



Deer Lodge School District #1

Staff Handbook

2026-2027

September 2026
Revised September 16, 2026

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DLSD Staff

Name	Position	School Extension
Administration		
Shelly Burton	Superintendent	406-560-8706; ext 1302
Courtney Prosenick	DLJH/PCHS Principal	406-560-4480; ext 2223
Shane Olsen	DLE Principal	406-498-4545; 1317
CPC		
Tara Johnson	Business Manager/Clerk	1402
LeeAnne Pomeroy	Asst. Business Manager	1002
Andrew Badgero	PE	1409
???	PE	
Ryan Olsen	Custodian	
OD Speer		
Rachael Dulaney	Kindergarten	1003
Veronica Williamson	Kindergarten	1004
Marie Porter	First	1116
Nolan Boyle	First	1321
Karissa Bates	Second	1118
Alicia Matthew	Second	1227
Laurel Smith	Third	1112
Katie Despain	Third	1229
Mary Badgero	P-2 Special Education	1122
Veronica Sallee	2-5 Special Education	1111
Laura Hayman	Speech	1105
Jami Eads	Counselor	1228
Kaelinne Daniel	Secretary	1101
Wade Harper	School Psychologist	1204
Kelly Skala	Custodian	
Diane Mason	Aide	

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Judy Mason	Aide	
Marietta Herrin	Aide	
Debbie Tuggle	Aide	
DuVall		
Zana Hogan	Fourth	1119
Tammy Beck	Fourth	1232
Tricia Witt	Fifth	1224
Britten Jay	Fifth	1223
Brian Hansen	Sixth	1221
Kirk Waker	Sixth	1220
Sara Foster	Library	1207
Alexis Bowdish	Music	1316
Jackie Hunter	Secretary	1201
Steve Boles	Custodian	
Granville Stuart		
Shelli Boggess	Food Service Manager	1210 and 1205
Lora Johns	Kitchen Teamster/Custodian	1210
Jody Feldhacker	Kitchen Staff	1210
Rick Chrisman	DLJH/PCHS Lunch Staff	1210
PCHS		
Miranda Bignell	Guidance Counselor	2112
Susan Bleken	Math	2315
Alexis Bowdish	DLJH Band/Choir	2121
Tristen Clark	PE/Health Enhancement	2100/2119
Tom Cotton	Social Studies	2238
Dani Crowe	DLJH Science/Art	2221
Jessica Francom	Aide	2231
Amber Gates	DLJH Sped/Languages	2203
Joy Grady	DLJH Aide	

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Dawn Hagan	Special Education	2231
Cory Hansen	DLJH Math	2204
Karen Herrin	Music	2121
Shelby Huber	DLJH ELA/Home Ec	2202
Maggie Hunter	Art	2145
Patricia Leides	Physical Sciences	2141, 2142
Bill Lombardi	Ag Ed	2420
Sean McConnaha	IT/AP English/Humanities	2238, 1206
Mark Morrison	DLJH Social Studies	2220
Kacie Perkins	FCS	2140
Marisa Rivera-Kohn	Registrar/Social Studies	2301
Jaicee Senecal	Math	2302
Holly Sheldon	Biological Sciences	2233
Suzanne Smith	Secretary	2210
Frank Spring	ELA/Library	2225
McKenna Stefalo	ELA/Journalism	2317
Clint Stevenson	Industrial Arts	2422
Patience Keegan	Custodian	2116
Martin Reap	Custodian	2116
Dave Wells	Custodian	2116
Maintenance and Bus Drivers		
Chris Francom	Head of Maintenance	2116, 1509
Micheal Poff	Bus Mechanic	
Dennis Abbott	Dempsey Creek	
Ed Bailey	Elliston/Avon	
Caleb Burton	West Side	
Ron Cain	Gold Creek/Garrison	
Gail Duncan	Racetrack	
Darryl Witt	Galen/Eastside Road	

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Introduction

Welcome to Deer Lodge School District #1.

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

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

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

In this handbook, **bolded policy codes** indicate related Board policies. “DLSD” will refer to Deer Lodge School District #1. Please direct any questions to Superintendent Shelly Burton.

District Mission Statement

Mission: The Deer Lodge School District Board of Trustees has as its mission the challenge to provide the environment and the guidance needed to nurture a generation of enthusiastic lifelong learners possessing the skills and knowledge necessary to thrive in and contribute to the world they will inherit.

Vision: Our District’s vision is to have a cohesive and compassionate culture where everyone is valued and supported . We create excitement about our school, learning, and the abundance of opportunities provided to our students, staff, parents and community.

Core Purpose: The Core Purpose of Deer Lodge School District is to partner in the development of kind and invested citizens. We do this through:

- A culture of promoting academic excellence, achievement, and life-long learning for all students and staff;
- Our caring and student-centered staff;
- A welcoming and safe environment for our students, staff and community; and
- Collaboration with our parents and our community.

Core Values:

- Student-Centered – Each and every student and family matters and is essential to our school and our community. Our stakeholders put their trust and confidence in our Core Purpose and our Vision.
- Relationships - We know that the connectivity we have with one another, the sense of belonging we instill and our strong community engagement is vital to the success of each student and family.

- Determination/Grit – We take pride in ourselves, our school, and our community. We respond to those in need and lend support for the success of all.
- Integrity and Respect – We actively work to honor and accept our differences. We respect one another's opinions and perspectives.
- Excellence and Accountability – We strive for excellence in everything we do. We learn from our failures and move forward in a positive direction.

School Calendar

See Appendix B, page 56.

Board of Trustees 2026-2027

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board authority is derived from state statute and regulation. The Trustees for the 2026-2027 school year, as elected by residents of this district, are as follows:

- Scott Perkins, Chair
- Bart Smith, Vice-chair
-
- Missy Merrill
- Jennifer Nicholson
- Bob Rabel (Garrison/Gold Creek)
- Katie Applegate (Ovando/Helmville)
- Kathy Clark (Elliston)
- Will Graveley (Avon)

The policies of the Board define the organization of the Board and the manner of conducting its official business. The board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

Board Policy Development

In accordance with **Board Policy 1310**, proposed new policies and proposed changes to existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. The board may adopt a policy on the first reading. New or revised policies that are required, or have required language changes based on state or federal law, or are required to be changed by administrative rule, may be adopted after the first reading if sufficient notice has been given through the board agenda.

The Board Policy Manual is available for teacher reference in the superintendent's office and on the district's website.

Board-Staff Communications

The following procedures are established in order to facilitate communication:

Staff Communications to the Board: All communications or reports to the Board or individual trustees from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This shall not deny any staff member's right to appeal to the Board administrative decisions, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances. See **Policy 1520**.

Board Communications to the Staff: All official communications, policies, and directives of staff interest and concern will be communicated to the staff through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions. See **Policy 1520**.

Social Interaction: Staff and Board members share a keen interest in the school and in education. When they meet at social affairs and other functions, informal discussions on such matters as educational trends, issues, and innovations, as well as general district problems can be anticipated on these occasions.

Resolution of Complaints: The Board recognizes the importance of establishing reasonable and effective means for resolving difficulties, which may arise. All conflicts should be resolved at the lowest possible level. **Policy 1700** describes the Uniform Complaint Procedure. This procedure will be followed unless superseded by a collective bargaining agreement.

Please refer also to Grievances/Communications, page 28.

Educational Philosophy

Education is teachers and students involved in the process of learning.

Intellectual development provides an opportunity to experience human awareness, dignity, and creativity. The instructional program does include some training in marketable vocational and personal job skills, but this program is dedicated to providing the foundation for further training and educational endeavors.

The home should be the primary and most important element in the development of personal character, responsibility, and discipline. The school is prepared to assist the family unit in this effort. DLSD will enlist the support and trust of parents and guardians in creating a team that can effectively operate in an atmosphere of mutual respect and cooperation.

DLSD, through its instructional program, the teaching staff, administration, trustees, and support staff, is dedicated to this endeavor.

