

**SCHOOL DISTRICT 50, COUNTY OF GLACIER
EAST GLACIER PARK GRADE SCHOOL**

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8000 SERIES

**NONINSTRUCTIONAL OPERATIONS
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Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including noninstructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program, which shall maximize the resources directly available for students' learning programs.

Policy History:

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**School District 50, County of Glacier
East Glacier Park Grade School**

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Transportation

The District may provide transportation to and from school for a student who:

1. Resides three (3) or more miles, over the shortest practical route, from the nearest operating public elementary or public high school;
2. Is a student with a disability, whose IEP identifies transportation as a related service; or
3. Has another compelling and legally sufficient reason to receive transportation services.

The District may elect to reimburse the parent or guardian of a student for individually transporting any eligible student.

The District may provide transportation by school bus or other vehicle or through individual transportation such as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements, provide supervised correspondence study, or provide supervised home study. The Board may authorize children attending an approved private school to ride a school bus, provided that space is available and a fee to cover the per-seat cost for such transportation is collected. The District may transport and charge for an ineligible public school student, provided the parent or guardian pays a proportionate share of transportation services. Fees collected for transportation of ineligible students shall be deposited in the transportation fund. Transportation issues that cannot be resolved by the trustees may be appealed to the county transportation committee.

Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act and state law.

In-Town Busing

In-town busing is defined as the busing of students within three (3) miles of their school. In-town busing is a privilege the District can discontinue at any time. The Superintendent will establish guidelines under which a student may request in-town busing.

Children in Foster Care

The [**Superintendent**] [**building administrator**] will appoint a Point of Contact (POC) to coordinate activities relating to the District's provisions of services to children placed in foster care, including transportation services. The Superintendent, or designee, will inform the Department of Health and Human Services who is the POC for the District. The District will collaborate with the Department of Health and Human Services when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student.

Under the supervision of the Superintendent/designee, the POC will invite appropriate District officials, the Department of Health and Human Services POC, and officials from other districts to consider how such transportation is to be arranged and funded in a cost-effective manner.

If there are additional costs to be incurred in providing transportation to maintain a student in the school of origin, the District will provide transportation to such school if:

- The Department agrees to reimburse the District for the cost of such transportation;
- The District agrees to pay for the cost of such transportation; or
- The District and the Department agree to share the cost of such transportation.

Definitions

“Foster Care” means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Department has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

While “Best Interest” is not defined in ESSA, that determination shall take into account all relevant factors, including consideration of the appropriateness of the current educational setting, and the proximity to the school in which the child is enrolled at the time fo foster care placement.

Legal Reference:	§ 20-10-101, MCA	Definitions
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-122, MCA	Discretionary provision of transportation and payment for this transportation
	§ 20-10-123, MCA	Provision of transportation for nonpublic school children
	10.7.101, et seq., ARM	Pupil Transportation
	10.64.101-700, et seq., ARM	Transportation

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**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

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Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment in accordance with District policy and the rules and regulations of the Board of Public Education. The contract shall be in effect for not more than five (5) years. Before entering into the first (1st) such contract, the District shall determine that the cost of contracting for the ensuing term will not exceed projected costs of operating its own system. Before any transportation contract is awarded to a private party or contractor, the trustees shall:

- 1) Secure bids by advertising for a twenty-one-(21)-day period (three (3) consecutive weeks); or
- 2) Negotiate a new contract with the current contractor, provided the new contract does not exceed by more than twelve percent (12%) per year the basic costs of the previous contract.

No money shall be expended, unless a contract with a private carrier has been executed. The Board Chairperson will sign such contracts on behalf of the District.

The District reserves the right to own, operate, and to choose with respect to any other form of transportation, whether it be regular school, co-curricular, extracurricular, or District business programs, the means of transportation which best fits District needs at that particular time, as determined by the Board.

Legal Reference:	§ 20-10-102, MCA	School bus requirements
	§ 20-10-107, MCA	Power of trustees
	§ 20-10-125, MCA	Bid letting for contract bus – payments under transportation contract
	10.7.108, ARM	Bus Contracts

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**School District 50, County of Glacier
East Glacier Park Grade School**

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Bus Routes and Schedules

The Superintendent's designee is responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to approval of the county transportation committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses consistent with providing safe and reasonably equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turnaround points, capacity of bus, and related factors.
2. The District may extend a bus route across another transportation service area, if it is necessary in order to provide transportation to students in the District's own transportation service area. A district may not transport students from outside its transportation service area.
3. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one (1) hour without consent of the child's parent or guardian.
4. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
5. Parents should be referred to the Superintendent for any request of change in routes, stops, or schedules.

