

1 **Florence-Carlton School District**

2  
3 **THE BOARD OF TRUSTEES**

4  
5 District Policy and Procedures

6  
7 The policies contained in this manual are adopted, implemented, and enforced in accordance with the  
8 supervisory authority vested with the Board of Trustees in accordance with Article X, section 8 of the  
9 Montana Constitution and related statutes, regulations and court decisions.

10  
11 Adoption and Amendment of Policies

12 Proposed new policies and proposed changes to existing policies shall be presented in writing for reading  
13 and discussion at a regular or special Board meeting. Interested parties may submit views, present data or  
14 arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement  
15 by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to  
16 the final reading. The final vote for adoption shall take place not earlier than at the second (2<sup>nd</sup>) reading of  
17 the particular policy. New or revised policies that are required, or have required language changes based  
18 on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1<sup>st</sup>)  
19 reading if sufficient notice has been given through the board agenda.

20  
21 All new or amended policies shall become effective on adoption; unless a specific effective date is stated  
22 in the motion for adoption. Policies, as adopted or amended, shall be made a part of the minutes of the  
23 meeting at which action was taken and also shall be included in the District’s policy manual. Policies of  
24 the District shall be reviewed on a regular basis.

25  
26 Policy Manuals

27 The Superintendent shall develop and maintain a current policy manual which includes all policies of the  
28 District. Every administrator, as well as staff, students, and other residents, shall have ready access to  
29 District policies.

30  
31 Suspension of Policies

32 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of  
33 the trustees present. To suspend a policy, however, all trustees must have received written notice of the  
34 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such  
35 proposed suspension.

36  
37 Administrative Procedures

38 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent  
39 implementation of policies adopted by the Board.

40  
41 When a written procedure is developed, the Superintendent shall submit it to the Board as an information  
42 item.

43  
44 Legal References:        Article X, Section 8        Montana Constitution  
45                                § 20-3-323, MCA            District policy and record of acts  
46                                10.55.701, ARM            Board of Trustees

47 Policy History:

48 Adopted on: 05-11-2021

49 Reviewed on:

50 Revised on:

1 **Florence-Carlton School District**

2  
3 **INSTRUCTION**

2050

4  
5 Student Instruction

6  
7 The School District has adopted the protocols outlined in this policy to ensure the delivery of  
8 education services to students onsite at the school, offsite at other locations using available  
9 resources. The District administration or designated personnel are authorized to implement this  
10 policy.

11  
12 As outlined in District Policy 2100, and except for students determined by the School District to  
13 be proficient using School District assessments, the adopted calendar has a minimum number of  
14 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours  
15 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

16  
17 The School District may satisfy the aggregate number of hours through any combination of  
18 onsite, offsite, and online instruction. The District administration is directed to ensure that all  
19 students are offered access to the complete range of educational programs and services for the  
20 education program required by the accreditation standards adopted by the Montana Board of  
21 Public Education.

22  
23 For the purposes of this policy and the School District’s calculation of ANB and “aggregate  
24 hours of instruction” within the meaning of that term in Montana law, the term “instruction”  
25 shall be construed as being synonymous with and in support of the broader goals of “learning”  
26 and full development of educational potential as set forth in Article X, section 1 of the Montana  
27 Constitution. Instruction includes innovative teaching strategies that focus on student  
28 engagement for the purposes of developing a students’ interests, passions, and strengths. The  
29 term instruction shall include any directed, distributive, collaborative and/or experiential learning  
30 activity provided, supervised, guided, facilitated, work based, or coordinated by the teacher of  
31 record in a given course that is done purposely to achieve content proficiency and facilitate the  
32 learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full  
33 educational potential of each child.

34  
35 Staff shall calculate the number of hours students have received instruction as defined in this  
36 policy through a combined calculation of services received onsite at the school or services  
37 provided or accessed at offsite or online instructional settings including, but not limited to, any  
38 combination of physical instructional packets, virtual or electronic based course meetings and  
39 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts  
40 undertaken by the staff and students that can be given for grade or credit. Staff shall report  
41 completed hours of instruction as defined in this policy to the supervising teacher, building  
42 principal, or district administrator for final calculation.

43  
44 In order to comply with the requirements of the calendar, District Policy and Section 20-1-301,  
45 MCA, the District shall implement the instructional schedules and methods identified in this  
46 policy.

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4 Offsite Instruction  
5

6 The Board of Trustees authorizes offsite instruction of students in a manner that satisfies the  
7 aggregate number of instructional hours outlined in the School District's adopted or revised  
8 calendar for a school year affected by a public health emergency. Offsite delivery methods shall  
9 include a complete range of educational services offered by the School District and shall comply  
10 with the requirements of applicable statutes. Students completing course work through an offsite  
11 instructional setting shall be treated in and have their hours of instruction calculated in the same  
12 manner as students attending an onsite institutional setting.  
13

14 Offsite instruction is available to students:  
15

- 16 1. meeting the residency requirements for that district as provided in 1-1-215;
- 17 2. living in the district and eligible for educational services under the Individuals With  
18 Disabilities Education Act or under 29 U.S.C. 794; or
- 19 3. attending school in the district under a mandatory attendance agreement as provided in  
20 20-5-321;
- 21 4. attending school in the nearest district offering offsite instruction that agrees to enroll the  
22 student when the student's district of residence does not provide offsite instruction in an  
23 equivalent course in which the student is enrolled. A course is not equivalent if the course  
24 does not provide the same level of advantage on successful completion, including but not  
25 limited to dual credit, advanced placement, and career certification. Attendance under this  
26 provision is subject to approval of the Trustees.  
27

28 The Board of Trustees authorizes the supervising teacher or district administrator to permit  
29 students to utilize an offsite or online instructional setting at when circumstances require.  
30

31 Proficiency-Based Learning  
32

33 The Board of Trustees authorizes proficiency-based learning and ANB calculation in situations  
34 when a student demonstrates proficiency in a course area as determined by the Board of Trustees  
35 using District assessments consistent with District Policy 1005FE, or other measures approved  
36 by the Board of Trustees.  
37

38 The Board of Trustees waives the minimum number of instructional hours for students who  
39 demonstrate proficiency in a course area using district assessments that include, but are not  
40 limited to, the course or class teacher's determination of proficiency as defined by the Board of  
41 Trustees. This determination shall be based on a review of the student's completed coursework,  
42 participation in course delivery, and other methods applicable to the specific course or class. The  
43 Board of Trustees authorizes the use of the proficiency determination process for students who  
44 have selected this method of delivery, students for whom the School District is unable to  
45 document satisfaction of the required minimum aggregate number of hours through the offsite or  
46

onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

**Legal Reference:** Article X, Section 1, Montana Constitution  
Section 20-1-101, MCA – Definitions  
Section 20-1-301, MCA – School Fiscal Year  
Section 20-9-311, MCA – Calculation of Average Number Belonging  
Section 20-7-118, MCA - Offsite Provision of Educational Services  
Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
ARM 10.55.906(4)) – High School Credit

**Cross Reference:** Policy 1005FE – Proficiency-Based Learning  
Policy 2100 – School Calendar  
Policy 2140 – Guidance and Counseling  
Policy 2168 – Distance Learning  
Policy 2410 – Graduation  
Policy 2420 – Grading and Progress Reports

**Policy History:**

Adopted on: 05/11/2021

Reviewed on:

Revised on:

Terminated on:

1 **Florence-Carlton School District**

2  
3 **INSTRUCTION**

4  
5 School Year Calendar and Day

6  
7 School Calendar

8  
9 Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement  
10 covering the employment of affected employees, the trustees of a school district shall set the  
11 number of hours in a school term, the length of the school day, and the number of school days in  
12 a school week. When proposing to adopt changes to a previously adopted school term, school  
13 week, or school day, the trustees shall: (a) negotiate the changes with the recognized collective  
14 bargaining unit representing the employees affected by the changes; (b) solicit input from the  
15 employees affected by the changes but not represented by a collective bargaining agreement; (c)  
16 and from the people who live within the boundaries of the school district.

17  
18 Commemorative Holidays

19  
20 Teachers and students will devote a portion of the day on each commemorative holiday  
21 designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The  
22 Board may from time to time designate a regular school day as a commemorative holiday.

23  
24 Saturday School

25  
26 In emergencies, including during reasonable efforts of the trustees to make up aggregate hours of  
27 instruction lost during a declaration of emergency by the trustees under Section 20-9-806, MCA,  
28 pupil instruction may be conducted on a Saturday when it is approved by the trustees.

29  
30 Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose  
31 of providing additional pupil instruction beyond the minimum aggregate hours of instruction  
32 required in Section 20-1-301, MCA, provided that: (a) Saturday school is not a pupil instruction  
33 day and does not count toward the minimum aggregate hours of pupil instruction; and (b) student  
34 attendance is voluntary.

35  
36 School Fiscal Year

37  
38 At least the minimum number of aggregate hours must be conducted during each school fiscal  
39 year. The minimum aggregate hours required by grade are:

- 40 (a) A minimum of 360 aggregate hours for a kindergarten program;
- 41 (b) 720 hours for grades 1 through 3;
- 42 (c) 1,080 hours for grades 4 through 12; and
- 43 (d) 1,050 hours may be sufficient for graduating seniors.

44  
45 The minimum aggregate hours, described above, are not required for any pupil demonstrating  
46 proficiency pursuant to 20-9-311(4)(d), MCA.

In addition, seven (7) pupil instruction-related days may be scheduled for the following purposes:

1. Pre-school staff orientation for the purpose of organization of the school year;
2. Staff professional development programs (minimum of three (3) days);
3. Parent/teacher conferences; and
4. Post-school record and report (not to exceed one (1) day, or one-half (½) day at the end of each semester or quarter).

The Board of Trustees has established an advisory committee to develop, recommend, and evaluate the school district's yearly professional development plan. Each year the Board of Trustees shall adopt a professional development plan for the subsequent school year based on the recommendation of the advisory committee.

#### Extended School Year

In accordance with Section 20-1-301, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the Board of Trustees may establish a school calendar with an earlier start date and a later end date to ensure students receive the minimum number aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the School District. When setting an extended school year, the School District will collaborate with students, parents, employees and other community stakeholders. When proposing to adopt changes to a previously adopted school term the Board of Trustees will follow the procedures outlined in in this policy.

Legal References:	§ 20-1-301, MCA	School fiscal year
	§ 20-1-302, MCA	School term, day and week
	§ 20-1-303, MCA	Conduct of School on Saturday or Sunday prohibited - exceptions
	§ 20-1-304, MCA	Pupil-instruction-related day
	§ 20-1-306, MCA	Commemorative exercises on certain days
	§ 20-9-311, MCA	Calculation of Annual Number Belonging (ANB)
	ARM 10.55.701	Board of Trustees
	ARM 10.65.101, 103	Pupil-Instruction-Related Days
	ARM 10.55.714	Professional Development
	ARM 10.55.906	High School Credit

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

1 **Florence-Carlton School District**

2  
3 **INSTRUCTION**

2221

4  
5 School Emergencies and Closures

6  
7 The Superintendent may order closure of schools in the event of extreme weather or other  
8 emergency, in compliance with established procedures for notifying parents, students, and staff.  
9

10 The Board of Trustees is authorized to declare that a state of emergency exists within the  
11 community. A declaration issued by the Board of Trustees is distinct from any declaration in  
12 effect or previously issued by local, state or federal authorities. An emergency declaration issued  
13 by the Board of Trustees authorizes the School District to take extraordinary measures to protect  
14 students and staff while delivering education services in a manner authorized by law. The  
15 method and location of instruction and related educational services shall be implemented in a  
16 manner that serves the needs of students, their families, and staff and preserves the School  
17 District's full entitlement of funding.

18  
19 The trustees may order the emergency closure of schools for one (1) school day each year,  
20 without the need to reschedule the lost pupil instruction time when the closure is the result of an  
21 emergency. The 1-school-day closure under this subsection is not subject to the reduction in  
22 BASE aid pursuant to Section 20-9-805, MCA.

23  
24 In the event of a declared emergency, the School District shall avail itself of all flexibilities  
25 allowed by law, rule, or regulation and shall be otherwise governed by the school finance laws  
26 and rules of the state of Montana. The School District shall comply with auditing requirements  
27 and reserves the authority to assert its rights to manage school district funds or seek state and  
28 federal funds in a manner consistent with the full flexibility available under all applicable laws.

29  
30 If a declaration of emergency is declared by the Board of Trustees, it may later adopt a resolution  
31 that a reasonable effort has been made to reschedule the pupil-instruction time lost because of the  
32 unforeseen emergency. If the trustees adopt the resolution, the pupil-instruction time lost during  
33 the closure need not be rescheduled to meet the minimum requirement for aggregate hours that a  
34 school district must conduct during the school year in order to be entitled to full BASE aid. At  
35 least 75% of the pupil-instruction time lost due to the unforeseen emergency must have been  
36 made up before the trustees can declare that a reasonable effort has been made.