All those employed by the DLSD have a high level of public trust and shall provide moral and civic instruction by working to impress our students and each other with the principles of morality, truth, and justice.

Given that the home is identified as the primary and most important element in the development of personal character, responsibility and discipline, the school district employees are prepared to assist the family unit in this effort by providing excellent role models to all students involved during the process of their education.

Curriculum Philosophy

The primary focus of the DLSD curriculum is exploratory and developmental. Students are encouraged to explore, discover, develop, and master those basic skills that will make it possible for them to continue their academic growth, character development, and mental maturation necessary to live a full, rewarding, productive, and satisfying lifestyle.

Education/Curriculum Goals

The DLSD educational program is dedicated to the following goals:

1. To meet each individual student's needs while developing the reading, writing, mathematical, and critical thinking skills to prepare for continuing education, regardless of whether it is formal education or work experience.
2. To establish effective communication and encourage involvement between school, parents, and community.
3. To provide an environment to nurture personal responsibilities, citizenship, and trust.
4. To encourage accountability by fulfilling and communicating the educational goals of the school to the Board, certified and non-certified staff, parents, students, and community.
5. To maintain an effective counseling program by encouraging and developing interaction between staff and students.
6. To provide a maximum educational opportunity including extracurricular as personnel, facilities, and finances will allow.
7. To recognize the benefit of the cultural, social, and physical experiences derived from a wide range of extracurricular activities.

General Terms of Employment

Equal Opportunity Employment

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

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

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

If you have questions concerning District compliance with state and federal equal opportunity employment laws, including but not limited to Title IX, contact the District's Non-Discrimination Coordinator & Title IX Coordinator Courtney Prosenick (prosenick.courtney@deerlodgek12.org); OR

Section 504/ADA Coordinator Shelly Burton (burton.shelly@deerlodgek12.org).

For additional information, please see **Policy 5010**.

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

Harassment/Discrimination

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

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

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, board member or any other person;
- Defamation of character and or reputation;
- Yelling, shouting, and screaming; intimidating gestures toward fellow employees;

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

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

No employee will be subject to any form of reprisal or retaliation for having made a good faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see **Policies 5010, 5012, 5015, and 5125.**

Hiring

All personnel are required to sign a written contract with the District. For further information on hiring, refer to **Policy 5120**. All employees shall be required to provide verification of their legal ability to work in the United States upon hire and as required by law.

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. For additional information on classified positions, please refer to **Policy 5140**.

Criminal Background Checks

Any individual, in any capacity on behalf of the District, who will have unsupervised contact with a student in school, at a school sponsored activity, or in transit to an activity, shall submit to a criminal background investigation conducted by the appropriate law enforcement agency before such contact. Any offer of employment or appointment will be contingent on results of the criminal background check. This policy shall also be applied to an employee of a person or firm holding a contract with the District, if the employee is working on school property, and the employee may have unsupervised access to students.

Any requirement of an applicant or employee of a contractor to submit to a fingerprint background check will be in compliance with the National Child Protection Act and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending. The Superintendent shall keep all criminal record information confidential as required by law. For additional information, please see **Policies 3665 and 5122**.

Confidentiality

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

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions. All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection.

Please refer to **Policies 5223 and 5231** for additional information.

Salaries and Payroll Distribution

Salaries for certified personnel are based on a salary schedule providing for 187 days of employment. Determination of and changes to certified employees' rank and experience are determined in compliance with the Master Agreement. Classified personnel may be paid on an

hourly or salary basis, as determined by the Board. Per the PCTA CBA, payment will be made by the fifth calendar day of the month.

Staff Development

Membership in your professional organizations is encouraged. School will be dismissed on the dates of the annual teachers' conventions. Teachers who do not attend these conventions must attend two days of approved professional development.

Continuing education and training are prerequisites to professional growth and responsibility. The district shall provide an in-service program to assist the teachers in meeting the needs of the students.

Staff members are encouraged to gain additional job-related skills through special study or other opportunities for in-service training. The district may schedule up to a maximum of seven pupil-instruction-related days, which may be used for in-service training, attending state meetings of teacher organizations, conducting parent conferences, or other job related activities.

The staff will be appropriately notified of the state regulations concerning the required attendance of PIR sessions.

Workman's Compensation Insurance

DLSD participates in the MSGIA Workers' Compensation Risk Retention Program to provide assurance for job related injuries. All employees are reminded that any job related injury must be reported within thirty (30) days. Claim forms are available in the clerk's office. See **Policy 5337**.

Benefits and Leave

Insurance

The Board provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the Board provides group health insurance to eligible employees. . Classified employees who are regularly scheduled to work more than 30 hours per week are eligible for group health benefits contributions. Classified employees who are not regularly scheduled to work more than 30 hours per week are not eligible for group health insurance benefits. Certified employees are eligible for insurance benefits as stated in the current master contract, Teamster employees are eligible for insurance benefits as stated in the current master contract.

For more information regarding insurance benefits for employees, please see **Policy 5331** or contact Tara Johnson.

Salary Deductions

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

Expense Reimbursement

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities *approved in advance by the Supervisor*. The District will inform staff regarding expense reimbursement guidelines annually. For additional information, please refer to **Policies 7335, 7336**.

Travel Reimbursement

School-related travel will be reimbursed. However, you must submit a [Mileage Reimbursement](#) form to your building administrator *in advance* to claim mileage reimbursement. The building principal will decide whether to have you use a district vehicle, use a school credit card to replace your fuel, or reimburse per the current mileage reimbursement rate.

Holidays

Holidays for certified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis. The District will observe all school holidays as required by statute. When an eligible employee is required to work any of the school holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee's regular pay for all time worked on the holiday.

When a school holiday falls on Sunday, the following Monday will not be a holiday. When a school holiday falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave. Please refer to **Policy 5333** for additional information.

Leave

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

Sick Leave and Bereavement Leave

Certified employees will be granted sick leave according to terms of the master contract. Administrators and classified employees shall be granted sick leave pursuant to Montana law governing public employees. Unless otherwise stated by contract, "sick leave" means a leave of absence, with pay, for an illness suffered by an employee or a member of the employee's immediate family. "Immediate family" is defined as the employee's spouse and children residing in the employee's household.

An employee who has a death in the family is eligible for up to 5 days of paid bereavement leave, which the Director has the authority to approve. Employees seeking more than 5 days of bereavement leave must apply for that leave through the Board. The Board may grant additional, unpaid leave in its sole discretion. For the purposes of bereavement leave, "family" is defined as the employee's spouse, child, parents/guardians, sibling, grandparents and spouse's like relations.

Personal and Emergency Leave

Certified employees will be granted personal or discretionary and emergency leave according to the terms of the master contract. Administrators will be granted personal and emergency leave pursuant to the terms of their individual contracts, or at the discretion of the Board. Classified staff may be granted personal and emergency leave in the discretion of the Board, upon the recommendation of the Superintendent. Personal and emergency leave is compensated based on the employee's contract.

Civic Duties Leave

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

Military Leave

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

Vacation Leave

Administrators will be granted vacation leave pursuant to the terms of their individual contracts and Montana law. Classified employees will be granted vacation leave pursuant to Montana law. The District, in its sole discretion, may provide cash compensation for unused vacation leave in lieu of the accumulation of vacation leave.

Maternity Leave

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

Adoption Leave

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

Family and Medical Leave (FMLA)

Eligibility

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

Length/Purpose of Leave

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

Servicemember Family Leave

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

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

Personnel Management

Employment and Assignment

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

Montana school law requires that every teacher, specialist, and principal register her/his certificate with the County Superintendent within ten days of the beginning of his/her contracted duties. The school office also requires a copy of the certificate and a copy of an up-to-date transcript for the school files. It is the responsibility of each teacher, specialist, and principal to keep his/her certificate current. Failure to have a valid certificate will be cause for termination.