The Board reserves the right to change, alter, add, or delete any route at any time such changes are deemed in the best interest of the District, subject to approval by the county transportation committee.

Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

Bus stops shall be chosen with safety in mind. Points shall be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least three hundred (300) to five hundred (500) feet.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities – Students

Students must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Students should instantly obey any command or suggestions from the driver and/or his/her assistants.

Responsibilities – Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents' efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding the school bus.

Safety

The Superintendent will develop written rules establishing procedures for bus safety and emergency exit drills and for student conduct while riding buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist the Superintendent in making such decisions.

NOTE: To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route.

NOTE: The county transportation committee has authority to establish transportation service areas, should circumstances and/or geography (demographics) warrant.

Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-132, MCA	Duties of county transportation committee

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**School District 50, County of Glacier
East Glacier Park Grade School**

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8111

Transportation of Students With Disabilities

Transportation shall be provided as a related service, when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation is defined as:

- (a) Travel to and from school and between schools;
- (b) Travel in and around school buildings or to those activities that are a regular part of the student's instructional program;
- (c) Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

The Evaluation Team that develops the disabled student's Individualized Education Program will determine, on an individual basis, when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all District students. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

Mode of Transportation

One of the District's special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space, or when distance from school may seriously impact bus scheduling. In such situations other arrangements, such as an individual transportation contract, may be arranged with parents. Such voluntary agreement will stipulate in writing the terms of reimbursement.

Cross Reference: 3300 Corrective Actions and Punishment

Legal Reference: 10.16.3820, ARM Transportation for Special Education Students with Disabilities

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**School District 50, County of Glacier
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8121

District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses, and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

Bus and Vehicle Maintenance, District

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the beginning of each semester. The Superintendent will establish a specific list of tasks bus drivers will perform on a daily basis. All other District vehicles shall be maintained following established programs developed by the Superintendent.

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**School District 50, County of Glacier
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8123

Driver Training and Responsibility

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. At the beginning of each school year, the District will provide each driver with a copy of the District's written rules for bus drivers and for student conduct on buses.

School bus drivers must hold a valid Montana school bus certificate for a district to receive state reimbursement for that driver's bus routes. Qualifications for bus drivers are prescribed by 20-10.103, MCA, and by the board of Public Education in Arm 10.64.201. The first aid certificate required by ARM 10.64.201 must include instruction in adult and pediatric CPR, be signed by a certified instructor, and be received after an initial in-person training of at least four hours. The certificate must be renewed every two years.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

- (1) During an emergency situation;
- (2) To call for assistance if there is a mechanical breakdown or other mechanical problem;
- (3) When the school bus is parked.

A driver may not operate a school bus without a valid, current certificate.

A teacher, coach, or other certified staff member assigned to accompany students on a bus will have primary responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility for the bus. The Superintendent will establish written procedures for bus drivers.

Maximum Driving Time

The District recognizes from a risk management and student safety standard the importance of driver safety while transporting students. Therefore, the district will:

- 1) Meet the federal standard on maximum driving time for drivers.

Cross Reference: 2018 Montana School Bus Standards, Page 138, Bus use for School Activity Trips

Legal Reference:	§ 20-10-103, MCA	School bus driver qualifications
	10.7.111, ARM	Bus Drivers Certification Requirement for Reimbursement
	10.64.201, ARM	School Bus Driver Qualifications
	CFR 49, Part 395	National Highway Traffic Safety Administration Transportation - Hours of Service for Drivers

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**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8124

Student Conduct on Buses

The general student code of conduct is applicable to conduct on school buses.

The Superintendent may establish written rules of conduct for students riding school buses. Such rules will be reviewed annually by the Superintendent and revised if necessary. If rules are substantially revised, they will be submitted to the Board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to students, and the classroom teacher and bus driver will review the rules with the students. A copy of the rules will be posted in each bus and will be available upon request at the District office and in each building principal's office.

The bus driver is responsible for enforcing the rules and will work closely with a parent and building principal to modify a student's behavior. Rules shall include consistent consequences for student misbehavior. A recommendation for permanent termination of bus privileges, accompanied by a written record of the incident(s) that led to the recommendation, shall be referred to the Superintendent for final determination. The student's parent or guardian may appeal a termination to the Board. No further appeal shall be allowed.