37  
38 For the purposes of this and related policies, "reasonable effort" means the rescheduling or  
39 extension of the school district's instructional calendar to make up at least 75% of the hours of  
40 pupil instruction lost due to an unforeseen emergency through any combination of the following  
41 as outlined in accordance with Policies 2050 and 2100:

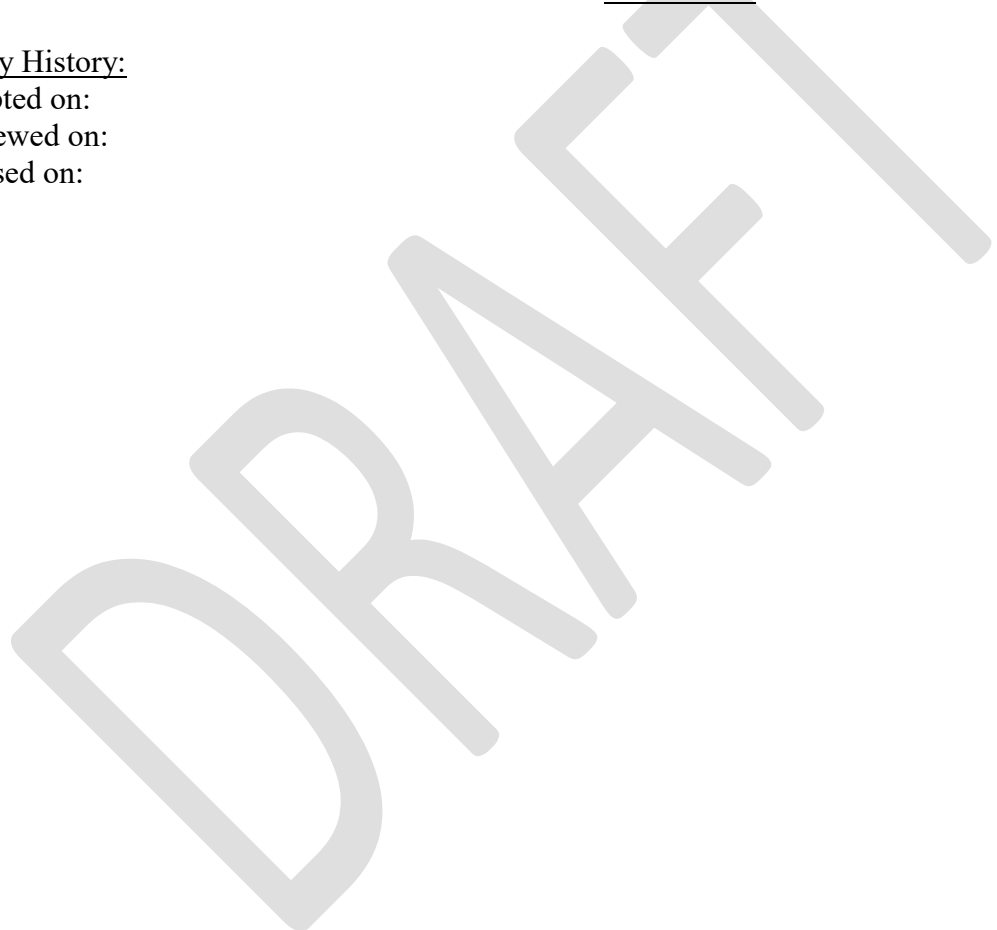
- 42 (a) extending the school year beyond the last scheduled day;  
43 (b) the use of scheduled vacation days in the district's adopted school calendar  
44 (c) the conduct of pupil instruction on Saturdays;  
45 (d) extending instructional hours during the school day.  
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Cross Reference: 2100 School Calendar and Day  
2050 Student Instruction  
8110 Bus Routes and Schedules

Legal Reference: Section 20-9-801 - 802, MCA Emergency School Closure  
Section 20-9-806, MCA School closure by declaration of emergency  
Section 20-9-805. Rate of reduction in annual apportionment entitlement.

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:





1 **Florence-Carlton K-12 Schools**

2  
3 **INSTRUCTION**

2410

4  
5 High School Graduation Requirements

6  
7 The Board will award a regular high school diploma to every student enrolled in the District who  
8 meets graduation requirements established by the District. The official transcript will indicate  
9 the specific courses taken and level of achievement.

10  
11 The Board will establish graduation requirements which, at a minimum, satisfy those established  
12 by the Board of Public Education (A.R.M. 10.55.904 and 905). Generally, any change in  
13 graduation requirements promulgated by the Board will become effective for the next class to  
14 enter ninth (9<sup>th</sup>) grade. Exceptions to this general rule may be made, when it is determined by  
15 the Board that proposed changes in graduation requirements will not have a negative effect on  
16 students already in grades nine (9) through twelve (12). The Board will approve graduation  
17 requirements as recommended by the Superintendent.

18  
19 To graduate from Florence-Carlton High School, a student must have satisfactorily completed  
20 the last quarter prior to graduation as a Florence-Carlton High School student. Highly unusual  
21 exceptions may be considered by the principal, such as a student exchange program in a  
22 recognized school.

23  
24 A student with a disabling condition will satisfy those competency requirements incorporated  
25 into the individualized education program (IEP). Satisfactory completion of the objectives  
26 incorporated in the IEP will serve as the basis for determining completion of a course.

27  
28 A student may be denied participation in graduation ceremonies in accordance with 20-5-201(3),  
29 MCA. In such instances the diploma will be awarded after the official ceremony has been held.

30	31	32	
33	Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
34		§ 20-3-322 (3), MCA	Meetings and Quorum
35		10.55.904, ARM	Basic Education Program Offerings: High School
36		10.55.905, ARM	Graduation Requirements
37		10.55.906, ARM	High School Credit
38			

39 Policy History:

40 Adopted on: 11/09/1999

41 Reviewed on:

42 Revised on: 12/19/13

1 **Florence-Carlton School District**

2  
3 **INSTRUCTION**

2410P  
page 1 of 3

4  
5 High School Graduation Requirements

6  
7 Publication of Graduation Requirements

8  
9 Prior to registering in high school, each student will be provided with a copy of the current  
10 graduation requirements. Graduation requirements shall also be included in the student  
11 handbook.

12  
13 Credits

14  
15 Students shall be expected to earn a total of \_\_\_\_\_ units in order to complete graduation  
16 requirements. Special education students who have successfully completed their IEP leading to  
17 completion of high school will be awarded a diploma. This will need to be completed at the  
18 board meeting as Mr. Marsh will have the final presentation that will allow us to enter the proper  
19 numbers

20  
21 Waiver of Requirement

22  
23 Graduation requirements generally will not be waived under any circumstances. However, in  
24 rare and unique hardship circumstances, the principal may recommend and the Superintendent  
25 approve minor deviation from the graduation requirements in accordance with state law. The  
26 Board may waive specific course requirements based on individual student needs and  
27 performance levels. Waiver requests shall also be considered with respect to age, maturity,  
28 interest, and aspirations of the students and shall be in consultation with the parents or guardians.

29  
30 Alternative Programs

31  
32 A student may be given credit for a course satisfactorily completed in a period of time shorter or  
33 longer than normally required and, provided that the course meets the district's curriculum and  
34 assessment requirements, which are aligned with the content standards stated in the education  
35 program. Credit toward graduation requirements may be granted for planned learning  
36 experiences from accredited programs, such as summer school, university courses, and  
37 correspondence courses, extension, and distance learning courses, adult education, summer  
38 school, work study, work-based learning partnerships, and other experiential learning  
39 opportunities, custom-designed courses, and challenges to current courses. The District shall  
40 accept units of credit taken with the approval of the District and which appear on the student's  
41 official school transcript. Credit for work experience may be offered when the work program is a  
42 part of and supervised by the school.

43  
44 All classes attempted at Florence-Carlton High School and all acceptable transfer credits shall be  
45 recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as  
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4 such and utilized in the calculation of Grade Point Average and class rank. Credit shall be  
5 awarded only once regardless of repetition of the course.

### 6 7 Dual Credit

8  
9 Dual credit allows high schools students to simultaneously earn credit toward both a high school  
10 diploma and college coursework that can lead to a postsecondary degree or certificate, or toward  
11 transfer to another college. As noted in the Student Handbook, the District will assign the grade  
12 given by **CHOOSE OPTION 1 or 2: 1) the classroom teacher or 2) the college professor to the**  
13 **student's report card.** The primary purpose of offering dual credit courses is to deliver high  
14 quality, introductory, college level courses to high-performing high school students. The

15  
16 Florence-Carlton School District has dual credit partnerships with **[name of post-secondary**  
17 **institutions]**. Students interested in dual credit opportunities must meet with their building  
18 administration to determine available options.

19  
20 Students should be aware of Montana High School Association on-campus attendance eligibility  
21 requirements for activity participation.

### 22 23 Honor Roll

24  
25 A **student must have a minimum grade-point average of 3.00 to** be placed on the regular honor  
26 roll. Specific information regarding honors at graduation are included in the student handbook.

### 27 28 Class Rank (Grade Point Average)

29  
30 Class Rank is compiled from semester grades. Courses not eligible for GPA are designated with  
31 an asterisk on the report card.

### 32 33 Early Graduation

34  
35 In accordance with provisions of § 20-9-313, MCA, the ANB of a school may be increased when  
36 a high school district provides early graduation for a student who completes graduation  
37 requirements in less than eight semesters or the equivalent amount of secondary school  
38 enrollment. The increase must be established by the trustees as though the student had attended  
39 to the end of the school fiscal year and must be approved, disapproved, or adjusted by the  
40 superintendent of public instruction.

41  
42 The Board hereby authorizes the [high school principal] [superintendent] [administration] to  
43 recommend to the Board for early graduation students who have completed the minimum  
44 requirements for graduation in less than eight semesters.

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3 Post-Graduation  
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5 The Board may admit an individual who has graduated from high school but is not yet 19 years  
6 of age even though no special circumstances exist for waiver of the age requirements outlined in  
7

8 Policy 3310. The Board authorizes the administration to notify parents and students of this  
9 opportunity to enroll after earning a diploma or purposes post-secondary or career preparation.  
10 Any student enrolled under this provision shall be included in the District's ANB calculation.  
11

12 Educational Disruption  
13

14 If a student who has experienced an educational disruption meets the minimum high school  
15 credit requirement for graduation as established by administrative rules of the Board of Public  
16 Education but will not meet a higher credit requirement established by Board of Trustees, the  
17 District shall award the student a diploma. The District may distinguish the diploma in a  
18 reasonable manner from standard diplomas issued under this policy.  
19

20 For the purposes of this policy, "educational disruption" means a disruption experienced during  
21 grades nine through twelve caused by homelessness, involvement in the child welfare system or  
22 juvenile justice system, a medical or mental health crisis, or another event considered a  
23 qualifying educational disruption by the District.  
24

25 Cross Reference: 1005FE – Proficiency Based Learning  
26 2600 Work Based Learning  
27 3125 Homeless Students  
28

29 Legal Reference: § 20-9-313, MCA Circumstances under which regular average number  
30 belonging may be increased  
31 10.55.906, ARM High School Credit  
32 10.55.905, ARM Graduation Requirements  
33 § 10-1-1402, MCA Montana Youth Challenge  
34 Chapter 80 - 2021 General Legislative Session  
35 HB 246 – 2021 General Legislative Session  
36

37 Policy History:

38 Adopted on:

39 Reviewed on:

40 Revised on:

1 **Florence-Carlton School District**

2  
3 **STUDENTS**

3110  
page 1 of 3

4  
5 Entrance, Placement, and Transfer

6  
7 Entrance, Date, and Age

8  
9 The trustees will enroll and admit a child to a school in the district when the child is 5 years of  
10 age or older on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child  
11 is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a  
12 waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

13  
14 Non-resident students may be admitted at the discretion of the Trustees. Children will be  
15 enrolled in the grade identified in accordance with District policy or at the discretion of the of the  
16 administration in consultation with the student’s parents or guardians. The District requires  
17 proof of identity and an immunization record for every child to be admitted to District schools.

18  
19 The trustees may at their discretion assign and admit a child to a school in the district who is  
20 under 5 years of age or an adult who is 19 years of age or older if there are exceptional  
21 circumstances that merit waiving the age provision. The trustees may also admit an individual  
22 who has graduated from high school but is not yet 19 years of age even though no special  
23 circumstances exist for waiver of the age provision of this Policy.

24  
25 School Entrance

- 26  
27 1. The District requires that a student’s parents, legal guardian, or legal custodian present  
28 proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well  
29 as proof of residence in the District. Students who are not residents of the District may  
30 apply for admission pursuant to Policy 3141.  
31  
32 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a  
33 child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
34 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
35 approved by the department. Immunizations may not be required if a child qualifies for  
36 conditional attendance or an exemption is filed as provided by Montana law.  
37  
38 3. The above requirements are not to serve as barriers to immediate enrollment of students  
39 designated as homeless or foster children as required by the Every Student Succeeds Act  
40 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work  
41 with the local child welfare agency, the school last attended, or other relevant agencies to  
42 obtain necessary enrollment documentation and ensure a student receives education  
43 services in the best interests of the child. The Superintendent or designee shall serve as  
44 point of contact with all applicable agencies to review records, facilitate services and  
45 resolve disputes.  
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4 Placement  
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6 The District goal is to place students at levels and in settings that will increase the probability of  
7 student success. Developmental testing, together with other relevant criteria, including but not  
8 limited to health, maturity, emotional stability, and developmental disabilities, may be  
9 considered in the placement of all students. Final disposition of all placement decisions rests  
10 with the principal, subject to review by the Superintendent or the Board.  
11

12 Children of Relocated Military Families  
13

14 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana  
15 under military orders to a school in the district and allow the child to preliminarily enroll in  
16 classes and apply for programs offered by the District prior to arrival and establishing residency.  
17

18 The student will be placed in student data management system as soon as enrolled under this  
19 provision. The student will attend classes during preliminary enrollment and the Board  
20 authorizes the administration to provide offsite instruction to the student if not present in the  
21 District. The District will include a student enrolled under this provision as part of the  
22 calculation of ANB.  
23

24 Transfer  
25

26 District policies regulating the enrollment of students from other accredited elementary and  
27 secondary schools are designed to protect the educational welfare of children.  
28

29 Elementary Grades (K-8)  
30

31 A student transferring into the District will be admitted and placed  
32 subject to observation by appropriate teachers and a building principal during a probation period  
33 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a  
34 student, school personnel will conduct an educational assessment to determine appropriate grade  
35 and level placement.  
36

37 Secondary Grades (9-12) Credit Transfer  
38

39 A transfer of credits from any secondary school is subject to a satisfactory examination of the  
40 following:  
41

- 42 1. Appropriate certificates of school accreditation;
- 43 2. Length of course, school day, and school year;
- 44 3. Content of applicable courses;
- 45 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or  
46 vocational instruction);

5. Appropriate evaluation of student performance leading toward credit issuance.

The District will follow Montana Accreditation Rules and Standards, along with local alternate procedures for earning credit, in reviewing requests for transfer of credits. High school principals have authority for approving credit transfers, subject to review by the Superintendent or the Board.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
	10.55.601, et seq., ARM	Accreditation Standards: Procedures
	<u>Chapter 20 – 2021 General Legislative Session</u>	
	<u>HB 246 – 2021 General Legislative Session</u>	

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

1 **Florence-Carlton K-12 Schools**

2  
3 **STUDENTS**

3233

4  
5 Student Use of Buildings: Equal Access

6  
7 Non-curriculum-related secondary school student organizations may conduct meetings on school  
8 premises without intervention on the basis of the religious, political, philosophical, or other  
9 content of the meeting.