Athletic coaches, physical education teachers, and school bus drivers are required to have a current first aid card. Water safety instructor cards are required to teach swimming or to supervise the pool. School bus drivers must also present documentation of a DOT physical yearly and maintain their CDL credentials.

Each classified employee will be employed under a written contract for a specified term, with a beginning and ending date. Such employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or non-renewed each year, at the District's sole option. The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the master contract. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year. For additional information, please see **Policy 5210**.

Employee Discipline

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

Disciplinary action may be taken against any employee for misconduct, including but not limited to instances set forth below:

- Immodest, lewd, obscene conduct or language that renders the employee unfit for the performance of his/her duties;
- Inducing students or others to participate in, or commit an act or acts, which are immodest, indecent, or obscene;
- Conduct contributing to the delinquency of a minor;
- Child abuse or neglect;
- Criminal conduct;
- Violent behavior;
- Conduct negatively affecting an employee's fitness to perform their duties and responsibilities, including serving as a role model for students;
- Knowingly failing to report suspected child abuse;
- Sexual harassment;
- Intimidation of students, staff, or citizens at large, including use of racial slurs and/or other derogatory remarks;
- Bullying, cyberbullying, or harassment of students, staff, or citizens at large;
- Theft and misuse or negligent treatment of Board property;
- Disclosing confidential information to unauthorized persons;
- Inappropriate relationships with students, such as romantic, emotional, and sexual grooming or interactions;
- Possession or use of alcohol or marijuana on school property or while performing any work for the District;
- Possession or use of illegal drugs and controlled dangerous substances;
- Falsifying of any school record, report, or school system document;
- Financial irregularities (e.g., fraud, embezzlement, bribery, kickbacks, forgery, etc.);
- Disorderly conduct on school property or while on duty to include fighting, threatening, and/or attempting to inflict bodily harm on another person;
- Possession of firearms or other weapons on District property;
- Inappropriate use of email, internet, or other electronic communication;
- Violation of student data governance and privacy standards;
- Insubordination;
- Failure to perform all work and duties assigned by a supervisor;
- Failure to follow the written or verbal instruction of a supervisor/administrator;
- Incompetence;
- Unexcused absences;
- Excessive tardiness;
- Unauthorized absence or misuse of leave; and
- Failure to follow policies adopted by the Board of Education administrative procedures.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. **Policies 5255 and 5223** contain additional information.

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

Evaluations

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

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

Personnel Records

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

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file if requested in a reasonable period of time. See **Policy 5231** and **5231-P(1)**.

Meetings

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the

building principal. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

Employee Conduct

Absenteeism and Tardiness

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

Disrupting the Educational Process

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

Policy 5255.

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

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

Contact Information

Employees are required to annually update their contact information, including phone number and physical address, at the beginning of each school year. If an employee's contact information changes at any time after the beginning of the school year, the employee is required to update his/her contact information to the current information. Contact a building secretary to update contact information.

Drug-Free/Alcohol-Free Schools

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

used as prescribed or referenced in federal and state-controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify his or her supervisor of the conviction within five (5) working days. For additional information, please refer to **Policy 5226**.

The use of any legally obtained prescription drug or other controlled substance (including medical marijuana) by any employee while performing their duties or while in a school facility is prohibited to the extent such use may affect the safety of the employee, co-workers, or members of the public, the employee's job performance, or the safe and efficient operation of school facilities. Employees are required to advise their supervisor if they are taking a legal prescription drug or other controlled substance (including medical marijuana) that may have adverse effects on their ability to perform their job safely and efficiently. The supervisor, in conjunction with administration, shall determine whether the employee poses a threat to his or her own safety, the safety of other employees, or significantly affects his or her job performance if using the legally obtained prescription drug or other controlled substance (including medical marijuana) and can continue working. The District will provide reasonable accommodations as required by law for an employee who cannot safely perform his or her job duties because of use of a legally obtained prescription drug or other controlled substance (including medical marijuana).

Drug-Free Schools Student Policy and Procedure

The possession, use, or distribution of illicit drugs and alcohol by students at DLSD or at any of its activities is strictly prohibited. The preceding actions are also violations of state law and violators will be referred to the appropriate law enforcement agencies for prosecution. DLSD, through its regular curriculum and its policies, will educate the students to the harmful effects of illicit drugs and alcohol.

Since chemical dependency is a treatable disease, the following guidelines have been developed. These guidelines are cumulative through a school year. .

1. First Offense
 - A. Student will be assigned up to a three-day suspension.
 - B. Student will be placed under the jurisdiction of the appropriate law enforcement official, where the student will be assigned to attend the appropriate student drug/alcohol education group.
2. Second Offense
 - A. Student will be assigned up to a five-day suspension.
 - B. Students will be placed under the jurisdiction of the appropriate law enforcement official where the student will be assigned to attend the appropriate student drug/alcohol education group.

- C. Student and parents/guardians will agree to a drug and alcohol evaluation for the student by a certified counselor of the parents'/guardians' choice at their expense or the student will be referred to the Board of Trustees for expulsion.
 - D. If expelled, the student may petition the Board of Trustees for readmission upon verification of the student's successful completion of a drug/alcohol evaluation by a certified counselor. The student must show a commitment to a follow up treatment plan on the counselor's recommendation.
3. Third Offense and Thereafter
- A. The student will be referred to the board of Trustees for expulsion. Under special circumstances the student may be assigned an alternative discipline as deemed appropriate by the school administration and with board approval.
 - B. If expelled, the student and parents/guardians may petition the Board of Trustees for readmission upon verification of the student's successful completion of an evaluation and/or treatment program as recommended by a certified counselor or the or the parents'/guardians' choice and paid for by the parents/guardians.
 - C. Compliance with these standards of conduct is mandatory.

Recommended Procedures for Staff

1. If a staff member or school representative suspects a student of using or possessing alcohol or drugs during the school day, on school grounds, at school sponsored activities, on school buses or any authorized school transportation, he/she will escort that individual to the certified staff member designated to be in charge. She/he will consult with the staff member in charge.
2. If both persons are in agreement that the student is in possession of or under the influence of drugs or alcohol the following procedures will be followed:
 - A. Every reasonable effort will be made to contact the parent or guardian of the student. If contacted, the parent/guardian will be requested to meet immediately with the school personnel and appropriate law enforcement officials who will determine if there is reasonable suspicion for disciplinary action.
 - B. The appropriate law enforcement official will be called to meet with school personnel and parents/guardians. If the law enforcement official confirms the reasonable suspicion, the student will be turned over to that official. At this point a school offense is confirmed.

Tobacco and Marijuana Products

The District maintains tobacco- and marijuana-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, vapor products, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine products or any other tobacco or nicotine innovation. Marijuana projects are products that contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana

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

Weapons

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

Dress and Appearance

District employees are required to dress in a professional manner. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

Breastfeeding Accommodations

The District will provide reasonable accommodations for breastfeeding mothers, including access to a private area to express breast milk or breastfeed an infant child, permission to bring a breast pump and any other equipment to express breast milk, access to a power source for a breast pump or any other equipment for expressing breast milk, and access to a place to store expressed breast milk safely. See **Policy 5325**.

Participation in Political Activities

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

Participation in Religious Activities

Employees may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content while in the course of performing official duties of that employee's position(s) with the District. See **Policy 2332**.

Purchasing

As custodians of public funds, it is imperative that we follow best practices in handling money because our accounting is open to public scrutiny. We must have proper documentation of purchases, receipts, and inventories. The Business Office is responsible for all purchase orders. See **Policy 7335**.

DLE teachers have a \$450 classroom budget. The deadline for using those funds is March 31 of each year.

Please follow the guidelines below for purchases:

1. All purchases must be approved by your building principal *in advance* of the purchase.
2. All purchases must be submitted on a [Purchase Order](#) (PO) form. The form must be completed in its entirety.
3. The building principal may allow you to place the order using his/her school-issued credit card.
4. All Purchase Orders must be accompanied by a receipt.
5. Purchase orders must be submitted to your building principal for approval and signature.
6. Purchase orders will be submitted to the business office by the building principal.