Cross Reference: 3310 Student Discipline
 8111 Transportation of Students With Disabilities

Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment – penalty – defense
 § 20-5-201, MCA Duties and sanctions

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**School District 50, County of Glacier
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NONINSTRUCTIONAL OPERATIONS

8125

School Bus Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent. A copy of the emergency procedures will be located in every bus. To ensure the success of such emergency procedures, every bus driver will conduct an emergency evacuation drill as early as possible within the first six (6) weeks of each school semester. The District will conduct such other drills and procedures as may be necessary.

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**School District 50, County of Glacier
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8130

Air Quality Restrictions on Outdoor Activities, Practice and Competition

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

The East Glacier Park Grade School District Board of Trustees and Administration will use the Recommendations for Outdoor Activities Based on Air Quality for Schools guidelines, developed by the Montana Department of Environmental Quality (DEQ) and the DEQ's Air Data Map, as the determining factor when making a decision to allow or not allow students to participate in outdoor activities and contests.

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

1. The East Glacier Park Grade School District will use the accuweather air quality monitor and/or the East Glacier Park geographical spot on the todaysair.mt.gov website to determine the air quality for our school district.
2. The Principal/Superintendent will make the decision to hold or cancel outdoor activities, practices, or contests:
3. The decision to hold or cancel outdoor activities will be made in advance of the activity.
4. The notice to hold or cancel an outdoor activity will be communicated to Students, Staff, Coaches, Parents and the Community through:
 - a. Remind App
 - b. Facebook website
 - c. KSEN Radio
 - d. Additional phone calls or text messages to Staff and Coaches if needed.

References: 10.55.701(q), ARM Board of Trustees
www. todaysair.mt.gov
<http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>

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**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8132

Activity Trips

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups, unless permission is specifically granted by the Board. Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus, and one (1) copy will be given to the Secretary before the bus departs.

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NONINSTRUCTIONAL OPERATIONS

8200

Food Services

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

Because of the potential liability of the District, the food services program will not accept donations of food without approval of the District Administration. Should the District approve a food donation, the Superintendent will establish inspection and handling procedures for the food and determine that provisions of all state and local laws have been met before preparing the food as part of school meals.

Commodities

The District will use food commodities made available under the Federal Food Commodity Program for school meals.

Free and Reduced-Price Food Services

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

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

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

Legal Reference:	§ 20-10-204, MCA	Duties of trustees
	§ 20-10-205, MCA	Allocation of federal funds to school food services fund for federally connected, indigent pupils
	§ 20-10-207, MCA	School food services fund

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NONINSTRUCTIONAL OPERATIONS

8205

Meal Charge Policy

The goal of the East Glacier Park Grade School, School District 50 is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The District complies with Federal USDA policies on meal charging and debt collection.

Meal Charges

The East Glacier Park Grade School, School District 50 has eliminated the risk for unpaid meal charges by participating in the Community Eligibility Provisions (CEP) program, which is a meal service option for schools and school districts operating the school meal programs in high-poverty communities. CEP allows the school to provide breakfast and lunch at no cost to all enrolled children without the need to collect applications or establish individual eligibility for a four-year period, thereby increasing access to school meals and eliminating unpaid meal charges. It is the policy of the East Glacier Park Grade School, School District 50 to supplement the school food program from other funding sources besides the USDA Child Nutrition Program to provide free meals to all students, regardless of the students' ability to pay for meals, and irrespective of the school's participation in the CEP program.

Legal Reference: <https://www.fns.usda.gov/school-meals/policy>
Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265
Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC)
Section 794 et seq.
Individuals with Disabilities Education Act (IDEA), 20 United States Code
(USC) Sections 1400-1485
7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

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NONINSTRUCTIONAL OPERATIONS

Procurement Policy for School Food Purchases

The East Glacier Park Grade School, School District 50 will adhere to the following requirements for any procurement related to food service:

Purchases:

- Purchases greater than \$80,000:
 - If the aggregate amount exceeds eighty thousand dollars (\$80,000), the contract must be awarded through a formal bid process and a call for bids or request for proposals shall be published according to 20-9-204, MCA. No contract shall be divided for the purpose of avoiding the formal procurement process.
 - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.
- Purchases great than \$5,000 and less than \$80,000:
 - Any purchase greater than five thousand (\$5,000) and less than eighty thousand (\$80,000) will be handled in a fair and equitable manner consistent with District policy on purchasing.
 - The East Glacier Park Grade School, School District 50 will obtain two or more estimates when any purchase will cost more than five thousand (\$5,000) and less than eighty thousand (\$80,000).
 - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchases supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