10  
11 The following criteria must be met:

- 12
- 13 1. The meeting is voluntary and student-initiated.
- 14
- 15 2. There is no sponsorship of the meeting by the school, the government, or its agents or
- 16 employees.
- 17
- 18 3. The meeting must occur during non-instructional time on regular school days.
- 19
- 20 4. Employees or agents of the school or government are present only in a non-participatory
- 21 capacity.
- 22
- 23 5. The meeting does not materially and substantially interfere with the orderly conduct of
- 24 educational activities within the school.
- 25
- 26 6. Non-school persons may not direct, conduct, control, or regularly attend activities.
- 27

28 Although the school assumes no sponsorship of these kinds of meetings, all meetings held on  
29 school premises must be scheduled and approved by the principal.

30  
31 This policy pertains to student meetings. The school has the authority, through its agent or  
32 employees, to maintain order and discipline on school premises and to protect the well-being of  
33 students and faculty.

34  
35  
36  
37 Legal Reference: 20 U.S.C. 4071 Equal Access Act  
38 *Board of Education v. Mergens*, 110 S.Ct. 2356 (1990)

39  
40 Policy History:

41 Adopted on: 11/9/1999

42 Reviewed on: 12/19/13

43 Revised on:



4  
5 Student Clubs

6  
7 The Board recognizes that student clubs are a helpful resource for schools and supports their  
8 formation.

9  
10 Recognized Student Clubs and Organizations

11  
12 The Board of Trustees authorize the administration to approve and recognize student clubs or  
13 organizations in a manner consistent with this policy and administrative procedure. Student clubs  
14 that are recognized by the District and permitted to use District facilities, use the District's name,  
15 a District school's name, or a District school's team name or any logo attributable to the District,  
16 and raise and deposit funds with the District.

17  
18 In order for the administration to approve and recognize a student club the group must submit an  
19 application to the building administrator containing the following:

- 20  
21 1. The organization's name and purpose.  
22  
23 2. The staff employee designated to serve as the group's advisor.  
24  
25 3. The rules and procedures under which it operates.  
26  
27 4. A statement that the membership will adhere to applicable Board policies and  
28 administrative procedures.  
29  
30 5. A statement that membership is open and unrestricted and the organization will not  
31 engage in discrimination based on someone's innate characteristics or membership in a  
32 protected classification.
6. *A statement that all members and club organization will abide by the Activities Handbook Regulations including parent/guardian permission to participate.*

33  
34 The administration will report to the Board when new student clubs have been approved and  
35 recognized.

36  
37 Upon approval of a new student club, the administration will notify the District clerk so the  
38 group may have any funds raised for its operations so designated in accordance with the  
39 District's financial practices.

40  
41 Approved student clubs will appear in the student handbook and other appropriate district  
42 publications. Advisors of new student groups may be eligible for a stipend in accordance with  
43 applicable collective bargaining agreement provisions and available district resources.  
44  
45  
46

### Informal or Unrecognized Student Groups

Student-led and initiated groups of similar interests may meet on school property during non-instructional time in accordance with applicable District policies. Unrecognized groups may have informal staff advisors who are not eligible for district stipend. Unrecognized student groups may not deposit funds in district accounts. Notices posted by unrecognized groups must be in accordance with applicable policy governing non-District events or groups and administrator approval. *Although the District assumes no sponsorship of informal groups, all group meetings must be scheduled and approved by the principal.*

### Fundraising

All funds raised by recognized student clubs are subject to applicable School District policies regarding financial management. All funds raised by recognized student clubs that are donated to the School District become public funds when placed in a School District account. All public funds must be monitored in accordance with state law. Deposits must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy.

Funds spent by the School District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

*The administration is authorized to develop procedures to implement this policy including notification to parents of all formal and informal groups and clubs that are happening within the school on a regular basis.*

Cross Reference: 2332 – Religion and Religious Activities

3210 – Equal Education and Nondiscrimination

3222 – Distribution and Posting Materials

3233 – Student Use of Buildings - Equal Access

4331 – Use of School Property for Posting Notices

33

### Policy History:

Adopted on: 11-12-19

Reviewed on:

Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **FLEXIBILITY AND EFFICIENCY** 1007FE

4  
5 Multidistrict Agreements

6  
7 It is the policy of the District to increase the flexibility and efficiency of the District’s resources by  
8 utilizing multidistrict agreements whenever possible.

9  
10 Montana law (20-3-363, MCA) allows the boards of trustees of any two or more school districts to enter  
11 into a multidistrict agreement to create a multidistrict cooperative to perform any services, activities, and  
12 undertakings of the participating districts and to provide for the joint funding and operation and  
13 maintenance of all participating districts upon the terms and conditions as may be mutually agreed to by  
14 the districts

15  
16 The agreement must be approved by the boards of trustees of all participating districts and must include a  
17 provision specifying terms upon which a district may exit the multidistrict cooperative. The agreement  
18 may be for a period of up to 3 years.

19  
20 All expenditures in support of the multidistrict agreement may be made from the interlocal cooperative  
21 fund as specified in [20-9-703](#) and [20-9-704](#). Each participating district of the multidistrict cooperative  
22 may transfer funds into the interlocal cooperative fund from the district's general fund, budgeted funds  
23 other than the retirement fund or debt service fund, or non-budgeted funds other than the compensated  
24 absence liability fund. Transfers to the interlocal cooperative fund from each participating school district's  
25 general fund are limited to an amount not to exceed the direct state aid in support of the respective school  
26 district's general fund. Transfers from the retirement fund and debt service fund are prohibited. Transfers  
27 may not be made with funds restricted by federal law unless the transfer is in compliance with any  
28 restrictions or conditions imposed by federal law.

29  
30 Expenditures from the interlocal cooperative fund are limited to those expenditures that are permitted by  
31 law and that are within the final budget for the budgeted fund from which the transfer was made.

32  
33 If transfers of funds are made from a District fund supported by a non-voted levy, the District may not  
34 increase its non-voted levy for the purpose of restoring the amount of funds transferred.

35  
36 Examples of flexibility under this policy and Montana Law include but are not limited to:

- 37 • A district with a separate high school and elementary budget can enter into an agreement within  
38 the district;
- 39 • A district may enter into an agreement with any other school district(s) for the sharing of  
40 resources, including supplies, services, personnel, etc.

41  
42 Legal Reference:           20-3-363, MCA           Multidistrict agreements – fund transfers  
43                                   20-9-703, MCA           District as prime agency  
44                                   2-9-704, MCA           District as cooperating agency

45  
46  
47 Policy History:

48 Adopted on:  
49 Reviewed on:  
50 Revised on:

2  
3 **STUDENTS**

4  
5 Student Discipline

6  
7 The Board grants authority to a teacher or principal to hold a student to strict accountability for  
8 disorderly conduct in a school building, on property owned or leased by a school district, on a  
9 school bus, on the way to or from school, or during intermission or recess.

10  
11 Disciplinary action may be taken against any student guilty of gross disobedience or misconduct,  
12 including but not limited to instances set forth below:

- 13
- 14 • Using, possessing, distributing, purchasing, or selling tobacco products, and alternative  
15 nicotine and vapor products as defined in 16-11-302, MCA.
  - 16 • Using, possessing, distributing, purchasing, or selling alcoholic beverages, including  
17 powdered alcohol. Students who may be under the influence of alcohol will not be  
18 permitted to attend school functions and will be treated as though they had alcohol in  
19 their possession.
  - 20 • Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs,  
21 marijuana, controlled substances, or any substance which is represented to be or looks  
22 like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic  
23 beverage, stimulant, depressant, or intoxicant of any kind, including such substances that  
24 contain chemicals which produce the same effect of illegal substances including but not  
25 limited to Spice and K2. Students who may be under the influence of such substances  
26 will not be permitted to attend school functions and will be treated as though they had  
27 drugs in their possession.
  - 28 • Using, possessing, controlling, or transferring a firearm or other weapon in violation of  
29 the ~~“Possession of Weapons other than Firearms”~~ section in Policy 3311.
  - 30 • Using, possessing, controlling, or transferring any object that reasonably could be  
31 considered or used as a weapon as referred to in Policy 3311.
  - 32 • Disobeying directives from staff members or school officials or disobeying rules and  
33 regulations governing student conduct.
  - 34 • Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable  
35 conduct toward anyone or urging other students to engage in such conduct.
  - 36 • Causing or attempting to cause damage to, or stealing or attempting to steal, school  
37 property or another person’s property.
  - 38 • Engaging in any activity that constitutes an interference with school purposes or an  
39 educational function or any other disruptive activity.
  - 40 • Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic  
41 and habitual truants.
  - 42 • Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or  
43 retaliation against any person who alleged misconduct under Policy 3225 or 3226 or  
44 participated in an investigation into alleged misconduct under Policy 3225 or 3226.
  - 45 • Defaces or damages any school building, school grounds, furniture, equipment, or book  
46 belonging to the district.

- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

#### Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force. District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

#### Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-



2  
3 **STUDENTS**

4  
5 Firearms and Other Weapons

6  
7 Firearms

8  
9 It is the policy of the School District to comply with the federal Gun Free Schools Act of 1994  
10 and Section 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a  
11 firearm at, any setting that is under the control and supervision of the school district.

12  
13 The District does not allow students to possess firearms on District property or at any setting that  
14 is under the control and supervision of the District. In accordance with Section 20-5-202 (3),  
15 MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a  
16 student who is determined to have brought a firearm to, or possess a firearm at, any setting that is  
17 under the control and supervision of the school district. In accordance with Montana law, a  
18 student who is determined to have brought a firearm to, or possess a firearm at, any setting that is  
19 under the control and supervision of the school district must be expelled from school for a period  
20 of not less than 1 year.

21  
22 For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon  
23 (including a starter gun) which will or is designed to or may readily be converted to expel a  
24 projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any  
25 firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).  
26 Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

27  
28 **CHOOSE ONE OF THE FOLLOWING OPTIONS:**

29  
30 **OPTION 1** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to  
31 review the underlying circumstances and, in the discretion of the Board, may authorize the  
32 school administration to modify the requirement for expulsion of a student.

33  
34 **OPTION 2** – However, on a case-by-case basis, the Board of Trustees will convene a hearing to  
35 review the underlying circumstances and, in the discretion of the Board, the Board may itself  
36 either modify the requirement for expulsion or delegate to the County Superintendent the  
37 authority to carry out the Board’s decision regarding any modification of the expulsion  
38 requirement. *Note: This Option is specifically for those smaller districts that have no employed*  
39 *administrator.*

40  
41 **OPTION 3** -- However, the Board of Trustees through this policy authorizes the Superintendent,  
42 or principal of a school without a Superintendent, to use his/her discretion on a case-by-case  
43 basis and modify the requirement of expulsion of a student if he/she deems such modification to  
44 be warranted under the circumstances. *Note: Under this Option, there is no expulsion hearing*  
45 *unless the administration determines that the circumstances warrant a recommendation of*  
46 *expulsion of the student for a period of one (1) year to the Board.*

1  
2  
3  
4 A decision to change the placement of a student with a disability who has been expelled pursuant  
5 to this section must be made in accordance with the Individuals with Disabilities Education Act.  
6

7 Possession of Weapons other than Firearms

8 The District does not allow students to possess other weapons on District property or at any  
9 setting that is under the control and supervision of the District. Any student found to have  
10 possessed, used or transferred a weapon on school property will be subject to discipline in  
11 accordance with the District’s discipline policy. For purposes of this section, “weapon” means  
12 any object, device, or instrument designed as a weapon or through its use is capable of  
13 threatening or producing bodily harm or which may be used to inflict self-injury, including but  
14 not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs;  
15 metal knuckles; nunchucks (also known as nunchucks); throwing stars; explosives; fireworks;  
16 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have  
17 been modified to serve as a weapon.  
18

19 No student shall possess, use, or distribute any object, device, or instrument having the  
20 appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons,  
21 including but not limited to weapons listed above which are broken or non-functional, look-alike  
22 guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles  
23 designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors,  
24 etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and  
25 use of a weapon.  
26

27 Definitions, Exceptions and Referral to Law Enforcement

28 The District may refer to law enforcement for immediate prosecution any student who possesses,  
29 carries, or stores a weapon in a school building as specified in Section 45-8-361, MCA. In  
30 addition the District will refer for possible prosecution a parent or guardian of any minor  
31 violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a  
32 school building. For the purposes of this section of the policy, “school property” means within  
33 school buildings, in vehicles used for school purposes, or on owned or leased school land or  
34 grounds. “Building” specifically means a combination of any materials, whether mobile,  
35 portable, or fixed, to form a structure and the related facilities for the use or occupancy by  
36 persons or property owned or leased by a local school district that are used for instruction or for  
37 student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The  
38 term is construed as though followed by the words "or part or parts of a building" and is  
39 considered to include all stadiums, bleachers, and other similar outdoor facilities, whether  
40 temporary or permanently fixed.  
41

42 The Board of Trustees may grant persons and entities advance permission to possess, carry, or  
43 store a weapon in a school building. All persons who wish to possess, carry, or store a weapon  
44 in a school building must request permission of the Board at a regular meeting. The Board has  
45 sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a  
46 school building.



