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

In the event the building administrator and superintendent are the same person, go directly to Level 3.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the building administrator will investigate and attempt to resolve the complaint. The administrator will respond in writing to the complaint, within thirty (30) calendar days of the administrator's receipt of the complaint. If either the complainant or the person against whom the complaint is filed is dissatisfied with the administrator's decision, either may request, in writing, that the Superintendent review the administrator's decision. (See Level 3.) This request must be submitted to the Superintendent within fifteen (15) calendar days of the administrator's decision.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. A coordinator may hire, with the approval of the Superintendent, an independent investigator to conduct the investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 3: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's decision provided for in Level 2, the Superintendent will review the complaint and the administrator's decision. The Superintendent will respond in writing to the appeal, within thirty (30) calendar days of the Superintendent's receipt of the written appeal. In responding to the appeal, the Superintendent may: (1) meet with the parties involved in the complaint; (2) conduct a separate or supplementary investigation; (3) engage an outside investigator or other District employees to assist with the appeal; and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the

Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Applies to Level 4 if Superintendent and Building Administrator is the same person

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. A coordinator may hire, with the approval of the Superintendent, an independent investigator to conduct the investigation. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigators report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 4: The Board

Upon written appeal, the Board will consider the Superintendent's decision in Level 2 or 3. Upon receipt of written request for appeal, the Chair will either: (1) place the appeal on the agenda of a regular or special Board meeting; [*or (2) appoint an appeals panel of not less than three (3) trustees to hear the appeal and make a recommendation to the Board. If the Chair appoints a panel to consider the appeal, the panel will meet to consider the appeal and then make written recommendation to the full Board.*] The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting [*at which the Board considered the appeal or the recommendation of the panel*]. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

Level 5: County Superintendent

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Brockton School District 55-55F

Employee Acknowledgement Form

The material covered within this staff 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 staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

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

Equal employment opportunity and treatment shall be practiced by the District regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

Employee's Name: _____

Employee's Signature: _____

Date: _____

Please sign and return to the Head Principal by August 15, 2025.