Bid Specifications:

The East Glacier Park Grade School, School District 50 contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language. The district must take care that any bids for services and supplies are written in the broadest possible terms to allow for participation by the largest number of potential vendors.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

Geographic Preference:

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School, the East Glacier Park Grade School, School District 50 may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Buy American:

The District will adhere to “Buy American” for the food service program. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, exceptions are allowed when:

- Food preferences can only be met with foreign goods
- Insufficient quantity and/or quality is available in the USA
- Domestic cost is significantly higher

Standards of Conduct for District Employees:

- The District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the District’s need to obtain quality services and supplies.
- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an intimate personal relationship
 - An organization which employs or is about to employ any of the above
- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

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NONINSTRUCTIONAL OPERATIONS

Procurement Policy Using Federal Funds

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods, services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. The policy specifically applies to purchases using federal funds including but not limited to food service purchases.

This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance whether direct or reimbursed. The requirements of this Policy also apply to any subrecipient of the funds. All contracts paid for in whole or in part with federal funds shall be in writing.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.

Purchases:

- Purchases greater than \$1 and less than \$80,000:
 - Any purchase greater than \$1 and less than five thousand (\$5,000) will be handled in a fair and equitable manner consistent with district policy on purchasing as specified in accordance with Policy 7320.
 - The District will obtain two or more estimates when any purchase will cost more than four thousand nine hundred and ninety-nine (\$4,999) and less than eighty thousand (\$80,000).
 - The District may enter into a cooperative purchasing contract for procurement of supplies with one or more districts or a Cooperative Services Program. This allows the District to participate in a cooperative purchasing group to purchase supplies through the group without bidding if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard.

- Purchases greater \$80,000 will be handled in accordance with District Policy 7320.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by confirming such status.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records include, but are not limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection, or rejection, and the basis for the contract price (including a cost or price analysis).

Bid Specifications:

The School District contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language. The district must take care that any bids for services and supplies are written in the broadest possible terms to allow for participation by the largest number of potential vendors.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

Geographic Preference:

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Plate) efforts. Therefore, as part of Farm to School program, the District may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Standards of Conduct for District Employees:

- The District maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:
- No District employee will engage in any procurement when there is a conflict of interest, real or perceived, and District employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors. This shall not preclude district personnel from serving on boards or participating in organizations that support the district's need to obtain quality services and supplies.
- No District employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an intimate personal relationship
 - An organization which employs or is about to employ any of the above

- The District would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action, up to and including termination.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms:

The School District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for projects and purchases covered by this policy, when possible under the circumstances governing or relating to the purchase or project. Affirmative steps shall include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists covered by this policy;
- Assuring that small and minority businesses, and women's business enterprises are solicited for projects and purchases covered by this policy whenever they are potential sources;
- Dividing total requirements, when economically feasible and legally permissible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises for projects and purchases covered by this policy;
- Establishing delivery schedules, where the requirements and circumstances permit, which encourage participation by small and minority businesses, and women's business enterprises for projects and purchases covered by this policy;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce for projects and purchases covered by this policy; and
- Requiring the prime contractor, if subcontracts are to be let for a project or purchase covered by this policy, to take the affirmative steps listed in this section.

Cross Reference: Policy 7320 Purchasing

Policy History:

Adopted on: January 24, 2022

Reviewed on:

Revised on:

NONINSTRUCTIONAL OPERATIONS

8225

Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, pipe smoking tobacco, smokeless tobacco, vapor product, alternative nicotine product, or any other tobacco or nicotine delivery innovation.

Use of tobacco or nicotine products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

Use of FDA-approved cessation devices may be permitted at school buildings and on school grounds with the approval of the building administrator.

Legal Reference:	§ 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited
	§ 50-40-104(4)(e), MCA	Smoking in enclosed public places prohibited – notice to public - place where prohibition inapplicable
	ARM 37.111.825(5)	Health Supervision and Maintenance
	42 U.S.C. 1996, 1996a	American Indian Religious Freedom Act

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8300

Risk Management

The Board believes that the District must identify and measure risks of loss which may result from damage to or destruction of District property or claims against the District by persons claiming to have been harmed by action or inaction of the District, its officers or staff. The District will implement a risk management program to reduce or eliminate risks where possible and to determine which risks the District can afford to assume. Such program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring, or joint employment of a risk manager. The Board will assign primary responsibility for administration and supervision of the risk management program to a single person and will review the status of the risk management program each year.