This section does not apply to a law enforcement officer acting in the officer’s official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

*Note may be removed from final adopted policy: Section (g) of the ESSA Section 4141 – Gun Free Requirements, carves out a very significant exception to the Gun Free Schools Act in that it allows a student to have “a firearm that is lawfully stored inside a locked vehicle on school property. . .” Montana law (20-5-202, MCA), on the other hand, does not provide for any exception to the expulsion requirement if a student has a firearm that is lawfully stored inside a locked vehicle on school property. The only reference to federal law in 20-5-202(2), MCA is the federal definition of a firearm. As you well know 20-5-202(2), MCA provides that:*

*(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

*So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a firearm on school property in a locked vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.*

*There is one significant inconsistency between the Federal Gun Free Schools Act and Montana is that under federal law it provides that “State law shall allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing,” whereas 20-5-202(2), MCA, provides that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

Cross Reference:	3310	Student Discipline
	4332	Conduct of School Property
	5332	Personal Conduct

Legal Reference:	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of a weapon in a school building
	20 U.S.C. § 7151, et seq.	Gun Free Schools Act of 1994
	18 U.S.C. § 921	Definitions
	ESSA, Section 4141	Gun Free Requirements

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3413

4  
5 Student Immunization

6  
7 The Board requires all students to present evidence of their having been immunized against the following  
8 diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps,  
9 rubella, and tetanus in the manner and with immunizing agents approved by the department.  
10 Haemophilus influenza type “b” immunization is required for students under age five (5). Upon initial  
11 enrollment, an immunization status form shall be completed by the student’s parent or guardian. The  
12 certificate shall be made a part of the student’s permanent record.  
13

14 A student who transfers into the District may photocopy immunization records in the possession of the  
15 school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30)  
16 days after a transferring student ceases attendance at the school of origin, the school shall retain a certified  
17 copy for the permanent record and send the original immunization records for the student to the school  
18 district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical  
19 reasons upon certification by a physician indicating the specific nature and probable duration of the  
20 medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed  
21 annually. The statement for an exemption shall be maintained as part of the student’s immunization  
22 record. The permanent file of students with exemptions shall be marked for easy identification, should  
23 the Department of Public Health and Human Services order that exempted students be excluded from  
24 school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not  
25 exceed thirty (30) calendar days.  
26

27 The administrator may allow the commencement of attendance in school by a student who has not been  
28 immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses  
29 of varicella, polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, and tetanus vaccine, except  
30 that Haemophilus influenza type “b” vaccine is required only for children under 5 years of age.  
31

32 The District shall exclude a student for noncompliance with the immunization laws and properly notify  
33 the parent or guardian. The local health department may seek an injunction requiring the parent to submit  
34 an immunization status form, take action to fully immunize the student, or file an exemption for personal  
35 or medical reasons.  
36

37 This policy does not apply to or govern vaccinations against COVID-19. The Board does not require  
38 immunization against COVID-19 in order to enroll in the District in accordance with Montana  
39 law. District officials shall not inquire about the COVID-19 vaccination status of students, employees, or  
40 visitors. District officials shall not make decisions regarding access to District services for students,  
41 employees, or visitors based upon an individual’s COVID-19 vaccination status. Students enrolled in dual  
42 credit courses in accordance with District policies may be subject to distinct immunization requirements  
43 of the applicable post-secondary institution.  
44

45 Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance
		of immunization records
	§ 20-5-405, MCA	Medical or religious exemption
49	<u>Chapter 418</u>	<u>2021 General Legislative Session</u>

- 1
- 2 Policy History:
- 3 Adopted on:
- 4 Reviewed on:
- 5 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **STUDENTS**

3416

4  
5 Administering Medication to Students

6  
7 “Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food  
8 and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter  
9 medications prescribed through a standing order by the school physician or prescribed by the  
10 student’s healthcare provider.

11  
12 Except in an emergency situation, only a qualified healthcare professional may administer a drug  
13 or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the  
14 prescribing of drugs are never the responsibility of a school employee and should not be  
15 practiced by any school personnel.

16  
17 Administering Medication

18  
19 The Board shall permit administration of medication to students in schools in its jurisdiction. A  
20 school nurse or other employee who has successfully completed specific training in  
21 administration of medication, pursuant to written authorization of a physician or dentist and that  
22 of a parent, an individual who has executed a caretaker relative educational authorization  
23 affidavit, or guardian, may administer medication to any student in the school or may delegate  
24 this task pursuant to Montana law.

25  
26 Emergency Administration of Medication

27  
28 In the event of an emergency, a school nurse or trained staff member, exempt from the nursing  
29 license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any  
30 student in need thereof on school grounds, in a school building, at a school function, or on a  
31 school bus according to a standing order of an authorized physician or a student’s private  
32 physician. In the event that emergency medication is administered to a student, the school nurse  
33 or staff member shall call emergency responders and notify the student’s parents/guardians.

34  
35 ~~In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may~~  
36 ~~administer emergency oral or injectable medication to any student in need thereof on school~~  
37 ~~grounds, in a school building, or at a school function, according to the order of the students~~  
38 ~~health care provider as written in the students health care plan.~~

39  
40 ~~In the absence of a school nurse, an administrator or designated staff member exempt from the~~  
41 ~~nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in~~  
42 ~~administration of medication, may give emergency medication to students orally or by injection.~~

43  
44 ~~The Board requires that there must be on record a medically diagnosed allergic condition that~~  
45 ~~would require prompt treatment to protect a student from serious harm or death.~~

1 A building administrator or school nurse shall enter any medication to be administered in an  
2 emergency on an individual student medication record and retain the documentation. ~~shall file it~~  
3 ~~in a student's cumulative health folder.~~

#### 4 5 Assisting Students with Self-Administration of Medication

6  
7 A building principal or other school administrator may authorize, in writing, any school  
8 employee:

9  
10 To assist in self-administration of any drug that may lawfully be sold over the counter  
11 without a prescription to a student in compliance with the written instructions and with  
12 the written consent of a student's parent or guardian; and

13  
14 To assist in self-administration of a prescription drug to a student in compliance with  
15 written instructions or standing order of an authorized physician or a student's private  
16 physician and with the written consent of a student's parent or guardian.

17  
18  
19 ~~A building principal or school administrator may~~ school employee authorized, in writing, ~~any~~  
20 ~~employee~~ to assist students with self-administration of medications, may only rely on the  
21 following techniques: provided that only the following may be employed:

- 22
- 23 • Making oral suggestions, prompting, reminding, gesturing, or providing a written guide
  - 24 for self-administering medications;
  - 25 • Handing to a student a prefilled, labeled medication holder or a labeled unit dose
  - 26 container, syringe, or original marked and labeled container from a pharmacy;
  - 27 • Opening the lid of a container for a student;
  - 28 • Guiding the hand of a student to self-administer a medication;
  - 29 • Holding and assisting a student in drinking fluid to assist in the swallowing of oral
  - 30 medications; and
  - 31 • Assisting with removal of a medication from a container for a student with a physical
  - 32 disability that prevents independence in the act.
  - 33 • Other guidance or restrictions previously provided in writing to the school by a student's
  - 34 parent, an individual who has executed a caretaker relative educational authorization
  - 35 affidavit, or guardian is on file.

36  
37 ~~K-5 students who require medication must self-administer in the presence of the designated~~  
38 ~~school staff. High School Students and middle school students may carry and self-administer a~~  
39 ~~one-day supply of medication. Students found in violation of this medication policy may receive~~  
40 ~~disciplinary consequences.~~

#### 41 42 Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

43  
44 Students with allergies or asthma may be authorized by the building principal or Superintendent,  
45 in consultation with medical personnel, to possess and self-administer emergency medication  
46 during the school day, during field trips, school-sponsored events, or while on a school bus. The

1 student shall be authorized to possess and self-administer medication if the following conditions  
2 have been met:

- 3
- 4 • A written and signed authorization from the parents, an individual who has executed a  
5 caretaker relative educational authorization affidavit, or guardians for self-administration  
6 of medication, acknowledging that the District or its employees are not liable for injury  
7 that results from the student self-administering the medication.
- 8 • The student shall have the prior written approval of his/her primary healthcare provider.  
9 The written notice from the student's primary care provider shall specify the name and  
10 purpose of the medication, the prescribed dosage, frequency with which it may be  
11 administered, and the circumstances that may warrant its use.
- 12 • Documentation that the student has demonstrated to the healthcare practitioner and the  
13 school nurse, if available, the skill level necessary to use and administer the medication.
- 14 • Documentation of a doctor-formulated written treatment plan for managing asthma,  
15 severe allergies, or anaphylaxis episodes of the student and for medication use by the  
16 student during school hours.

17  
18 Authorization granted to a student to possess and self-administer medication shall be valid for  
19 the current school year only and shall be renewed annually. A student's authorization to possess  
20 and self-administer medication may be limited or revoked by the building principal or other  
21 administrative personnel.

22  
23 If provided by the parent, an individual who has executed a caretaker relative educational  
24 authorization affidavit, or guardian, and in accordance with documentation provided by the  
25 student's doctor, backup medication shall be kept at a student's school in a predetermined  
26 location or locations to which the student has access in the event of an asthma, severe allergy, or  
27 anaphylaxis emergency.

28  
29 Immediately after using epinephrine during school hours, a student shall report to the school  
30 nurse or other adult at the school who shall provide follow up care, including making a call to  
31 emergency responders.

### 32 33 Self-Administration of Other Medication

34  
35 The District shall permit students who are able to self-administer specific medication to do so  
36 provided that all of the following have occurred:

- 37
- 38 • A physician, dentist, or other licensed health care provider provides a written order for  
39 self-administration of said medication;
- 40 • Written authorization for self-administration of medication from a student's parent, an  
41 individual who has executed a caretaker relative educational authorization affidavit, or  
42 guardian is on file; and
- 43 • A principal and appropriate teachers are informed that a student is self-administering  
44 prescribed medication.
- 45 ~~• The medication is part of the annually updated health care plan or there are pre-arranged  
46 and administrative approved circumstances for short-term medication administration.~~

- ~~High school and middle school (6-12) students may not need a health care plan but students must be able to verify parental or guardian permission for taking over the counter medication and verify medical permission for prescription medication at school.~~

### Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee may administer glucagon to a diabetic student only in an emergency situation; (2) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (3) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, and individual who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student, and school employees are under no obligation to agree to designation. Glucagon is to be provided by the parent or guardian. All documentation shall be kept on file.

### Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Shall examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Shall develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Shall record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Shall store medication requiring refrigeration at 36° to 46° F;
- Shall store prescribed medicinal preparations in a securely locked storage compartment; and
- Shall store controlled substances in a separate compartment, secured and locked at all times.
- All non-emergency medication shall be kept in a locked, nonportable container, stored in its original container with the original prescription label. Epinephrine, naloxone, and student emergency medication may be kept in portable containers and transported by the school nurse or other authorized school personnel.
- Food is not allowed to be stored in refrigeration unit with medications.
- Shall notify the building administrator, school district nurse, and parent or guardian of any medication error and document it on the medication administration record.

The District shall permit only a forty-five-(45)-school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, shall be stored in their original containers.





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37.111.812, ARM                      Safety Requirements  
10.55.701(s), ARM                      Board of Trustees

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

2  
3 **STUDENTS**

4  
5 Communicable Diseases

6 *Note: For purposes of this policy, the term “communicable disease” refers to the diseases*  
7 *identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*  
8

9 In all proceedings related to this policy, the District shall respect a student’s right to privacy. All  
10 applicable district policies and handbook provision governing confidentiality of student medical  
11 information remain in full effect.