End of Year Requisitions for the Following School Year

1. Complete a PO form with the following information: vendor name, address, catalog number, description, size, color, price, phone number, etc. If information is not sufficient to complete the ordering process, the requisition will be returned to the employee.
2. Submit the PO to your building principal upon check out for the summer.
3. Each company you wish to order from must have its own PO form.
4. The building principal will sign the PO and submit it to the Business Office for summer purchase.

Reimbursement

1. All requests for reimbursement must be made *in advance* and put on a PO form to be submitted to the building principal.
2. The building principal may sign the request and submit it to the Business Office.
3. Mileage reimbursement is discussed above under General Terms of Employment > Expense Reimbursement > Travel Reimbursement.

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

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts and should review **Policies 5450 and 5460** for specific information regarding use of the Internet. Authorized District personnel may monitor the use of electronic equipment from time to time, and violations of **Policies 5450 and 5460** may result in discipline up to and including termination.

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

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

The District supports the use of Artificial Intelligence (AI) tools to assist teachers and staff, including but not limited to as a tool to assist with lesson planning, differentiation, and productivity. The use of AI tools shall not act as a substitute for teaching or to replace the teacher's professional judgment. Teachers and staff are expected to model appropriate and ethical use of AI tools for students. Teachers and staff shall not input any student names, grades, or other personally identifiable information into AI tools. Teachers and staff may be required by administration to disclose the use of AI tools.

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

Health, Safety and Security

It is the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. The District may require the use of personal protective equipment, including but not limited to face masks, if necessary for the safety and welfare of

staff and students. For information on the District's Safety Plan and Bloodborne Pathogen Control Plan, contact your immediate supervisor or see the District's *Policy Manual* and related procedures. **Policy 8301** contains more detailed information regarding these measures. Except for those vaccinations required by law, the District will not discriminate against an employee by denying or withholding employment opportunities based upon the employee's vaccination status. See also **Policy 5130**.

Assaults and Threats of Violence

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

Child Abuse

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

Curriculum

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

Parents/guardians must be given at least 5 school days but not more than 14 school days' notice before any human sexuality instruction is scheduled to occur. A parent/guardian may withdraw or excuse from a class period, assembly, school function, or other instruction at the request of a parent/guardian/other person responsible for human sexuality instruction. Human

sexuality instruction is instruction that has the goal or purpose of studying, exploring, or informing students about intimate relationships, sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, abstinence, contraception, or reproductive rights and responsibilities. Such absence is considered to be an excused absence.

Parents/guardians may also excuse their child from instruction, presentations, assemblies, guest lectures, or other educational events at the school that offend the parent's beliefs or practices. Parents/guardians must be directed to the building administrator to discuss such excusal. See **Policy 2335**.

Gifts and Solicitation

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without building principal approval. The solicitation of staff by salespeople, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

Grievances/Communications

District employees shall use the Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. Employees covered by a master negotiated contract must use the grievance procedure in that contract to address alleged violations of that contract.

Complaints should be resolved, if possible, at the lowest possible level. The common complaints listed below should begin as follows:

1. Staff to Staff Conflicts: Discuss the problem with the other staff member. If the problem is not resolved, discuss the conflict with your immediate supervisor. **See Policy 5240.**
2. Student/Parent Complaint: Discuss the problem with the teacher. If the problem is not resolved, discuss the complaint with the principal. If the problem persists, discuss the problem with the superintendent. If not resolved, the problem can then be referred to the Board.

Policy 1700 contains the District's Uniform Grievance Procedure, which applies to all grievances except for those relating to complaints/concerns involving challenges to educational material, those governed by a specified procedure in state or federal law that supersedes a uniform grievance process, and those about sexual harassment and disability discrimination. A

written copy of the District's Uniform Grievance Procedure can be obtained from the Superintendent's office.

District employees shall use the Title IX Grievance Procedure to address complaints/concerns about sexual harassment. A copy of the Title IX Grievance Procedures is available at this [link](#) or at any district or school office.

District employees shall use the Section 504 Grievance Procedures to address complaints/concerns about disability discrimination. A copy of the Section 504 Grievance Procedures is available at this [link](#) or at any district or school office.

Sexual Harassment

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

1. Quid pro quo: An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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

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

Outside Employment or Activities

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

INTERACTION WITH STUDENTS

Academic Freedom

Education flourishes in an atmosphere in which academic freedom for staff is encouraged and promoted with due consideration to the rights of students and community. Teachers are entitled to academic freedom subject to accepted standards of professional responsibility. These responsibilities are defined as commitment to democratic tradition; a concern for the rights, welfare, growth, and development of children; objective scholarship; and recognition of the maturity level of students.

The staff is cautioned that this freedom is to be tempered by reason. All materials presented must be appropriate to the subject matter being taught and to the grade level involved.

Controversial Issues

Controversial issues that are presented and discussed should be appropriate to the age level of the students involved. These issues should be used only in connection with the curriculum that is being taught. Teachers are to use proper discretion in the presentation of these materials and should not show any personal biases. Both sides of the issues should be presented.

POWELL COUNTY HIGH SCHOOL'S STATEMENT ON CRITICAL RACE THEORY

Critical Race Theory (CRT) is not part of the curriculum at Powell County High School.

In May 2021, the Montana Attorney General issued a binding opinion¹ addressing the potential of CRT in Montana K-12 curriculum. The opinion cites Miller, 515 U.S. at 911 "At the heart of the Constitution's guarantee of equal protection lies the simple command that the Government must treat citizens as individuals, not as simply components of a racial, religious, sexual or national class"². PCHS strives through practice and policy to adhere to this statement. Current curriculum is available on the district's website at <https://www.pchs.dl.k12.mt.us/page/curriculum>.

The Attorney General stated in his opinion that "when evaluating whether anti discrimination protections threaten to chill the teaching of curricula that may offer great value to students, First Amendment case law takes into account a school's legitimate pedagogical interest in explaining and effectively and lawfully addressing racism."

BP 2120 *Curriculum and Assessment*, defines the process by which the PCHS Board of Trustees adopts curriculum.

The district has a Curriculum Committee that is composed of content teachers, administrators, and board members who are responsible for a thorough vetting of curriculum prior to presenting new curriculum to the board for approval. All board members will have ample opportunity to review the curriculum prior to adoption & purchasing.

To ensure that all parents, guardians, and students are informed about course expectations, high school classroom teachers develop a course syllabus that covers expectations and a general overview of the course. The course syllabus is to be distributed to students during the first week of the course and to new students as soon as they are enrolled in the course. PCHS's curriculum is always available on our website and we encourage questions about what we are teaching.

¹ Montana Attorney General's Opinion. 27 May 2021. Vol. 58, Op. 1.

<https://content.govdelivery.com/accounts/MTAG/bulletins/2e198cd>

² Miller et al v. Johnson et al. 515, 911, U.S. District Court. 1995. *Supreme Court Collection*. Legal Information Inst., Cornell U Law School, n.d. Web. 30 Apr. 2023

<https://www.law.cornell.edu/supct/html/94-631.ZS.html>

This document was adapted, with permission, from Helena Public School District's statement on Critical Race Theory <https://helenaschools.org/departments/curriculum-and-instruction/>. Permission granted March 30, 2023

Administering Medications 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 the parent. All medications will be kept in locked storage in the office unless a student is authorized to carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

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

Please refer to **Policy 3416**.

Care of Building

The district is committed to improving the appearance of the building and grounds. Everyone's help is needed. Each student should be made aware of our expectations and his/her responsibility in the care and treatment of school property. Each teacher should monitor his/her teaching area and check the room and contents daily.

Teachers should submit special maintenance requests via the Work Order Form to their building principal. They should also direct any complaints about the quality of maintenance to the building principal.

Chemical Hygiene

Pat Lides is the designated Chemical Hygiene Officer. Please see Appendix A for the Chemical Hygiene Information. See **Policy 8129** and **8301**.