The District will purchase surety bonds for the Clerk, and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations.

Security

Security means not only maintenance of buildings, but also protection from fire hazards, intruders, damage, vandalism, and faulty equipment. The District shall implement safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to staff completing official duties and authorized individuals or entities requiring access. An adequate key control system shall be established which shall limit access to buildings to authorized staff, individuals, and entities and shall safeguard against the potential entry of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of security officers may be approved in situations where special risks are involved. All incidents of vandalism, unauthorized access and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Legal Reference:	§ 20-6-608, MCA	Authority and duty of trustees to insure district property
	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§§ 2-9-101, et seq., MCA	Liability Exposure
	§ 2-9-211, MCA	Political subdivision insurance
	§ 2-9-501, MCA	Application – bonds excepted

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

Revised on: April 26, 2022

NONINSTRUCTIONAL OPERATIONS

8301

District Safety

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

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

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: Fire, Earthquake, Avalanche, High Winds, Intruders, Firearms, Flood, Train Derailment, and Hazardous Chemical Spills.

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

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

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act. When the Superintendent provides District employees equipment, tools, and devices designed to ensure a safe and healthy workplace in accordance with this policy, then failure to use the provided equipment in a suitable or timely manner may be considered a violation of District policy. If a staff member requires equipment that is not available, an employee may submit a request to the administration in accordance with established District practice.

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

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8310

Memorials

The School Board recognizes that the death of a student, member of the staff, or community members is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students, staff, or community members.

Permanent memorials for deceased students, staff, or community members shall be limited in form to perpetual awards or scholarships. Contributions may be made to a general scholarship fund established by the district memorializing a student, staff member, or member of the school community. Memorial scholarships may be accepted and awarded under criteria approved by the administration in honor of persons who have special significance to the students, district and community. All such offers will be submitted to the Superintendent with pertinent information concerning the purpose of the memorial scholarship. Funds will be administered by the District. Items may be accepted by the district in memory of an individual or event with Superintendent approval. The Superintendent will consider any maintenance costs to the District of such gifts. Items received become the property of the district and will be used for the purpose for which they were donated.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the Board of Trustees.

The Board recognizes the use of District property for memorial services is generally inappropriate. Any such request will be considered in accordance with Board Policy 4330 and 4330P.

Cross Reference:	BP 4330	Community Use of School Facilities
	BP 4330P	Rules and Regulations for Building Use

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8320

Property Damage

The District will maintain a comprehensive insurance program which will provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles. The comprehensive insurance program will maximize the District's protection and coverage while minimizing costs for insurance. This program may include alternatives for sharing the risk between the District and an insurance carrier and through self-insurance plans.

Privately Owned Property

The District will not assume responsibility for maintenance, repair, or replacement of any privately owned property brought to a school or to a District function, unless the use or presence of such property has been specifically requested in writing by the administration.

Legal Reference: § 20-6-608, MCA Authority and duty of trustees to insure district property

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8410

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with principals, fire chief, and county sanitarian, will periodically inspect plant and facilities. The facilities manager will develop a program to maintain the District physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

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

Legal Reference: 10.55.908, ARM School Facilities

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8420

District-Wide Asbestos Program

It is the intent of the District that the Asbestos Hazard Emergency Response Act (AHERA) and all of its amendments and changes be complied with by all District employees, vendors, and contractors.

Legal Reference: 15 USC § 2641 Congressional findings and purpose

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8421
page 1 of 2

Lead Renovation

In accordance with the requirements of the Environmental Protection Agency (EPA), the East Glacier Park Grade School, School District 50 has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards at all District owned facilities and grounds.

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

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

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

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

Information Distribution Requirements

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

1. Provide the Superintendent with EPA pamphlet titled *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools*.
2. Obtain, from the District, a written acknowledgement that the District has received the pamphlet.
3. Provide the parents and guardians of children using the facility with the pamphlet and information describing the general nature and locations of the renovation and the anticipated completion date by complying with one of the following:
 - i. Mail or hand-deliver the pamphlet and the renovation information to each parent or guardian of a child using the child-occupied facility.
 - ii. While the renovation is ongoing, post informational signs describing the general nature and locations of the renovation and the anticipated completion date. These signs must be posted in areas where they can be seen by the parents or guardians of the children frequenting the child- occupied facility. The signs must be accompanied by a posted copy of the pamphlet or information on how interested parents or guardians can review a copy of the pamphlet or obtain a copy from the renovation firm at no cost to the parents or guardians.
4. The renovation company must prepare, sign, and date a statement describing the steps

performed to notify all parents and guardians of the intended renovation activities and to provide the pamphlet.