12  
13 Although the District is required to provide educational services to all school-age children who  
14 reside within its boundaries, it may deny attendance at school to any child diagnosed as having a  
15 communicable disease that could make a child’s attendance harmful to the welfare of other  
16 students. The District also may deny attendance to a child with suppressed immunity in order to  
17 protect the welfare of that child when others in a school have an infectious disease, which,  
18 although not normally life threatening, could be life threatening to a child with suppressed  
19 immunity.  
20

21 The District shall provide soap and disposable towels or other hand-drying devices shall be  
22 available at all handwashing sinks. Common-use cloth towels are prohibited. Sanitary napkin  
23 disposal shall be provided for girls of age ten or older and in teachers' toilet rooms and nurses'  
24 toilet rooms. The District shall provide either sanitary napkin dispensers in the girls', nurses', and  
25 teachers' toilet rooms or some other readily available on-site access to sanitary napkins.  
26

27 The Board recognizes that communicable diseases that may afflict students range from common  
28 childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as  
29 human immunodeficiency virus (HIV) infection. The District shall rely on advice of the public  
30 health and medical communities in assessing the risk of transmission of various communicable  
31 diseases to determine how best to protect the health of both students and staff.  
32

33 The District shall manage common communicable diseases in accordance with DPHHS  
34 guidelines and communicable diseases control rules. If a student develops symptoms of any  
35 reportable communicable or infectious illness as defined while at school, the responsible school  
36 officials shall do the following:  
37

- 38 (a) isolate the student immediately from other students or staff; and
- 39 (b) inform the parent or guardian as soon as possible about the illness and request him or  
40 her to pick up the student.; and
- 41 (c) consult with a physician, other qualified medical professional, or the local county  
42 health authority to determine if report the case should be reported to the local health  
43 officer.  
44

45 Students who express feelings of illness at school may be referred to a school nurse or other  
46 responsible person designated by the Board and may be sent home as soon as a parent or person

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4 designated on a student's emergency medical authorization form has been notified. The District  
5 may temporarily exclude from onsite school attendance a student who exhibits symptoms of a  
6 communicable disease that is readily transmitted in a school setting. Offsite instruction will be  
7 provided during the period of absence in accordance with Policy 2050. The District reserves the  
8 right to require a statement from a student's primary care provider authorizing a student's return  
9 to onsite instruction.

10  
11 When information is received by a staff member or a volunteer that a student is afflicted with a  
12 serious communicable disease, the staff member or volunteer shall promptly notify a school  
13 nurse or other responsible person designated by the Board to determine appropriate measures to  
14 be taken to protect student and staff health and safety. A school nurse or other responsible  
15 person designated by the Board, after consultation with and on advice of public health officials,  
16 shall determine which additional staff members, if any, have need to know of the affected  
17 student's condition.

18  
19 Only those persons with direct responsibility for the care of a student or for determining  
20 appropriate educational accommodation shall be informed of the specific nature of a condition, if  
21 it is determined that such individuals need to know this information.

22  
23 The District may notify parents of other children attending a school that their children have been  
24 exposed to a communicable disease without identifying the particular student who has the  
25 disease.

### 26 27 Healthy Hand Hygiene Behavior

28  
29 All students, staff, and others present in the any school building shall engage in hand hygiene at  
30 the following times, which include but are not limited to:

- 31 (a) Arrival to the facility and after breaks  
32 (b) Before and after preparing, eating, or handling food or drinks  
33 (c) Before and after administering medication or screening temperature  
34 (d) After coming in contact with bodily fluid  
35 (e) After recess  
36 (f) After handling garbage  
37 (g) After assisting students with handwashing  
38 (h) After use of the restroom

39  
40 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20  
41 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol  
42 can be used if soap and water are not readily available.

43  
44 Staff members shall supervise children when they use hand sanitizer and soap to prevent  
45 ingestion. Staff members shall place grade level appropriate posters describing handwashing  
46 steps near sinks.

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Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control  
37.111.825, ARM Health Supervision and Maintenance

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **COMMUNITY RELATIONS**

4315

4  
5 Visitor and Spectator Conduct

6  
7 Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner  
8 during a visit to the school or a school event may be ejected from the event and/or denied  
9 permission to access school buildings or property or school events as determined by the Board of  
10 Trustees. Examples of unsportsmanlike or inappropriate conduct include but are not limited to:

- 11
- 12 • Using vulgar or obscene language or gestures;
- 13 • Possessing or being under the influence of any alcoholic beverage;
- 14 • Possessing or consuming any illegal substance or marijuana;
- 15 • Possessing a weapon or firearm in violation of Policy 4332;
- 16 • Fighting or otherwise striking or threatening another person;
- 17 • Failing to obey instructions of a security officer or District employee; and
- 18 • Engaging in any illegal or disruptive activity.
- 19 • Other violations of District Policy.

20  
21 The Superintendent is authorized to temporarily restrict access to school buildings or property  
22 and recommend to the Board of Trustees denial of future admission to any person by delivering  
23 or mailing a notice by certified mail with return receipt requested, containing:

- 24
- 25 1. Date, time, and place of a Board hearing;
- 26 2. Description of the unsportsmanlike conduct; and
- 27 3. Proposed time period admission to school buildings or property or school events will be  
28 denied.

30 Cross Reference:	4301	Visitors to School
	4332	Conduct on School Property

33 Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
	§ 20-4-303, MCA	Abuse of teachers
	§ 45-8-101, MCA	Disorderly conduct
	§ 45-8-351, MCA	Restriction on Local Government Regulation of 37 Firearms
	Article X, section 8	Montana Constitution
	Initiative 190 – “Montana Marijuana Regulation and Taxation Act.”	
	January 1, 2021	

41  
42 Policy History

43 Adopted on:

44 Reviewed on:

45 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **COMMUNITY RELATIONS**

4332

Page 1 of 3

4  
5 Conduct on School Property

6  
7 General Conduct

8  
9 In addition to prohibitions stated in other District policies, a person on school property who is not an  
10 enrolled student or District employee shall not:

- 11  
12 1. Injure or threaten to injure another person;  
13  
14 2. Damage another’s property or that of the District;  
15  
16 3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;  
17  
18 4. Smoke or otherwise use tobacco or nicotine products, and alternative nicotine and vapor  
19 products as defined in 16-11-302, MCA, or other similar products;  
20  
21 5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or marijuana;  
22  
23 6. Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational  
24 program or any other activity occurring on school property;  
25  
26 7. **Optional:** Possess a non-firearm weapon as defined in this policy;  
27  
28 8. Enter upon any portion of school premises at any time for purposes other than those which are  
29 lawful and authorized by the Board; or  
30  
31 9. Willfully violate other District rules and regulations.  
32

33 For the purposes of this policy, “school property” means within school buildings, in vehicles used for  
34 school purposes, or on owned or leased school land or grounds. District administrators are authorized to  
35 appropriate action, as circumstances warrant, to enforce this section of the policy including but not  
36 limited to requesting the assistance of law enforcement in accordance with Montana law.  
37

38 Firearms and Weapons

39  
40 A person who is not an enrolled student or District employee shall not possess any firearm or other non-  
41 firearm weapon in a school building at any time.  
42

43 For the purposes of this policy, the term “firearm” means (A) any weapon which will or is designed to or  
44 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of  
45 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to  
46 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).  
47

48 For purposes of this policy, “non-firearm weapon” means any object, device, or instrument designed as a  
49 weapon or through its use is capable of intimidating, threatening or producing bodily harm or which may  
50 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile

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4 weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks;  
5 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been  
6 modified to serve as a weapon.

7  
8 District administrators are authorized to appropriate action, as circumstances warrant, to enforce this  
9 section of the policy including but not limited to requesting the assistance of law enforcement in  
10 accordance with Montana law.

11  
12 This section does not apply to a law enforcement officer acting in the officer’s official capacity or an  
13 individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school  
14 building.

15  
16 The Board of Trustees shall annually review this policy and update this policy as determined necessary by  
17 the trustees based on changing circumstances pertaining to school safety.

18  
19 Definitions: Districts will select Option 1 or Option 2

20  
21 Option 1 provides for an expanded definition of “school building” to not only include indoor structures  
22 enclosed by walls and a roof but also those outdoor facilities that may be used by people such as stadiums  
23 and bleachers which are leased or owned by a school district and meet the Montana Building and  
24 Construction Standards definition of building. This expanded definition prohibits the possession of  
25 firearms or weapons in all of these types of buildings. School districts considering this option must take  
26 into account the definition provided may subject the district to litigation asserting the school district is  
27 exceeding its authority as restricted by LR-130 (2020) and HB 102 (2021). Any such challenge will be  
28 subject to review in accordance with the board of trustees’ authority under Article X, section 8, of the  
29 Montana Constitution.

30  
31 Option 2 provides for a narrow definition of “school building” that will include indoor structures enclosed  
32 by walls and a roof but exclude outdoor facilities such as stadiums or bleachers. This definition relies on  
33 the definition of school building used in the Montana Criminal Code and by the Montana Department of  
34 Revenue. This definition may be considered consistent with LR-130 (2020) and HB 102 (2021) but may  
35 expose the school district to other challenges asserting the board of trustees has not taken all available  
36 measures to ensure a safe school setting. Any such challenge will be subject to review in accordance with  
37 the board of trustees’ authority under Article X, section 8, of the Montana Constitution.

38  
39 Option 1: For the purposes of this policy, “School building” means a combination of any materials,  
40 whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy  
41 by persons or property owned or leased by a local school district that are used for instruction or for  
42 student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is  
43 construed as though followed by the words "or part or parts of a building" and is considered to include all  
44 stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

45  
46 Option 2: For the purposes of this policy, “School building” means an enclosed structure with external  
47 walls and a roof owned or leased by a local school district that are used for instruction or for student  
48 activities as specified in ARM 42.4.201(2) and Section 45-8-361, MCA. The term is construed to exclude  
49 all stadiums, bleachers, and other similar outdoor facilities.

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Legal Reference:

Pro-Children Act of 1994, 20 U.S.C. § 6081  
Smoke Free School Act of 1994  
16-11-302, MCA Definitions  
§ 20-1-220, MCA Use of tobacco product in public school building or on  
public school property prohibited  
§ 20-1-206, MCA Disturbance of School  
§ 20-5-410, MCA Civil penalty  
§ 45-6-201, MCA Definition of enter or remain unlawfully  
§ 45-8-101, MCA Disorderly conduct  
§ 45-8-102, MCA Failure of disorderly persons to disperse  
§ 45-8-351, MCA Restriction on Local Government Regulation of  
Firearms  
§ 45-8-361, MCA Possession or allowing possession of weapon in school  
building -- exceptions -- penalties -- seizure and  
forfeiture or return authorized -- definitions.  
Article X, section 8 Montana Constitution  
Initiative 190 – “Montana Marijuana Regulation and Taxation Act.” January 1,  
2021

Policy History:

Adopted on:  
Reviewed on:  
Revised on:



1 \_\_\_\_\_ **School District**

2  
3 **PERSONNEL**

5223

Page 1 of 2

4  
5  
6 Personal Conduct

7  
8 School District employees will abide by all district policies, state and federal laws in the course of their  
9 employment. Where applicable, employees will abide by and honor the professional educator code of  
10 conduct.

11  
12 All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum,  
13 and impartiality in the conduct of District business. All employees shall maintain appropriate employee-  
14 student relationship boundaries in all respects, including but not limited to personal, speech, print, and  
15 digital communications. Failure to honor the appropriate employee student relationship boundary will  
16 result in a report to the Department of Public Health and Human Services and the appropriate law  
17 enforcement agency.

18  
19 In accordance with state law, an employee shall not dispense or utilize any information gained from  
20 employment with the District, accept gifts or benefits, or participate in business enterprises or  
21 employment that creates a conflict of interest with the faithful and impartial discharge of the employee's  
22 District duties. A District employee, before acting in a manner which might impinge on any fiduciary  
23 duty, may disclose the nature of the private interest which would create a conflict. Care should be taken  
24 to avoid using or avoid the appearance of using official positions and confidential information for  
25 personal advantage or gain.

26  
27 Further, employees are expected to hold confidential all information deemed not to be for public  
28 consumption as determined by state law and Board policy. Employees also will respect the  
29 confidentiality of people served in the course of an employee's duties and use information gained in a  
30 responsible manner. The Board may discipline, up to and including discharge, any employee who  
31 discloses confidential and/or private information learned during the course of the employee's duties or  
32 learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion  
33 should be used even within the school system's own network of communication and confidential  
34 information should only be communicated on a need to know basis.

35  
36 Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the  
37 job within a particular building.

38  
39 Firearms and Weapons

40  
41 Employees of the District shall not injure or threaten to injure another person; damage another's property  
42 or that of the District; or possess any firearm or other non-firearm weapon on school property at any time.

43  
44 For the purposes of this policy, the term "firearm" means (A) any weapon which will or is designed to or  
45 may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of  
46 any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to  
47 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

48  
49 For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a  
50 weapon or through its use is capable of intimidating threatening or producing bodily harm or which may

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4 be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile  
5 weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks;  
6 mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been  
7 modified to serve as a weapon.

8  
9 District administrators are authorized to appropriate action, as circumstances warrant, to enforce this  
10 section of the policy including but not limited to requesting the assistance of law enforcement in  
11 accordance with Montana law.

12  
13 For the purposes of this policy, "school property" means within school buildings, in vehicles used for  
14 school purposes, or on owned or leased school land or grounds. "Building" specifically means a  
15 combination of any materials, whether mobile, portable, or fixed, to form a structure and the related  
16 facilities for the use or occupancy by persons or property owned or leased by a local school district that  
17 are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section  
18 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building"  
19 and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether  
20 temporary or permanently fixed.

21  
22 This section does not apply to a law enforcement officer acting in the officer's official capacity or an  
23 individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school  
24 building.

25  
26 The Board of Trustees shall annually review this policy and update this policy as determined necessary by  
27 the trustees based on changing circumstances pertaining to school safety.