Class Interruptions

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

Copyright Compliance

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the "fair use" doctrine, unauthorized reproduction of printed copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.

Under the fair use doctrine, each of the following four standards must be met in order to use the printed copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the District encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to abide by District copying procedures and obey requirements of law. Under no circumstances will it be necessary for staff to violate copyright requirements in order to properly perform their duties. The District cannot be responsible for any violations of the copyright law by its staff. See **Policy 2312**.

Corporal Punishment

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

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

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class

teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

Display of Flags or Banners

Staff members are prohibited from displaying flags or banners on school property, including but not limited to classrooms, in vehicles, and offices, except for the following:

- The U.S. flag
- The official flag of the state of Montana or any county, municipality, special district, or other political subdivision within the State
- The official flag of a school district, public university, or community college
- The official flag of any state in the U.S.
- The official flag of any federally recognized tribal nation
- The official flag of any federally recognized foreign nation
- The official flag of any branches and units of the U.S. military
- Official historical flags of the U.S. and the state of Montana, including but not limited to the Betsy Ross flag, Gadsden flag, or other flags of historical significance
- The POW/MIA flag
- Flags or banners representing official school mascots and colors
- Official law enforcement flags, including but not limited to flags honoring law enforcement officers and fallen officers

Inquiries regarding whether a flag or banner is permitted shall be directed to the building administrator. See **Policy 8560**.

Emergency Procedures

Emergency procedures are/will be described in the District's Emergency Operations Plan. This document will be available early in the 2026-2027 school year.

End of Day Responsibilities

At the end of the school day, each teacher should make certain that classroom windows are closed, lights are off, and the classroom door is locked. If a teacher is supervising students after normal school hours, he/she must be the last to leave the building and must be sure the building is locked.

Field Trips and Special Events

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

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

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

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

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

For additional information, please refer to **Policy 2320** and **3130**.

Grading

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

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

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

Deer Lodge Junior High and Powell County High School Grading Scale:

Grade	Percentage	GPA
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	65-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0
P	100	0

Deer Lodge Elementary Grading Scales:

K-2 Grading Scale (Effort) Written reports at end of each quarter	3-8 Grading Scale (Percentage) Written reports at midterm and end of quarter
E = Exemplary	A = 90-100
S = Satisfactory	B = 80-89
NI = Needs Improvement	C = 70-79
U = Unsatisfactory	D = 60-69
	F = 0-59

Guest Speakers

To utilize the expertise of people who are outside of the school system, the teaching staff is encouraged to arrange for and to use appropriate guest speakers and lecturers. These people are to be used for enrichment purposes and not to replace the regular classroom instruction. The scheduling of guest speakers is subject to the approval of the principal.

Topics to be included are to coincide with the materials being presented in the normal classroom activity. Teachers are to properly prepare the students for the guest presentation, and be extremely careful that the guests are given the respect and courtesy that is due to them. In fairness to these guests, it is a must that the teacher remains in the classroom. See **Policy 4320**.

Lesson Plans

Lesson plans shall be prepared for one week in advance and made available through Google Classroom, electronic means, or on paper in the classroom. A general timeline of topics/units to be covered is to be turned in with the course syllabi the first week of school.

Records are to be carefully kept. Entries should be sufficient in number to assure a fair evaluation of the child's achievement and progress for each reporting period.

Parents are responsible for monitoring student progress on our SIS, and teachers are encouraged to send home regular communications to parents, both positive and with areas of needed growth. Report cards will be issued per the elementary and high school Student Handbooks.

After a grade is posted, it cannot and will not be changed by doing extra work. Parent/teacher conferences will be scheduled after the first quarter. See **Policy 2123**.

Movies and AV Materials

Movies and other audio-visual materials are considered instructional tools. Only those films, videos, or other A-V materials, which enhance well-defined objectives that are an integral part of the prescribed curriculum, should be used. No film, video, or other A-V material shall be shown without previewing by the teacher. The teacher is to be present in the classroom when such materials are used.

Recording Students

The District may use security and surveillance video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Employees may not audio or video record students outside of the security and surveillance recording or recordings made at events open to the public (such as extracurricular events or public performances) without prior parent permission. See **Policy 3235** and **4313**.

Religion

The instructional program of the district shall respect the right of each individual to follow her/his own beliefs. Religion may be taught from a historical perspective. Any discussion of religious beliefs shall be offered in a fair and objective manner, consistent with the learning objectives, and must be free of sectarian or denominational influence. See **Policy 2332**.

Resuscitation

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff.

Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

Student Conduct

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

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

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

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

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

discrimination or sexual harassment, he or she must promptly report that information to the Title IX Coordinator.

Student Teachers

The district may accept student teachers from an accredited teacher training institution. The principal will make the duty assignments for the student teacher. Staff members will not be assigned more than one student teacher during one school year. The Board will be consulted before accepting a student teacher. See **Policy 5440**.

Supervision

Teachers are solely responsible for students under their supervision in school, at school-related activities, at extracurricular activities, and when on school-sponsored trips. Teachers are expected to enforce all school rules and to be consistent.

In accordance with court agreements, the teacher shall stand “in loco parentis” with respect to control of the students. The parent delegates this authority when the child enters the school. With this authority comes the responsibility of disciplining students for offenses against good order and effective conduct of the school, and in a manner approved by the administration and school board policies.

Students shall, at all times, show respect for teachers both in and out of the classroom; during school and outside of school hours. Conduct that tends to degrade or belittle the status of a teacher shall not be tolerated to any extent. Students shall address teachers only in a respectful manner. By the same token, teachers shall show proper respect for students.

Students assigned to a teacher, either as a class or an organization, must not be left unsupervised. When organizations meet in the building at night, it is the responsibility of the advisors/coaches to see that the group is supervised while in the building and that all exits are locked upon leaving. The students should be instructed to use a specific door and go directly to the place of meeting. The advisor/coach is expected to be at the place of meeting before the students arrive and to be the last to leave.

Visitors

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

Staff members are expected to report any unauthorized person on school property to the building principal. See **Policy 4301**.

Appendix A: Chemical Hygiene

Chemical Hygiene Officer Appointment

In compliance with the Federal Laboratory Standard, **Deer Lodge School District #1 (The District)** realizes our responsibility for the protection of our employees. We hereby institute the enclosed Chemical Hygiene Plan to assist us in our safety program.

The District hereby appoints **Patricia Liedes** to be our Chemical Hygiene Officer. We acknowledge the Chemical Hygiene Officer has the knowledge and authority to implement and enforce our Chemical Hygiene Plan.

Although we, **DLSD**, are designating **Patricia Liedes** as our Chemical Hygiene Officer, we realize the success or lack of success of our Chemical Hygiene Plan rests with all of our employees. The ultimate responsibility of the Chemical Hygiene Plan rests with the School Board and the School District Superintendent.

7-12 Principal

Date

Superintendent

Date

Chemical Hygiene Plan

Introduction

All private schools and most public schools have to comply with various Hazard Communication or “Right to Know” laws. For public schools, check with Flinn Scientific or your state OSHA to determine if your state requires a Chemical Hygiene Plan. These laws were written for industrial production facilities, and did not address the specific safety concerns found in a laboratory setting. In 1990, the Occupational Safety and Health Administration (OSHA) instituted “The Laboratory Standard”—Occupational Exposure to Hazardous Chemicals in Laboratories. This new “Laboratory Standard” has been designed to address the specific safety needs of the laboratory.

The Laboratory Standard ensures that employees who work in a laboratory setting will be protected from any chemical exposure that exceeds permissible exposure limits and that employees will be educated as to the hazardous nature of the chemicals they use in the laboratory. To achieve this goal, the Laboratory Standard requires the school district to appoint a chemical hygiene officer to develop, implement, and monitor a chemical hygiene plan. The goal of this booklet is to save you time by providing you with a Flinn generic chemical hygiene plan written specially for schools that you can use to develop your own school district’s chemical hygiene plan.