Recordkeeping Requirements *

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

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

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

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

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

NONINSTRUCTIONAL OPERATIONS

8425

Service Animals

For the purposes of this policy, state law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.

The District shall permit the use of a miniature horse by an individual with a disability, according to the assessments factors as outlined in Policy 8425P, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

The District will permit the use of service animals by an individual with a disability according to state and federal regulations. The School District will honor requests for service animals in accordance with the applicable Section 504 or Special Education policy adopted by the Board of Trustees. The work or tasks performed by a service animal must be directly related to the handler's disability.

Examples of work or tasks performed by the service animal to accommodate an identified disability include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken

The District is not responsible for the care or supervision of the service animal.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Cross Reference:	Policy 8425P Policy 2161 Policy 2162	Procedure for allowance of service animals Special Education Section 504 of the Rehabilitation Act of 1973
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Legal Reference:	8 CFR 35.136 28 CFR 35.104 49-4-203(2), MCA	Service Animals Definitions Definitions
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Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8425P

Service Animal Allowance Procedure

The School District will honor requests for service animals in accordance with the applicable Section 504 or Special Education policy adopted by the Board of Trustees. The following procedures have been developed which will help guide the administration when a request for the use of a service animal has been presented by an individual with a disability.

Inquiries: The administration shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. The administration may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. The administration shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, the administration may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Exclusions: The administration may ask the individual to remove the service animal from the premises if the animal is out of control and the handler does not take effective action to control it, or if the animal is not housebroken. If the administration properly excludes the service animal, it shall give the individual the opportunity to participate in the service, program, or activity without having the service animal on the premises.

Surcharges: The administration shall not ask or require the individual to pay a surcharge, even if people who are accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for the damage they cause, the individual may be charged for damage caused by his or her service animal.

Miniature horses assessment factors: In determining whether reasonable modifications can be made to allow a miniature horse into a specific facility, the District shall consider:

- The type, size, and weight of the miniature horse
- Whether the miniature horse is housebroken, and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Procedure History:

Promulgated on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8426
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The District supports the use of therapy dogs and other therapy animals by teachers or other qualified school personnel (“Owner”) for the benefit of its students, subject to the conditions of this policy.

Therapy Animals

Therapy dogs and other therapy animals are family pets that are trained and registered or certified through therapy organizations. They are only half of the therapy team. The handler is the other half. Therapy teams enter the school by invitation or prior approval.

A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Therapy animals do not have legal rights.

Requirements of Therapy Animals and User/Owners

Individuals with disabilities using therapy or companion animals are responsible for their animals at all times and must comply with the following requirements:

Request: An Owner must submit a written request to the Superintendent. The request must be renewed each school year or whenever a different therapy animal will be used.

Registration, Training and Certification: The Owner must register the therapy animal and provide documentation of the registration, certification, and training to the Superintendent. The registration and certification must remain current at all times.

Health and Vaccination: The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The Owner must submit proof of current licensure from the local licensing authority and proof of the therapy animal’s current vaccinations and immunizations from a licensed veterinarian.

Control: A therapy animal must be under the control of the “Owner”, at all times, through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy animals’ safe, effective performance of its work or tasks.

Identification: The therapy animals must wear appropriate visible identification that identifies in writing that the animal is a therapy animal.

Behavior: The Owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on school district property.

Health and Safety: The therapy animal must not pose a health and safety risk to any student, employee, or other person at the school.

Supervision and Care of Therapy Animals: The Owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean-up while the animal is in the school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Areas: The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by the school administrators.

Insurance: The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- 1) A handler does not have control of the therapy animal;
- 2) The therapy animal is not house broken;
- 3) The therapy animal presents a direct and immediate threat to others in the school; or
- 4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted, and suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries: The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Therapy Animals in Training; This policy shall also be applicable to therapy animals in training that are accompanied by a bona fide trainer.

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8426F

Request to use Therapy Animal in School

Board Policy 8426 governs the use of therapy animals in school. The request shall be submitted to the Superintendent for approval each school year and/or whenever the Owner wishes to use a different therapy animal.