28  
29 Cross Reference: Professional Educators of Montana Code of Ethics  
30 5121 Applicability of Personnel Policies  
31 3311 Firearms and Weapons  
32 5232 Abused and Neglected Children  
33 4332 Conduct on School Property

34  
35 Legal Reference: § 20-1-201, MCA School officers not to act as agents  
36 Title 2, Chapter 2, Part 1 Standards of Conduct  
37 § 39-2-102, MCA What belongs to employer  
38 § 45-8-361, MCA Possession or allowing possession of  
39 a weapon in a school building  
40 § 45-5-501, MCA Definitions  
41 § 45-5-502, MCA Sexual Assault  
42 ARM 10.55.701(2)(d) Board of Trustees

43  
44  
45 Policy History:

46 Adopted on:

47 Reviewed on:

48 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **PERSONNEL**

5230

4  
5 Prevention of Disease Transmission

6  
7 All District personnel shall be advised of routine procedures to follow in handling body fluids.  
8 These procedures, developed in consultation with public health and medical personnel, shall  
9 provide simple and effective precautions against transmission of diseases to persons exposed to  
10 the blood or body fluids of another. The procedures shall follow standard health and safety  
11 practices. No distinction shall be made between body fluids from individuals with a known  
12 disease or infection and from individuals without symptoms or with an undiagnosed disease.  
13

14 The District shall provide training on procedures on a regular basis. Appropriate supplies shall  
15 be available to all personnel, including those involved in transportation and custodial services.  
16

17 The District shall provide soap and disposable towels or other hand-drying devices shall be  
18 available at all handwashing sinks. Common-use towels are prohibited. The District shall provide  
19 sanitary napkin disposal in teachers' toilet rooms and nurses' toilet rooms. The District shall  
20 provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some  
21 other readily available on-site access to sanitary napkins.  
22

23 If a staff member develops symptoms of any reportable communicable or infectious illness  
24 while at school, the responsible school officials shall do the following:

- 25  
26 (a) isolate the staff member immediately from students or staff  
27 (b) consult with a physician, other qualified medical professional, or the local county  
28 health authority to determine if the case should be reported.  
29

30 Healthy Hand Hygiene Behavior

31  
32 All staff and volunteers present in any school building shall engage in hand hygiene at the  
33 following times, which include but are not limited to:

- 34 (a) Arrival to the facility and after breaks  
35 (b) Before and after preparing, eating, or handling food or drinks  
36 (c) Before and after administering medication or screening temperature  
37 (d) After coming in contact with bodily fluid  
38 (e) After recess  
39 (f) After handling garbage  
40 (g) After assisting students with handwashing  
41 (h) After use of the restroom  
42

43 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20  
44 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol  
45 can be used if soap and water are not readily available.  
46

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5 Staff members shall supervise children when they use hand sanitizer and soap to prevent  
6 ingestion. Staff members shall place grade level appropriate posters describing handwashing  
7 steps near sinks.

8  
9 Confidentiality

10  
11 This policy in no way limits or adjusts the School District’s obligations to honor staff privacy  
12 rights. All applicable district policies and handbook provision governing confidentiality of staff  
13 medical information remain in full effect.

14  
15 Legal Reference:     37.114.101, et seq., ARM     Communicable Disease Control  
16                             37.111.825, ARM                     Health Supervision and Maintenance  
17

18  
19 Policy History:

20 Adopted on:

21 Reviewed on:

22 Revised on:

2  
3 **PERSONNEL**

4  
5 Breastfeeding in the School and Workplace

6  
7 Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that  
8 Montana law authorizes mothers to breastfeed their infants where mothers and children are  
9 authorized to be, the District shall support women who want to continue breastfeeding after  
10 returning from maternity leave.

11  
12 The District shall provide reasonable unpaid break time each day to an employee or who needs to  
13 express milk for ~~the employee's a child, if breaks are currently allowed. If breaks are not~~  
14 ~~currently allowed, the District shall consider each case and make accommodations as possible.~~  
15 The District is not required to provide break time if to do so would unduly disrupt the District's  
16 operations. Supervisors are encouraged to consider flexible schedules when accommodating  
17 employees' needs. Building administrators are authorized to work with teachers to provide  
18 students necessary time to express milk for a child.

19  
20 The District shall make reasonable efforts to provide a room or other location, ~~in close proximity~~  
21 ~~to the work area,~~ other than a toilet stall, where an employee or student can express employee's  
22 breast milk and access to a place to store expressed breast milk safely. The available space shall  
23 include the provision for lighting and electricity for the pump apparatus. If possible, supervisors  
24 and building administrators shall ensure that those employees or students in need of such  
25 ~~employees are aware of these workplace accommodations shall~~ be aware of them prior to  
26 maternity leave.

27	Legal Reference:	§ 39-2-215, MCA	Public employer policy on support of women and breastfeeding – unlawful discrimination
28		§ 39-2-216, MCA	Private Place for nursing mothers
29		§ 39-2-217, MCA	Break time for nursing mothers
30		<u>37.111.811, ARM</u>	<u>Physical Requirements</u>
31			
32			
33			

34 Policy History:

35 Adopted on:  
36 Reviewed on:  
37 Revised on:

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**NONINSTRUCTIONAL OPERATIONS**

Chemical Safety

The District shall establish and maintain a Chemical Hygiene Plan all areas that store hazardous chemicals including but not limited to science labs, industrial arts classrooms or buildings. Chemical Hygiene Plans shall include plans for appropriate selection, storage, inventory, use, and disposal of hazardous chemicals, and biological materials.

The District has designated \_\_\_\_\_ as the Chemical Hygiene Officer in accordance with the requirements of the Occupational Safety and Health Administration. The Officer has primary responsibility for ensuring the implementation of all components of the Chemical Hygiene Plan.

Safety Data Sheets for all materials in science labs, industrial arts classrooms or buildings, and art labs, and lab storage rooms shall be stored in those rooms and be accessible at all times. The Safety Data Sheets shall also be kept in a secure, remote site outside of the science lab, industrial arts classroom or buildings, and art labs, and lab storage rooms.

All District staff shall ensure storage areas are kept clean and organized. Unused hazardous materials shall be disposed in a timely manner as stated by the manufacturer and approved by DEQ. Schools shall consult with the DEQ and the DPHHS for additional information about how they can properly discard hazardous material.

Legal Reference:	37.111.812, ARM	Safety Requirements
	Section 50-78-101, MCA, et seq	Montana Employee and Community
		Hazardous Chemical Information
		Act

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8130

4  
5 Air Quality Restrictions on Outdoor Activities, Practice and Competition

6  
7 Each school district is responsible for ensuring the safety of its students and student athletes when  
8 participating in physical education, recess, practices or athletic contests.

9  
10 The District Board of Trustees and Administration shall use the Recommendations for Outdoor Activities  
11 Based on Air Quality for Schools guidelines, developed by DEQ and the DEQ’s Air Data Map, as the  
12 determining factor when making a decision to allow or not allow students to participate in outdoor  
13 activities and contests.

14  
15 The District Board of Trustees and Administration have developed the following protocol for  
16 determination of allowing students and student athletes to participate in outdoor activities when Air  
17 Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on  
18 the DEQ guidelines.

- 19
- 20 1. The \_\_\_\_\_ School District shall use the [\_\_\_\_\_ **air quality monitor**] [\_\_\_\_\_
- 21 **geographical spot on the todaysair.mt.gov website**] **CHOOSE ONE OR BOTH** to determine
- 22 the air quality for our school district.
- 23 2. The following personnel shall make the decision to hold or cancel outdoor activities, practices, or
- 24 contests:
- 25 a. Recess (all levels) \_\_\_\_\_
- 26 b. Junior High practices (all levels) \_\_\_\_\_
- 27 c. Junior High contests (all levels) \_\_\_\_\_
- 28 d. High School practices (all levels) \_\_\_\_\_
- 29 e. High School contests (all levels) \_\_\_\_\_
- 30 f. All outdoor activities, (all levels) \_\_\_\_\_
- 31
- 32 3. The decision to hold or cancel outdoor activities shall be made \_\_\_\_\_ **(hours)(days)**
- 33 **CHOOSE ONE** in advance of the activity.
- 34 4. The notice to hold or cancel an outdoor activity shall be communicated to:
- 35 a. Students through \_\_\_\_\_
- 36 b. Staff through \_\_\_\_\_
- 37 c. Coaches through \_\_\_\_\_
- 38 d. Parents through \_\_\_\_\_
- 39 e. Community \_\_\_\_\_
- 40

41 The superintendent or an employee designated by the superintendent is authorized to establish a  
42 procedure to limit the infiltration of outside air into each school during poor air quality conditions.

43  
44 References: 10.55.701(q), ARM Board of Trustees  
45 www. todaysair.mt.gov  
46 <http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>  
47 37.111.827, ARM Outdoor Air Quality

48 Policy History:

49 Adopted on:  
50 Reviewed on:  
51 Revised on:

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**NONINSTRUCTIONAL OPERATIONS**

Indoor Air Quality

The District shall ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. District ventilation systems shall undergo annual checks by the school facility manager, superintendent or other staff approved by the superintendent to ensure ventilation systems are operating within manufacturer parameters.

Air filters in the District shall have a minimum efficiency reporting value of between 8 and 13 as recommended by the National Air Filtration Association and the EPA unless other types of non-MERV rated filters are used.

To the greatest extent possible during times of poor outdoor air quality, the District shall change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The District shall clean any electrostatic air filters according to manufacturer specifications.

The school facility manager, superintendent or other staff approved by the superintendent shall complete annual indoor air quality inspections using the Walk-Through Inspection Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved inspection form.

The District shall maintain records of indoor air quality inspection on site for no less than three years and the records shall be made available to the local health authority and DPHHS upon request.

Legal Reference: 37.111.826, ARM Indoor Air Quality

Policy History:

Adopted on:  
Reviewed on:  
Revised on:



2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 Food Services

6  
7 The District supports the philosophy of the National School Lunch Program and shall provide  
8 wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a  
9 portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected  
10 indigent students.

11  
12 Because of the potential liability of the District, the food services program shall not accept donations of  
13 food without approval of the Board. Should the Board approve a food donation, the Superintendent shall  
14 establish inspection and handling procedures for the food and determine that provisions of all state and  
15 local laws have been met before selling the food as part of school meals.

16  
17 As an integral part of a school, the District’s food service is operated in compliance with ARM  
18 Title 37, chapter 110, subchapter 2, rules for food service establishments.

19  
20 Commodities

21  
22 The District shall use food commodities made available under the Federal Food Commodity Program for  
23 school meals.

24  
25 Free and Reduced-Price Food Services

26  
27 The District shall provide free and reduced-price meals to students, according to the terms of the National  
28 School Lunch Program and the laws, rules, and regulations of the state. The District shall inform parents  
29 of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-  
30 price meals shall be confidential, in accordance with National School Lunch Program guidelines. A  
31 parent has the right to appeal to a designated hearing official any decision with respect to his or her  
32 application for free or reduced-price food services.

33  
34 The Board may establish programs whereby meals may be provided in the District in accordance with  
35 National School Lunch Program guidelines.

36  
37 The amount charged for such meals shall be sufficient to cover all costs of the meals, including  
38 preparation labor and food, handling, utility, and equipment depreciation costs.

39	Legal Reference:	§ 20-10-204, MCA	Duties of trustees
40		§ 20-10-205, MCA	Allocation of federal funds to school food services fund
41			for federally connected, indigent pupils
42		§ 20-10-207, MCA	School food services fund
43		<u>37.111.842, ARM</u>	<u>Food Service Requirements</u>
44			

45  
46 Policy History:

47 Adopted on:

48 Reviewed on:

49 Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 District Safety

6  
7 For purposes of this policy, “*disaster means the occurrence or imminent threat of damage,*  
8 *injury, or loss of life or property*”.

9  
10 The Board recognizes that safety and health standards should be incorporated into all aspects of  
11 the operation of the District. Rules for safety and prevention of accidents shall be posted in  
12 compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and  
13 accidents shall be reported to the District office.

14  
15 The board of trustees has identified the following local hazards that exist within the boundaries  
16 of its school district:

17 [Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms, etc.]

18  
19 The [Superintendent] [building principal] shall design and incorporate drills in its school safety  
20 or emergency operations plan to address the above stated hazards. The trustees shall certify to  
21 the office of public instruction that a school safety or emergency operations plan has been  
22 adopted. This plan and procedures shall be discussed and distributed to each teacher at the  
23 beginning of each school year. There shall be at least eight (8) disaster drills a year in a school.  
24 All teachers shall discuss safety drill procedures with their class at the beginning of each year  
25 and shall have them posted in a conspicuous place next to the exit door. Drills must be held at  
26 different hours of the day or evening to avoid distinction between drills and actual disasters. A  
27 record shall be kept of all fire drills.

28  
29 The trustees shall review the school safety or emergency operations plan periodically and update  
30 the plan as determined necessary by the trustees based on changing circumstances pertaining to  
31 school safety. Once the trustees have made the certification to the office of public instruction,  
32 the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to  
33 school safety and security.

34  
35 The Superintendent shall develop safety and health standards which comply with the Montana  
36 Safety Culture Act. **[Optional]**: The Superintendent shall ensure District employees are provided  
37 equipment, tools, and devices designed to ensure a safe and health workplace in accordance with  
38 this policy. Failure to use the provided equipment in a suitable or timely manner may be  
39 considered a violation of District policy. If a staff member requires equipment that is not  
40 available, an employee may submit a request to the administration in accordance with established  
41 District practice.