School District Responsibilities

The school board and the school district superintendent have ultimate responsibility to ensure the institution complies with the Laboratory Standard. Several of these tasks are:

- 1) Record all employee exposures to hazardous chemicals.
 - a) Record all chemical exposures and use monitoring instruments to get hard data*. Obtain and keep up-to-date information provided by a medical examination resulting from a chemical exposure.
 - b) Keep these records and allow employees access to their personal records, including all employee exposure and medical records.

**Do not get alarmed. This provision is included in the Lab Standard, but clearly states you only have to monitor exposure levels if you know you routinely have an exposure level which is above the permissible exposure level (PEL) and an OSHA Standard exists for the chemical which requires monitoring. If you have no reason to believe you have exceeded a PEL, you do not have to monitor exposure levels.*

- 2) Train employees to:
 - a) Understand the hazards of chemicals they use in the laboratory.
 - b) Recognize signs and symptoms associated with overexposure to hazardous chemicals.
 - c) Properly use personal protective equipment (fume hoods, respirators, goggles, etc.)

d) Protect themselves from chemical exposure by following good laboratory procedures.

e) Understand the content of the Chemical Hygiene Plan.

3) Provide access to all employees of:

a) SDS (Safety Data Sheets) for all hazardous materials.

b) Previous exposure records (if any).

c) The Laboratory Standard and Chemical Hygiene Plan.

d) Permissible exposure limits of hazardous chemicals used in the laboratory.

(Consult your *Flinn Scientific Catalog/Reference Manual*.)

e) Their own personal medical records (if any).

4) Upon receipt of a chemical:

a) Make sure you have the SDS (and make them accessible to the employees).

b) Make sure the label is proper and contains the minimum amount of information.

1) Chemical name or identity of contents.

2) Concentration.

3) Hazard information including target organs.

4) Name and address of the manufacturer or name of preparer and date of preparation.

Note: You must also follow these steps for all chemicals and chemical solutions made and stored in your laboratory or chemical storeroom.

Chemical Hygiene Plan Overview

I. Standard Operating Procedures

A) General Employee Rules and Procedures

B) General Laboratory Rules and Procedures

C) Personal Hygiene Guidelines

D) Protective Clothing Requirements

E) Housekeeping Rules

F) Spill and Accident Procedures

G) Chemical Storage Rules and Procedures

- 1) Compressed Gas Handling Instructions
 - 2) Flammable Chemical Handling Instructions
 - 3) Corrosive Material Handling Instructions
- H) Procedure-Specific Safety Rules and Guidelines (Including Severely Toxic and Carcinogenic Substances)
- I) Safety Equipment Inspection

II. Employee Training

III. Exposure Evaluations

IV. Medical Evaluations

V. Monitoring

VI. Emergency Evacuation Plan

Chemical Hygiene Plan

I. Standard Operating Procedures

A) General Employee Rules and Procedures

- 1) Minimize all chemical exposures.
- 2) Skin contact or inhalation of chemicals should be avoided.
- 3) Avoid underestimation of chemical hazards and risks.
- 4) Develop a firm goggle policy. Wear appropriate eye protection at all times. Chemical splash goggles must be worn any time chemicals, glassware or heat are used in the laboratory.
- 5) Never work alone in the laboratory, chemical storage or prep areas.
- 6) Flammable liquids require special attention. Never use these materials near any source of ignition, spark or open flame.
- 7) Never perform a first-time chemical demonstration in front of your class. Always perform first-time demonstrations in front of other instructors to evaluate the safety of the demonstration.
- 8) Never store chemicals over, under, or near a sink.
- 9) Only authorized personnel should be allowed in the chemical storeroom.
- 10) Have a 100% wool fire blanket easily accessible in case of an accident or fire.
- 11) Know the locations for all personal safety and emergency equipment—eyewash, shower, fire extinguisher and spill control materials. All safety and emergency equipment must be placarded.

- 12) Train all students on how to use all safety devices in the laboratory (e.g., eyewash, fire extinguisher, etc.) and teach all students and employees to find the safety devices quickly in an emergency.
- 13) Know appropriate procedures in the event of a power failure.
- 14) Know where and how to use master utility controls to shut off gas, electrical and water supplies.
- 15) Use a safety shield whenever an explosion or implosion might occur.
- 16) Read all chemical labels prior to use.
- 17) Know and understand the hazards of the chemical as stated in the SDS and other references.
- 18) Maintain an SDS library for all chemicals used or stored in the facility.
- 19) Use protective safety equipment to reduce potential exposure, i.e., gloves, respirators, fume hood, etc.
- 20) Do not smell or taste chemicals.
- 21) Know how to properly store all chemicals in their compatible chemical families. (Consult the *Flinn Scientific Catalog/Reference Manual* for details.)
- 22) Know proper procedures for transporting chemicals around the school.
- 23) Know and implement proper disposal procedures before ordering or using any chemical.
- 24) Know appropriate emergency procedures, evacuation routes, and fire emergency notification.
- 25) Know the proper procedure for contacting the authorities: when to contact, who to contact (school officials, nurse, 911), and how to contact (phone or intercom).
- 26) Know and understand the personal hygiene practices outlined in the Chemical Hygiene Plan.

B) General Laboratory Rules and Procedures

- 1) Create a written first aid policy; whether it says to treat, contact a school nurse or call a physician. Your first aid policy must be written down.
- 2) Post emergency telephone numbers in the classroom/laboratory. Have a telephone or some means of emergency communication in the laboratory.
- 3) The laboratory should be well-ventilated (a ventilation fan that can remove the air a minimum of eight air changes per hour). Air for laboratory ventilation shall directly flow into the laboratory from non-laboratory areas and out to the exterior of the building. Ventilation must be checked a minimum of every three months. (See Federal Register, Vol. 55, No. 21, p 3332 4–f.)
- 4) All laboratories must have an eyewash capable of treating both eyes continuously for 15 minutes with copious quantities of potable water.
- 5) All teachers, employees, and students must be taught how to use the eyewash quickly in case of an emergency.

- 6) Eyewash effectiveness and operation should be inspected and activated at least every three months. Promptly repair any eyewash that does not meet the water flow requirements of ANSI Z358.1.
- 7) Safety showers or body drenches should be provided. Showers should be inspected and activated at least every six months. Promptly repair any shower or body drench that does not meet the water flow requirements of ANSI Z358.1.
- 8) Have appropriate types and sizes of fire extinguishers. ABC dry chemical fire extinguishers are appropriate for laboratories. Carbon dioxide fire extinguishers are not appropriate for laboratories. A Class D fire extinguisher should be available when working with flammable solids. Fire extinguishers should be visually inspected monthly and maintained every six months. (Check local fire codes.)
- 9) All laboratories must have a 100% wool fire blanket available for spills and fire suppression.
- 10) An approved eyewash station, fire blanket, and fire extinguisher should be within 10 seconds (about 25 feet) of the chemical stores area.
- 11) Neutralizing chemicals, such as a spill kit, dry sand, Kitty Litter, and other spill control materials should be readily available.
- 12) All safety items must be visible and placarded.
- 13) In the event of an accident, when time allows, fill out an accident report describing the event in detail.
- 14) Read all labels carefully—the names of many chemicals look alike at first glance.
- 15) Be thoroughly familiar with the hazards, safety precautions, and disposal procedures before using any chemical. Study the SDS and label before using any chemical substance.
- 16) Unlabeled products should not be stored anywhere in the school.
- 17) All exits must be clearly marked.
- 18) Keep all aisles clear and uncluttered.
- 19) Access to exits, emergency equipment, and master utility controls must never be blocked.
- 20) Have an alternative evacuation route in the event your primary route becomes blocked.
- 21) Practice your emergency plans.
- 22) Do not use chipped, etched or cracked glassware. Glassware, which is chipped or scratched, presents a serious breakage hazard when heated or handled.
- 23) Do not drink from lab glassware or other lab vessels.
- 24) No food in the laboratory. Do not eat, drink, or chew gum in the laboratory.
- 25) Do not apply cosmetics in areas where laboratory chemicals are present.
- 26) Do not run in the laboratory.
- 27) No horseplay, practical jokes, or pranks are allowed in the laboratory.
- 28) Do not operate electrical equipment with wet hands.