Name of Owner: _____
Name of Handler (if different from Owner): _____
Owner address: _____
Handler address (if different from Owner): _____
Owner email: _____
Handler email (if different from Owner): _____
Building(s) where animal will be used: _____

Please describe, in detail, what the animal will do at the school. _____

Date: _____ Owner Phone Number: _____
Handler Phone Number: _____
Name of Therapy Animal: _____

Please attach the following to this form:
Proof of registration as a therapy animal handler with the individual animal to be used (*Note: Such registration shall be from an organization that requires an evaluation of the therapy animal and handler prior to registration and at least every two years*)

Proof from a licensed veterinarian that the therapy animal is in good health and has been immunized against diseases common to the particular animal. Such vaccinations shall be kept current and up to date at all times.

Proof of licensure from the local licensing authority.

Copy of an insurance policy that provides liability coverage for the work of the handler and therapy animal while the two are on school district property.

Owner's Signature: _____ Date: _____
Handler's Signature (if different from Owner): _____ Date: _____
Superintendent's Signature: _____ Date: _____

Form History:
Developed on: April 26, 1999
Reviewed on:
Revised on: January 20, 2020

NONINSTRUCTIONAL OPERATIONS

Records Management

The District will retain, in a manner consistent with applicable law and the state's *Rules for Disposition of Local Government Records*, such records as are required by law or regulations to be created and/or maintained, and such other records as are related to students, school personnel, and the operations of the schools.

For the purpose of this policy, "records" are all documentary materials, regardless of media or characteristics, made or received and maintained by the school unit in transaction of its business. Records include email and other digital communications sent and received.

Records may be created, received, and stored in multiple formats, including but not limited to print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CDs, servers, flash drives, etc.).

The Superintendent will be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval, and disposition of school records. The Superintendent will also be responsible for developing guidelines to assist school employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted. The Superintendent may delegate records-management responsibilities to other school personnel at his/her discretion to facilitate implementation of this policy.

All personnel records made or kept by an employer, including, but not necessarily limited to, application forms and other records related to hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation and selection for training or apprenticeship, shall be preserved for 2 years from the date the record is made or from the date of the personnel action involved, whichever occurs later.

Student records must be permanently kept, and employment records must be kept for 10 years after termination.

Litigation Holds for Electronic Stored Information (ESI)

The School District will have an ESI Team. The ESI Team is a designated group of individuals who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI Team will include a designated school administrator, an attorney, and a member from the Technology Department. In the case of a litigation hold, the ESI Team shall direct employees and the Technology Department, as necessary, to suspend the normal retention procedure for all related records.

Inspections of ESI

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

Delegated Authority

The Board delegates to the Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

Information Security Breach

Information security breaches shall be handled in accordance with 30-14-1704, MCA, Computer Security Breach, including, but not limited to, investigations and notifications.

Cross Reference: 1402 School Board Use of Electronic Mail
 3600, 3600P Student Records
 5231, 5231P Personnel Records
 5450 Employee Electronic Mail and On-Line Services Usage

Legal Reference: Montana Secretary of State (Rules for Disposition of Local Government
 Records)
 Federal Rules of Civil Procedure (FRCP)
 § 20-1-212, MCA Destruction of records by school officer
 § 20-9-215, MCA Destruction of certain financial records
 24.9.805 (4), ARM Employment Records
 § 30-14-1704, MCA Computer Breach Security

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8440

Computer Software

Unauthorized copying of any computer software licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by a copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes.

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8450
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Automated External Defibrillators (AED)

The Board of Trustees of the East Glacier Park Grade School, School District 50 recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The Board has purchased one or more of these units for use by qualified personnel. The Board of Trustees approves the use of AED units, subject to the following conditions:

1. Establish a program for the use of an AED that includes a written plan that must specify:
 - Where the AED will be placed;
 - The individuals who are authorized to operate the AED;
 - How AED use will be coordinated with an emergency medical service providing services in the area where the AED is located;
 - The medical supervision that will be provided;
 - The maintenance that will be performed on the AED;
 - Records that will be kept by the program;
 - Reports that will be made of AED use;
 - The name, location, and telephone number of a Medical Supervisor designated to provide medical supervision of the AED program; and
 - Other matters as specified by the Department of Public Health and Human Services;
2. Adhere to the written plan required by subsection (1);
3. Ensure that before using the AED, an individual authorized to operate the AED receives appropriate training approved by the DPHHS in cardiopulmonary resuscitation and the proper use of an AED;
4. Maintain, test, and operate the AED according to the manufacturer's guidelines and maintain written records of all maintenance and testing performed on the AED;
5. Each time an AED is used for an individual in cardiac arrest, require that an emergency medical service is summoned to provide assistance as soon as possible and that the AED use is reported to the supervising physician or the person designated by the physician and to the District as required by the written plan;
6. Before allowing any use of an AED, provide the following to all licensed emergency services and any public safety answering point or emergency dispatch center providing services to the area where the AED is located:
 - a. A copy of the plan prepared pursuant to this section; and
 - b. Written notice, in a format prescribed by the DPHHS rules, stating:
 - i. That an AED program has been established by the District;
 - ii. Where the AED is located; and
 - iii. How the use of the AED is to be coordinated with the local emergency medical service system.