42  
43 To ensure a safe school setting and to comply with regulations governing schools in Montana,  
44 the following safety measures shall be implemented in the District:

- (a) Janitorial and other storage areas that contain toxic or hazardous materials must be kept locked between periods of use. Custodial closets, boiler rooms, and other areas where hazardous or poisonous compounds are stored must be inaccessible to students.
- (b) All cleaning compounds and other toxic chemicals not stored in the product container or package in which it was obtained must be stored in a labeled container that clearly identifies the product by name.
- (c) Chemicals must be stored as specified by the chemical's Safety Data Sheet.
- (d) The school and school site must be free of objects or conditions which create unreasonable or unnecessary dangers to health or safety.
- (e) First aid kits and AEDs must be provided and stored in accessible locations that are easily identifiable to staff and trained personnel.
- (f) Playground and school yards must be inspected every month by the facility manager or other school personnel and the inspection must be recorded and records kept on the school site. Inspections must be conducted using a playground safety checklist approved by the DPHHS.
- (g) Playground inspection results must be made available for review by the local health authority or the DPHHS upon request.
- (h) Periodic maintenance and repair must be performed on playground equipment according to the manufacturer's specifications. Repairs, not including the leveling of fall protection material, must be documented.
- (i) Playground equipment must be maintained in a safe condition.

Legal Reference:	§ 20-1-401, MCA	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§§ 39-71-1501, et seq., MCA	Montana Safety Culture Act
	<u>37.111.812, ARM</u>	<u>Safety Requirements</u>

Policy History:

Adopted on:

Reviewed on:

Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 Noxious Plant and Animal Control

6  
7 Each school and school site shall be maintained free of harborage for insects, rodents, and other  
8 pests. Extermination methods and other measures to control pests shall conform with the  
9 requirements of the DPHHS or the local health authority.

10  
11 All areas shall be maintained free of accumulation of debris or standing water which may  
12 provide harborage for pests.

13  
14 Storage areas shall be maintained so as to prevent pest harborage. Lumber, pipe, and other  
15 building materials shall be stored neatly.

16  
17 The growth of brush, weeds, and grass shall be controlled to prevent harborage of pests. School  
18 grounds shall be maintained to prevent the growth of noxious weeds considered detrimental to  
19 health.

20  
21 Integrated Pest Management Plan

22  
23 The District has developed and implemented an Integrated Pest Management (IPM) program.  
24 Students, parents, and staff shall be notified when chemicals for IPM are going to be used. The  
25 school IPM shall include strategies to prevent the spread of pests.

26  
27 The facility manager, superintendent or other staff approved by the superintendent shall,  
28 whenever practical, ensure the use of nonchemical methods to control pests, including  
29 proper sanitation practices, structural repair, and window screens.

30  
31 Pesticide Application Notification

32  
33 Except as otherwise provided in this policy, the District shall notify parents or guardians of  
34 students of the application of a pesticide to an area of the school that is used by or is accessible  
35 to students least 24 hours before the application. The notification shall state the following:

- 36  
37 (a) A description of the area where the pesticide will be applied;  
38 (b) The date and approximate time of application;  
39 (c) The common or brand name of each pesticide to be used;  
40 (d) The targeted pests to be controlled by the pesticide;  
41 (e) Each active ingredient in the pesticide;  
42 (f) The EPA registration number;  
43 (g) The telephone contact number, if any, on the label of the pesticide for additional  
44 information about each pesticide; and  
45 (h) A contact name and telephone number at the school.  
46 (i) If the application will be outdoors, the notification shall also include three dates in  
47 chronological order in case the preceding date is canceled due to weather.  
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3 During the school year, the notification required by this policy shall be made by individual  
4 notice delivered by phone, face-to-face oral communication, electronic mail, postal mail,  
5 or facsimile. The Board of Trustees authorizes the superintendent or other staff approved  
6 by the superintendent to develop a registration system to provide this notification only to  
7 those parents who wish to receive the notification. The registration shall provide written  
8 notice to the parents or guardians of the student at the beginning of the school year, or  
9 upon a child's enrollment, that pesticides may be used in or around the school. The  
10 administrator shall develop methods to permit each parent or guardian how to register to  
11 be notified at least 24 hours before a pesticide treatment.

12  
13 If pesticides are used outside the school year and the school is open or to be accessible by the  
14 public, the notification required shall be prominently posted in a conspicuous location on the  
15 school premises at least 24 hours before the pesticide application is scheduled to occur.

16  
17 Immediately before starting the application of a pesticide, the certified applicator shall post in  
18 the area of the school where the pesticide is to be applied, a sign 8.5x11-inch in size, or  
19 greater. Fonts shall be no smaller than 26 point (one-fourth inch). The administrator shall  
20 ensure the sign remains posted and students are kept out of the treated area until the reentry  
21 interval on the label, if any, has expired, or, if the label does not specify a reentry interval, for  
22 at least 24 hours.

#### 23 24 Emergency Pesticide Application

25  
26 The superintendent or other staff approved by the superintendent may authorize an immediate  
27 pesticide treatment without prior notification if the superintendent determines an emergency  
28 exists. An emergency includes an immediate and unanticipated threat to the health and safety  
29 of the individuals at the school. If a school administrator authorizes an emergency pesticide  
30 application all the information that is required in a notice under this policy shall be included  
31 in the record maintained as required by this policy

#### 32 33 Exceptions to the Notice Requirements

34  
35 The following pesticide applications are not subject to the notification or posting  
36 requirements of this rule:

- 37  
38 (a) Applications of antimicrobial pesticides;  
39 (b) An application where the school remains unoccupied for a continuous 72- hour  
40 period following the application of the pesticide;  
41 (c) Applications of rodenticides in tamper-resistant bait stations or in areas  
42 inaccessible to students; and  
43 (d) Applications of silica gels and other ready-to-use pastes, foams, or gels that will  
44 be used in areas inaccessible to students.  
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Record Keeping

The superintendent or other staff approved by the superintendent shall keep records of pesticide applications subject to the notification and posting requirements of this rule. Records shall include:

- (a) A copy of each notice issued;
- (b) The date of application;
- (c) The name and employer of the individual who applied the pesticide, including the individual's certification number;
- (d) The rate of application;
- (e) The concentration of the pesticide applied; and
- (f) The total amount of pesticide used.

Records shall be kept for at least five years and shall be made available to the local health authority, DPHHS, or the public for review upon request.

Legal Reference:      37.111.846, ARM      Noxious Plant and Animal Control  
                                 10.55.701(s), ARM      Board of Trustees

Policy History:

Adopted on:  
Reviewed on:  
Revised on:

4  
5 Facility Cleaning and Maintenance

6  
7 District personnel shall routinely both clean by removing germs, dirt and impurities and, when  
8 necessary, disinfect by using chemicals to kill germs on all surfaces and objects in any school  
9 building and on school property that are frequently touched. This process shall include cleaning  
10 objects/surfaces not ordinarily cleaned daily.

11  
12 Personnel shall clean with the cleaners typically used and will use all cleaning products  
13 according to the directions on the label. When necessary, personnel shall disinfect with common  
14 EPA-registered household disinfectants. Personnel shall follow the manufacturer's instructions  
15 for all cleaning and disinfection products.

16  
17 When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff,  
18 and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls)  
19 can be wiped down before use. The superintendent or other staff approved by the superintendent  
20 are required to ensure adequate supplies to support cleaning and disinfection practices.  
21 Specifically, the District shall comply with the following cleaning and maintenance  
22 requirements:

- 23  
24 (a) Daily cleaning and maintenance services will be provided whenever the school is in  
25 use.
- 26 (b) Each janitor room will be kept clean, ventilated, lockable, and free from odors.
- 27 (c) Soiled mop heads will be changed frequently, using laundered replacements.
- 28 (d) Toilets, lavatories, and showers will not be used for washing and rinsing of mops,  
29 brooms, brushes, or any other cleaning device.
- 30 (e) Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and  
31 floors will contain fungicides or germicides.
- 32 (f) Deodorizers and odor-masking agents will not be used
- 33 (g) Toilet bowl brushes, mops and sponges will be used only for cleaning toilet bowls and  
34 urinals and will be stored separately from other cleaning devices. Cleaning devices  
35 used for lavatories and showers may not be used for any other purposes.
- 36 (h) Dry dust mops and dry dust cloths for cleaning purposes are prohibited, except for use  
37 on gymnasium floors. Only treated mops, wet mops, treated cloths, moist cloths or  
38 other means approved by the DPHSS or local health authority which will not spread  
39 soil from one place to another may be used for dusting and cleaning, with the  
40 exception of gymnasium floors.
- 41 (i) All furnishings, fixtures, floors, walls, and ceilings will be clean and in good repair  
42 as outlined in this Policy.
- 43 (j) Cleaning compounds and pesticides will be stored, used, and disposed of in  
44 accordance with the manufacturer's instructions.
- 45 (k) Safety data sheets will be kept with all cleaning supplies in the area where the  
46 cleaning supplies are located.
- 47 (l) As current non-green cleaning supplies are depleted it is recommended that they are

replaced with cleaning products that are "Green Products."

(m) All cleaning supplies need to have an EPA registration number, a "use by" reading letter, be stored with approved ventilation, and stored out of the reach of students.

(n) All vomit, blood, and fecal matter including diarrhea will be cleaned using appropriate personal protective equipment. Cleaning supplies and personal protective equipment used for vomit, blood, and fecal matter clean-up will be disposed in accordance with disposal of medical equipment in Policy 3416, if applicable. All affected areas will be disinfected in accordance with this Policy.

(o) All therapeutic whirlpools will be constructed and maintained for easy cleaning. Whirlpools will be drained and sanitized after each use. Individuals with open sores or infections are prohibited from using therapeutic whirlpools.

#### Assigned Cleaning and Disinfecting

Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in accordance with their knowledge, experience, and applicable guidance from federal, state, tribal, and local health officials. Personnel shall have access to or the opportunity to access the latest available guidance upon request to their supervisor.

Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and routine to regularly clean identified surfaces and objects. Personnel shall honor this plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to change in school schedule, absence of colleagues, availability of equipment and supplies, and federal, state, tribal or local health directives and guidance. If adjustment is necessary, personnel shall again coordinate with colleagues and supervisors to improve the plan, schedule, and routine. Personnel shall solicit and accept perspectives from colleagues and other school officials when considering improvements to the plan.

Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been occupied for seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and substances in a manner consistent with the applicable instructions.

Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted by location and substance. During evaluation and identification of surfaces, personnel shall consider removing soft and porous materials in high traffic areas that may increase risk of exposure.

Personnel shall establish and maintain safe work practices in accordance with these procedures and School District policy in order to reduce the risk of exposure. If disinfection of any surface



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4 or item is necessary, disinfection shall occur in accordance with stated guidance and substance  
5 instructions.

6  
7 Physical Barriers and Guides  
8

9 Personnel shall review school buildings and identify areas where installation of physical barriers,  
10 such as sneeze guards and partitions, shall assist or protect students and staff. Personnel shall  
11 coordinate with building or district administrators to complete or install any identified physical  
12 barrier.

13  
14 Legal References: 37.111.841, ARM Cleaning and Maintenance  
15 10.55.701(s), ARM Board of Trustees  
16

17 Policy History:

18 Adopted on:

19 Reviewed on:

20 Revised on:

1 \_\_\_\_\_ **School District**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8410

Page 1 of 3

4  
5 Operation and Maintenance of District Facilities

6  
7 Inspections

8  
9 The District seeks to maintain and operate facilities in a safe and healthful condition. The  
10 facilities manager, in cooperation with principals, fire chief, and county sanitarian, shall  
11 ~~periodically~~ annually inspect plant and facilities or as necessary. The facilities manager shall  
12 develop a program to maintain the District physical plant by way of a continuous program of  
13 repair, maintenance, and reconditioning. Budget recommendations shall be made each year to  
14 meet these needs and any such needs arising from an emergency.

15  
16 The facilities manager shall formulate and implement energy conservation measures. Principals  
17 and staff are encouraged to exercise other cost-saving procedures in order to conserve District  
18 resources in their buildings.

19  
20 The District shall permit representatives of DPHHS or local health authority to enter any  
21 school at any reasonable time for the purpose of making inspections to determine compliance  
22 with applicable regulations. DPHHS or local health authority may determine that special  
23 circumstances or local conditions warrant inspections with greater or less frequency. Upon  
24 receiving a complaint, the local health authority may determine if more inspections are  
25 necessary.

26  
27 Inspections of school facilities shall be done using forms approved by the DPHSS. Inspection  
28 records shall be kept on file at the school for at least three years from the time of inspection.  
29 Following each inspection, representatives of the DPHHS or local health authority shall give the  
30 school administration a copy of an inspection report which notes any deficiencies and sets a time  
31 schedule for compliance. The report shall document deficiencies.

32  
33 The District shall comply with the Building and Fire Safety Codes administered by the State  
34 Building Codes Division and the State Fire Marshal or by local building officials.

35  
36 Laundry Facilities

37  
38 Laundries operated in conjunction with or utilized by the District shall be provided with:

- 39  
40 (a) a mechanical washer and hot air tumble dryer. Manual washing and line drying of  
41 towels and other laundry items is prohibited. Dryers shall be properly vented to  
42 prevent maintenance problems and buildup of moisture.  
43 (b) a hot water supply system capable of supplying water at a temperature of 120°F to  
44 the washer during all periods of use.  
45 (c) sufficient separation between the area used for sorting and storing soiled laundry  
46

and the area used for folding and storing clean laundry to prevent the possibility of cross-contamination.

(d) separate carts for transporting soiled and clean laundry.

(e) handwashing facilities including sink, soap, and disposable towels. A soak sink may double as a handwashing sink.