- 29) Never pipet by mouth.
- 30) Thermometers must never be used as a stirring rod.
- 31) Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken.
- 32) Never perform unauthorized laboratory experiments.
- 33) Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations.
- 34) All accidents or near accidents (close calls) should be carefully analyzed with the results distributed to all who might benefit.
- 35) Laboratories and storerooms must undergo annual inspection.

C) Personal Hygiene Guidelines

- 1) Do not apply cosmetics, eat, chew gum, or drink in the laboratory.
- 2) The use of tobacco products in the laboratory is prohibited.
- 3) Do not pipet by mouth. Always use a pipet bulb or other appropriate suction device.
- 4) Clean all work areas thoroughly before leaving the laboratory.
- 5) Wash hands thoroughly after any chemical exposure and before leaving the laboratory.
- 6) Never smell chemicals directly; always waft the odors to your nose using your hand.
- 7) Foodstuffs, opened or closed, become part of your chemical supplies when brought into the laboratory, chemical prep, or storage area.
- 8) Never taste any substance to determine its identity.

D) Protective Clothing Requirements

- 1) Appropriate eye protection must always be worn by teachers, students, and visitors. Chemical splash goggles must be worn any time chemicals, glassware or heat are used in the laboratory.
- 2) All eye protection must meet **ANSI Z87.1 Standard**. (More information can be found at <https://blog.ansi.org/2020/04/ansi-isea-z87-1-2020-safety-glasses-eye-face/#gref>)
- 3) Wear eye protection and face shields when dealing with extremely corrosive liquids, (i.e., full strength acids and bases).
- 4) Goggles should be cleaned/sterilized between uses.
- 5) Wear gloves that offer protection for all hazards you may find in the lab. Check for holes every time you wear your gloves.
- 6) Always wear a full-length lab coat or a chemical-resistant apron when performing experiments, preparing chemical solutions, and during cleanup in the lab.
- 7) Do not wear open-toed shoes or sandals of any kind. Wear low-heeled shoes and always wear socks in the laboratory.
- 8) Wear a respirator with the appropriate cartridge if you feel you might exceed permissible exposure limits as specified in the SDS.

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- 9) Do not wear shorts—wear long pants.
- 10) Do not wear loose or baggy clothing—especially long sleeves. Secure all loose clothing.
- 11) Tie back long hair.
- 12) Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken.
- 13) Do not wear hanging jewelry.
- 14) Secure a long or loose necktie.
- 15) Do not wear an absorbent watch strap.
- 16) Inspect all protective safety equipment before use. If it is defective, do not use it. If proper alternative ppe is not available for your designated task, the task must be delayed until the proper ppe is obtained.

E) Housekeeping Rules

- 1) Keep all chemicals in a locked chemical prep and storage area. If chemicals are moved to the classroom for a lab, they must be returned to their proper storage location at the end of the day's laboratory periods.
- 2) Waste materials require proper containers and labels.
- 3) Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- 4) Label all chemicals, even solutions. The label must include:
 - a) Chemical name or identity of contents
 - b) Concentration
 - c) Hazard information including target organs
 - d) Name and address of the manufacturer OR name of preparer.
 - e) Date the chemical was received into inventory OR preparation date.
- 5) Access to exits, emergency equipment, and master utility controls should never be blocked.
- 6) Clean up all spills properly and promptly.
- 7) Work and floor surfaces should be cleaned regularly and kept free of clutter.

F) Spill and Accident Procedures

- 1) Remember “**NEAR**”

Notify—Call for help.

Evacuate—Get everyone to a safe location.

Assemble—Assemble and take attendance of all students and employees.

Report—Fill out a detailed accident report after the emergency is over.

- 2) Clean up spills immediately and thoroughly. Follow approved spill cleanup procedures. Spills should only be cleaned up by approved personnel.
- 3) A bucket of dry sand should be available to aid in providing traction on a slippery floor after a spill.
- 4) To make it easier to clean up, transport, and dispose of, an absorbing agent, such as Kitty Litter, should be used to absorb a liquid spill.
- 5) Neutralizer for both acid and base spills should be available in the event of a chemical spill.
- 6) A 100% wool fire blanket will contain and control a spill and its vapors if no other spill control materials are available.

G) Chemical Storage Rules and Procedures

- 1) Post emergency telephone numbers in the classroom/laboratory. Have a telephone or some means of emergency communication in the laboratory.
- 2) Keep an updated inventory of all chemicals, their amounts and location. Stored chemicals should be examined annually for replacement, deterioration and chemical integrity.
- 3) Establish a procedure to update the chemical inventory by updating the quantity of each chemical as it is used or restocked. This procedure should be used by all teachers to ensure that the chemical inventory is always up to date.
- 4) Label all chemical solutions you make with the identity of the contents, date, concentration, hazard information, and your name.
- 5) Label all chemicals with the purchase date. This will allow anyone to determine the age of a substance at a later date.
- 6) Establish a separate, secure, and locked storage area for chemicals.
- 7) Do not allow incoming shipments of chemicals to be opened or inventoried by persons other than the school employee(s) for whom the chemicals were ordered. The special and expensive shipping containers used are frequently discarded and may prove valuable for chemical storage. The required SDS sheets may also be misplaced or become separated from their respective chemical.
- 8) All chemicals should be stored in chemically compatible families (see *Flinn Scientific Catalog/Reference Manual* for details).
- 9) Determine the maximum amount of a chemical needed for two to three years of instruction and only order and store this amount.
- 10) Store corrosives in appropriate corrosives cabinets.
- 11) All flammable materials should be stored in an approved flammables storage cabinet.
- 12) Do not store chemicals under a fume hood.
- 13) Avoid storing chemicals on shelves above eye level.
- 14) The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within. This will allow fire department officials to quickly see a potentially hazardous area.

15) Shelving above any work area, such as a sink, should be free of chemicals or other loose miscellany.

16) Shelving sections should be secured to walls or the floor to prevent tipping of entire sections.

17) Shelves should be equipped with lips to prevent containers from rolling off.

18) Chemicals should not be stored on the floor except in approved shipping containers.

19) The chemical storage area should be ventilated by at least four changes of air per hour. Isolate the chemical storage exhaust from the general building ventilation system. Since organic vapors are heavier than air, the exhaust system must draw vapors from the floor.

20) Never store food in a laboratory refrigerator. Never store flammables in refrigerators unless the refrigerator is explosion proof. A spark from the compressor, thermostat, light bulb, or electrical switch in a household refrigerator or freezer can ignite vapors that build up inside.

21) Store all poisons inside a locked cabinet.

22) Only authorized personnel are allowed in the chemical storage area. Students should never be allowed in this area.

23) Avoid exposing chemicals to heat or direct sunlight.

Storage Requirements—Compressed Gas Handling Instructions

1) Compressed gases should be handled as high-energy sources, and therefore, as potential explosives.

2) Always protect the cylinder valve stem.

3) Avoid exposure of cylinders to heat. Do not store gas cylinders in direct sunlight.

4) Never lubricate, modify, force, or tamper with a cylinder valve.

5) Cylinders of toxic, flammable, or reactive gases should be used only under a fume hood.

6) Do not extinguish a flame involving a combustible gas until the gas is shut off—otherwise it can reignite—possibly causing an explosion.

7) Gas cylinders must be secured in place. The best way to secure a cylinder is with a chain that is securely attached to a wall. The gas cylinder must be protected from falling since this may damage or dislodge the valve.

Storage and Handling Requirements—Flammable Chemicals

1) Store all flammables in a dedicated flammables cabinet.

2) Keep the flammable storage area cool, between 55 °F and 80 °F, at all times

3) Store flammable materials away from all sources of ignition.

4) Store all flammable and combustible materials away from all oxidizers.

5) Never store flammables in refrigerators unless the refrigerator is explosion proof.

6) Avoid storing any chemicals, especially flammable materials, in direct sunlight.

7) A chemical storeroom that contains flammable materials should be equipped with an ABC fire extinguisher, fire blanket, and smoke detector.

- 8) Dispense flammable liquids from an operating fume hood.

Storage and Handling Requirements—Corrosive Materials

- 1) Store corrosives in appropriate corrosives cabinets.
- 2) If possible, keep certain items in the original shipping package, e.g., small containers (less than 500 mL) of acids and bases in the special and expensive Saf-Cube®.
- 3) Working with corrosive materials requires special eyewear. Wear chemical splash goggles when working with corrosives. Also, consider wearing a chemical splash face shield when handling corrosive materials.
- 4) If your corrosives cabinet has metal shelf clips, inspect these clips every three months. These shelf clips rust easily and may break, leading to a collapsed shelf. They require special attention.
- 5) Do not store glacial acetic acid and nitric acid next to each other in the corrosives cabinet.
- 6) Label all prepared acid solutions with the name, concentration, hazard warning and date before storing them.
- 7) Always use plastic or rubber bottle carriers if transporting acids from one room to another.
- 8) Dispense concentrated acid from a fume hood.

H) Procedure—Specific Safety Rules and Guidelines (for extremely hazardous chemicals)

- 1) Use extremely hazardous chemicals only when their use is of educational value. If a chemical is commonly used in other laboratory activities, you can generally say it has educational value.
- 2) Use a fume hood when the permissible exposure limit for a chemical is less than 50 ppm as indicated on the chemical's SDS.
- 3) Use carcinogens, mutagens, teratogens, and allergens only under a fume hood.
- 4) Handle toxic, corrosive, flammable, and noxious chemicals under a fume hood.
- 5) Do not expose flammable liquids to open flame, sparks, heat, or any source of ignition, except under controlled laboratory conditions.
- 6) Only use flammable solids (sodium, potassium, lithium, etc.) in very small quantities. Use a safety shield when igniting flammable solids.
- 7) Water-reactive solids (sodium metal, potassium metal, etc.) should be stored under dry oil.
- 8) Use extreme caution when handling finely divided (dust-like) material. Finely divided materials may form explosive mixtures with air.
- 9) Open cans of ether (ethyl ether) should be properly disposed of after use and not stored unless absolutely necessary.

I) Safety Equipment Inspection

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There are many safety items necessary for compliance with the Laboratory Standard. They include, but are not limited to:

- 1) Eyewashes>Showers
- 2) Fire extinguishers
- 3) Goggles
- 4) Respirators

One of the most important sections of the Laboratory Standard states that all safety equipment in the facility must always be in good operating condition. While the Laboratory Standard requires some safety equipment and highly recommends other equipment, the standard is very clear on the point that if you have a piece of safety equipment, it must be functional at all times. This statement applies to all safety equipment, required or recommended.

- 1) Goggles must always be clean and functional.
- 2) Laboratory ventilation must meet the standard of eight air changes per hour and must be tested quarterly.
- 3) Fire extinguishers must be of the right type, dry chemical ABC, and they must be regularly inspected.
- 4) Eyewashes must be functional and flushed at least once a month.
- 5) Emergency showers or body drenches should be functional and tested at least once every six months.
- 6) Fume hoods must be operational at the level of 70–100 linear feet per minute as measured by a velometer. Fume hoods should be tested every three months.
- 7) A respirator must be fit tested and the appropriate cartridges must be available.

All of the above items and all safety equipment must be inspected every three months at the minimum. Any safety equipment failing this quarterly inspection or reported to be out of order at any time must be repaired immediately. Any safety equipment found to be out of order is a serious violation of the Laboratory Standard. Remember to document the inspection, including the date and initials of the inspector.

II. Employee Training

The District provides ongoing training sessions for our employees. Our training includes:

- A) Content and location of this Chemical Hygiene Plan and The Laboratory Standard.
- B) Potential hazards involved in using chemicals.
- C) Signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.

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- D) Location and availability of chemical Safety Data Sheets (SDS).
- E) Understanding of the permissible exposure limits (PELs) used in the school.
- F) The proper use and location of all safety equipment.
- G) The proper storage and labeling of laboratory chemicals.

III. Exposure Evaluation

It is the communicated policy of The District to investigate all suspected overexposures to chemicals in a prompt and timely fashion.

In the event of an overexposure, after the immediate event, all chemicals and circumstances involved in the overexposure will be documented. This information should be used to change safety practices to further improve lab safety. It is the school's obligation to maintain these files and make them accessible to the employees.

Signs of overexposure are numerous; they include:

- A) Accidental breakage of a hazardous material container.
- B) A skin rash or irritation resulting from contact with a chemical.
- C) Caustic splash to eyes, face or body.
- D) Symptoms such as nausea, dizziness, and others.

If monitoring of the air is determined to be necessary, the results of the monitoring must be made available to the employees within two weeks.

IV. Medical Evaluations

It is the policy of The District to make medical consultation and examination available to our employees when:

- A) Any sign or symptom of an overexposure to a chemical is present.
- B) Monitoring has indicated an overexposure to a chemical has occurred.
- C) There has been a spill or uncontrolled release of chemical fumes.

The school will provide the physician with the names of the chemicals used, circumstances of the exposure, and all signs and symptoms of the exposure.

The medical examinations dealing with the overexposure must be documented and other employees working under the same conditions must be notified. All documentation must be kept on file and accessible by other employees working in this area.

All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay.

V. Monitoring

Monitoring will be necessary for substances regulated by a standard only if there is reason to believe that exposure levels for that substance routinely exceed the PEL for that substance. If you have no cause to suspect a hazard or an exposure, no monitoring is necessary.

If monitoring is performed and this initial monitoring shows no evidence of exposure, the monitoring may be discontinued. If initial monitoring indicates an exposure, steps must be taken immediately to reduce the exposure to permissible limits. Monitoring must then be performed periodically to verify that the steps to reduce the exposure have been effective. Monitoring may be terminated after complying with the applicable standard for the hazardous material.

All monitoring results and activities shall be fully accessible and in full knowledge of the employee(s).

VI. Emergency Evacuation Plan

In the case of chemical spills or exposures that require evacuation, the teacher or other school employee in charge of the immediate situation where the spill or exposure has occurred shall immediately notify the principal and/or the superintendent. The notified administrator will enact the protocols of the general established emergency evacuation plan of Powell County High School and Junior High as adopted into the Chemical Hygiene Plan.

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DEER LODGE SCHOOL DISTRICT #1

Board Meetings 6:30 pm CPC

PIR Days - No School

First Day of School for 3-12

Last Day of School for K-2

Last Day of School All Grades

NO SCHOOL

PD - Early Out 1:30 pm

Early Out 1:30 pm

PCHS Graduation

Other Dates to Note

HS Fall Athletics Start August 14th

Homecoming September 25th

HS P/T September 29th

3rd - 8th P/T November 4th & 5th

HS Winter Athletics Start November 19th

K-2nd P/T January 20th & 21st

HS P/T March 9th

HS Spring Athletics Start March 15th

Last Day of School May 27th is an Early Out

DEER LODGE SCHOOL DISTRICT #1

ACADEMIC CALENDAR 2026 TO 2027

AUGUST 2026 (6)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026 (21)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2026 (20)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2026 (19)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2026 (17)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2027 (19)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027 (18)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

M

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I acknowledge that I have received a copy of the 2026-2027 Deer Lodge School District #1 Employee Handbook dated September 2027.

I understand that it is my responsibility to read, understand, and comply with all policies, procedures, and rules outlined in this handbook.

I understand that this handbook is not a contract of employment. The terms and conditions of my employment are outlined in my contract and, if applicable, the Collective Bargaining Agreement for my association.

I also understand that Deer Lodge School District #1 may change, update, or cancel any policies or benefits in this handbook at any time.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

Please return this page to your supervisor by: _____