Towels and other laundry items shall be machine washed at a minimum temperature of 120°F for a minimum time of ten minutes and dried to greater or equal to 130°F for ten minutes in a hot air tumble dryer.

### Solid Waste and Recycling

In order to ensure that solid waste, including recycling material, is safely stored and disposed of, the School District shall:

(a) store all solid waste between collections in containers which have lids, are corrosion-resistant, and are constructed to minimize pest attraction and harborage;

(b) clean all solid waste containers with sufficient frequency to maintain them in a condition which minimizes pest attraction;

(c) for exterior containers other than dumpsters or compactors, utilize stands which prevent the containers from being tipped, protect them from deterioration, and allow easy cleaning below and around them. Further, dumpsters or compactors shall be located on or above a smooth surface of non-absorbent material, such as concrete or asphalt, that is maintained in clean and good condition;

(d) transport, or utilize a private or municipal hauler to transport, the solid waste at least weekly to a landfill site approved by the DEQ in a covered vehicle or covered containers.

### Physical Requirements

The School District shall comply with the following physical requirements:

(a) Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial closets, and similar rooms subject to large amounts of moisture shall be maintained in a smooth and non-absorbent condition. Non-absorbent, non-skid floor matting may be used where appropriate to prevent injury.

(b) Adequate coat/jacket and book storage for each student shall be provided;

(c) Livestock and poultry shall be located more than 50 feet from food service areas, offices, or classrooms except those offices and classrooms associated with animal husbandry activities or other demonstrations as approved by the school administration. In classrooms, offices, or food service areas where livestock and poultry are approved by the administrator, animals shall not have contact with

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eating or serving surfaces.

Legal Reference:    10.55.908, ARM    School Facilities  
                          37.111.834, ARM    Solid Waste  
                          37.111.840, ARM    Laundry Facilities  
                          37.111.811, ARM    Physical Requirements  
                          37.111.810, ARM    Inspections  
                          10.55.701(s), ARM   Board of Trustees  
                          10.55.701(l), ARM   Board of Trustees

Policy History:  
Adopted on:  
Reviewed on:  
Revised on:

2  
3 **NONINSTRUCTIONAL OPERATIONS**

4  
5 Water Supply Systems and Wastewater

6  
7 The District shall ensure an adequate and potable supply of water for school buildings and  
8 properties by either:

- 9  
10 (a) connecting to a compliant public water supply system; or  
11 (b) utilizing a non-public system whose construction and use meet the standards  
12 published by DPHHS if the school is not utilized by more than 25 persons daily at  
13 least 60 days out of the calendar year, including staff and students, and a  
14 - compliant public water supply system is not accessible. When using a system  
15 outlined in this subsection (b) a school shall submit a water sample at least  
16 quarterly to a laboratory licensed by the DPHHS to perform microbiological  
17 analysis of the water supplied in order to determine that the water does not exceed  
18 the maximum microbiological contaminant levels acceptable to DPHHS.

19  
20 A water supply system of a type other than described in subsections (a) or (b) may be utilized  
21 only if it is designed by a professional engineer and offers equivalent sanitary protection as  
22 determined by DPHHS or local health authority. When using a system outlined in this  
23 paragraph, the District shall submit a water sample at least quarterly to a laboratory licensed by  
24 DPHHS to perform microbiological analysis of the water supplied in order to determine that  
25 the water does not exceed the maximum microbiological contaminant levels acceptable to  
26 DPPHS, DEQ, or local health authority.

27  
28 The District shall replace or repair the water supply system serving it whenever the  
29 water supply:

- 30  
31 (a) contains microbiological contaminants in excess of the maximum levels  
32 acceptable to DPPHS, DEQ, or local health authority.  
33 (b) does not have the capacity to provide adequate water for drinking, cooking,  
34 personal hygiene, laundry, and water-carried waste disposal.

35  
36 If the District cannot make water under pressure available, the drinking water from an approved  
37 source shall be stored in a clean and sanitized container having a tight-fitting lid and a suitable  
38 faucet apparatus for filling individual cups. In this situation, single service drinking cups shall be  
39 provided.

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41 Flushing and Testing

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43 The District shall review water systems and features including but not limited to sink faucets,  
44 drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility  
45 shutdown. Drinking fountains shall be regularly cleaned and sanitized. The District shall create  
46 and implement a flushing program unless it meets the established waiver requirements

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established by DEQ. Flushing shall be required following any period of time during which the school is inactive.

The District shall maintain a schematic and inventory of fixtures in accordance with DEQ protocols as part of the District’s water testing program. The District shall sample all water fountains and sinks used for food preparation. All other potential human consumption fixtures shall be sampled, unless the District receives approval for a testing plan from DEQ to test a representative sample of potential fixtures in the school in accordance with DEQ protocols. All samples shall be analyzed by a Montana certified lab using EPA-approved standard drinking water methods for the detection and quantification of lead. All test results will be considered public records.

Wastewater

The District shall ensure wastewater is completely and safely disposed of by:

- (a) connecting to a compliant public wastewater system; or
- (b) if the school is not utilized by more than 25 persons daily at least 60 days out of the calendar year, including staff and students, and a compliant public wastewater system is not available, utilizing a non-public system whose construction and use meet DEQ construction and operation standards.

If the District uses pit privies, the privies shall be operated and maintained in compliance with the standards specified in DEQ Circular-4. If the District uses a wastewater system design of a type other than described in this policy, it shall be designed by a professional engineer and offers equivalent sanitary protection as determined by the DPPHS, DEQ, or local health authority.

- Legal References:
- 37.111.832, ARM Water Supply System
  - ARM Title 17, chapter 38, subchapter 1
  - 17.38.207, ARM Maximum Microbiological Containment Levels
  - DEQ Circular FCS 1-2016.
  - DEQ Circular 4
  - 10.55.701(s), ARM Board of Trustees
  - 10.55.701(l), ARM Board of Trustees
  - 10.55.701(q), ARM Board of Trustees

Policy History:

- Adopted on:
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- Revised on:

1 \_\_\_\_\_ **School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Lead Renovation

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7 In accordance with the requirements of the Environmental Protection Agency (EPA), the District  
8 has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards  
9 at all District owned facilities and grounds.

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11 The Lead-based paint renovation, repair and painting program (RRP) is a federal regulatory  
12 program affecting contractors, property managers, and others who disturb painted surfaces. It  
13 applies to child-occupied facilities such as schools and day-care centers built prior to 1978.

14  
15 “*Renovation*” is broadly defined as any activity that disturbs painted surfaces and includes most  
16 repair, remodeling, and maintenance activities, including window replacement.

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18 The District has implemented this policy to identify, inspect, control, maintain and improve the  
19 handling of lead related issues across the district facilities and grounds. In an effort to reduce  
20 potential hazards, the District through training has put together maintenance programs that will  
21 not only better protect the environment, but the students and employees of the District as well.

22  
23 The District’s Lead Renovation Policy shall apply too not only employees of the maintenance  
24 department but to outside contractors as well. No outside painting contractor will be permitted to  
25 work for the District after April 22, 2010 unless they can show proof of training relative to lead  
26 renovation or maintenance from an accredited training institution.

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28 Information Distribution Requirements

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30 No more than 60 days before beginning renovation activities in any school facility of the District,  
31 the company performing the renovation must:

- 32 1. Provide the Superintendent with EPA pamphlet titled *Renovate Right: Important Lead*  
33 *Hazard Information for Families, Child Care Providers and Schools*.
- 34 2. Obtain, from the District, a written acknowledgement that the District has received the  
35 pamphlet.
- 36 3. Provide the parents and guardians of children using the facility with the pamphlet and  
37 information describing the general nature and locations of the renovation and the  
38 anticipated completion date by complying with one of the following:
- 39 (i) Mail or hand-deliver the pamphlet and the renovation information to each  
40 parent or guardian of a child using the child-occupied facility. The School District  
41 will also include information about how parents and guardians may choose to  
42 receive the pamphlet via email in a consent and enrollment form.
- 43 (ii) While the renovation is ongoing, post informational signs describing the  
44 general nature and locations of the renovation and the anticipated completion  
45 date. These signs must be posted in areas where they can be seen by the parents or  
46 guardians of the children frequenting the child-occupied facility. The signs must

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4 be accompanied by a posted copy of the pamphlet or information on how  
5 interested parents or guardians can review a copy of the pamphlet or obtain a copy  
6 from the renovation firm at no cost to the parents or guardians.

- 7 4. The renovation company must prepare, sign, and date a statement describing the steps  
8 performed to notify all parents and guardians of the intended renovation activities and to  
9 provide the pamphlet.

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11 Recordkeeping Requirements \*

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13 All documents must be retained for three (3) years following the completion of a renovation.

- 14 • Records that must be retained include:  
15 • Reports certifying that lead-based paint is not present.  
16 • Records relating to the distribution of the lead pamphlet.  
17 • Documentation of compliance with the requirements of the Lead-Based Paint  
18 Renovation, Repair, and Painting Program.

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20 *\*Note: The MTSBA recommends that districts follow the same record retention schedule as they*  
21 *do for Asbestos abatement (forever).*

22  
23 Legal Reference: 40 CFR Part 745, Subpart E Lead-based paint poisoning in certain  
24 residential structures  
25 15 U.S.C. 2682 and 2886 Toxic Substances Control Act, Sections  
26 402 and 406  
27

28 Policy History:

29 Adopted on:

30 Reviewed on:

31 Revised on:



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5 Construction and Repairs

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7 Before commencing new school construction or repairs, the District shall submit plans for  
8 construction of a new school or an addition to or an alteration of an existing school to DPHHS or  
9 the local health authority for review and approval. Plans shall include the following where  
10 applicable:  
11

- 12 (a) Location and detail of classrooms used for science or science laboratories,-consumer  
13 science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts,  
14 including location and ventilation detail of lockable storage area of chemicals and  
15 other hazardous products;
- 16 (b) Location and detail of janitorial facilities;
- 17 (c) Specifications for the sewage treatment and disposal system to serve the school unless  
18 previously approved;
- 19 (d) Specifications for the water supply to serve the school unless previously approved;
- 20 (e) Locations for all emergency eyewash and shower stations, which shall  
21 meet the American National Standard for Emergency Eyewash and Shower  
22 Equipment;
- 23 (f) Location and detail of laundry facilities including description of equipment  
24 and a flow chart indicating the route of laundry through sorting, washing,  
25 drying, ironing, folding, and storage;
- 26 (g) Specifications for the final finishes of floors, walls and ceilings in toilet,  
27 locker and shower rooms, laundries, and janitorial closets;
- 28 (h) Statement from the designer of the facilities that lighting capable of meeting the  
29 minimum requirements of ARM 37.111.830 will be provided;
- 30 (i) Location and detail of the solid waste storage facilities;
- 31 (j) name of DEQ-approved sanitary landfill which will receive solid waste from the  
32 school;
- 33 (k) Specifications for a food service to serve the school unless the food service has  
34 been previously approved by the DPHHS and/or local health authority;
- 35 (l) Any other information requested by the DPHHS or local health authority  
36 relating to the health, sanitation, safety, and physical well-being of the teachers,  
37 staff, and students;
- 38 (m) Specifications for any new or modified playground equipment, which shall comply with  
39 the standards of the United States Consumer Product Safety Commission's 2010  
40 Handbook for Public Playground Safety and the requirements of the 2010 ADA  
41 Standards for Accessible Design;
- 42 (n) Specifications for any new or modified air intakes;
- 43 (o) Specifications for any radon-resistant technique used in the building process;
- 44 (p) Documentation reflecting how the topography of the site will permit good drainage  
45 of surface water away from the school building to eliminate significant areas of  
46 standing water and infiltration of surface water into the school building;
- 47 (q) Specifications showing all chemical storage areas in new construction will be  
48 constructed to maintain negative air pressure to eliminate contamination of the  
49 school's indoor air quality by being vented to the outside of the building;

- (r) Specifications showing gas supply lines serving science laboratories, consumer science, industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve that is readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area;
- (s) Specifications showing industrial arts classrooms or buildings and other rooms using electrically will operated instruction equipment which presents a significant safety hazard to the student utilizing such equipment shall be supplied with a master electric switch readily accessible to the instructor or instructors-in-charge without leaving the classroom or storage area.
- (t) Specifications showing that janitorial storage spaces will be lockable, have sufficient storage are for equipment and chemicals; and be vented to the outside of the building.
- (u) Specifications showing that hot and cold water shall be provided to handwashing sinks and shower facilities. Hot water shall not be below 100° F nor exceed a temperature of 120° F.
- (v) Documentation showing DPHHS the use of radon prevention strategies in new construction.

The District shall not commence construction may not commence until all plans required by this policy been approved by DPPHS or the local health authority. Construction shall be in accordance with the plans as approved unless permission is granted in writing by the DPHHS or the local health authority to make changes.

Change of Use in Existing Building

The District shall not use an existing building not currently utilized as a school without the prior approval of the DPHHS or the local health authority. The District shall comply with this policy when modifying a building in order to be utilized as a school.

The District is authorized to use of modular or mobile buildings in response to temporary or permanent closure of the existing school facility, segments thereof, or classroom overflow when plans are submitted and approved by DPHHS or the local health authority.

Legal Reference:	Section 50-1-206, MCA	50-1-203, MCA	50-1-206, MCA
	37.111.804, ARM	Preconstruction Review	
	37.111.805, ARM	Existing Building – Change of Use	
	10.55.701(s), ARM	Board of Trustees	
	10.55.701(l), ARM	Board of Trustees	

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