Liability Limitations

An individual who provides emergency care or treatment by using an AED in compliance with this policy and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil liability for a personal injury that results from that care or treatment.

An individual who provides emergency care or treatment by using an AED in compliance with this policy and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil liability as a result of any act or failure to act in providing or arranging further medical treatment for the individual upon whom the AED was used, unless the individual using the AED or the person providing CPR, as applicable, acts with gross negligence or with willful or wanton disregard for the care of the person upon whom the AED is or may be used.

The following individuals or entities are immune from civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence, if applicable provisions of this part have been met by the individual or entity:

- a. A person providing medical oversight of the AED program, as designated in the plan;
- b. The entity responsible for the AED program, as designated in the plan;
- c. An individual providing training to others on the use of an AED.

Legal Reference:	Title 37, Chapter 104, subchapter 6, ARM – Automated External Defibrillators (AED)
	§50-6-501, MCA Definitions
	§50-6-502, MCA AED program – requirements for AED use
	§50-6-503, MCA Rulemaking
	§50-6-505, MCA Liability limitations

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8450F1

**AUTOMATIC EXTERNAL DEFIBRILLATOR
INCIDENT REPORT**

Name of person completing report: _____

Date report is being completed: _____ Date of Incident: _____

Name of patient on which AED was applied: _____ Age _____

Known status of patient

- Student
- Parent of Student
- Other, explain _____

Describe incident: _____

List series of events from the start of the emergency until its conclusion: _____

Your Signature: _____

Please forward to the Superintendent of Schools no later than forty-eight (48) hours after the incident.

Form History:

Developed on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

**NONINSTRUCTIONAL OPERATIONS
Operational Services**

8450F2

Exhibit - School Staff AED Notification Letter

On District letterhead

Date:

To: Staff members

Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency
Response Instructions and AED Availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our gymnasium or other indoor physical fitness facility. This plan includes access to an Automatic External Defibrillator (AED) on the wall at the top of the gymnasium stairs near the boys bathroom door.

The AED is strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is available during school hours and after school during on-site school activities. The predetermined AED users are any person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the Superintendent.

The following information is posted with the AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. A statement that the AED is to be used only by trained users.
3. Instructions for using an AED.

Please contact me if you would like information on becoming a trained AED user. We appreciate your support.

Sincerely,

Superintendent

Form History:

Developed on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8450F3

**AUTOMATIC EXTERNAL DEFIBRILLATOR
SERVICE LOG**

Date	Inspected and In-Service	Inspected and Out-of- Service	Signature of Designee

Once per month or more often the designee will inspect the AED. If the AED is out-of-service or does not have the appropriate equipment, the designee will contact the Superintendent of Schools or designee immediately.

Policy History:
Adopted on: April 26, 1999
Reviewed on:
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**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8460

Naming School District Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. In selecting a name, the Board will give higher preference to names that have a special significance to the area or to the people who have made a significant contribution to education or to the school or the school system.

The naming of a school or facility shall take place in the following manner:

- A. The Superintendent shall select a committee of, whose purpose it shall be to submit to the Board a list of not less than three, nor more than five, names for the new school or facility. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community.
- B. The committee shall, whenever possible, follow these guidelines:
 - a. Each name shall be known to, and significant to, the people of the district.
 - b. The names submitted shall not conflict with the names of other schools or facilities in the district or surrounding districts.
 - c. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
- C. Major facilities (non-buildings), such as athletic complexes, are eligible to be named according to the following guidelines:
 - a. The name should be easily identifiable with the facility;
 - b. The name should not conflict with similar names of other facilities within the district or surrounding school districts; and
 - c. In selecting a name of a person, the Board will give higher preference to persons who have made a significant contribution to education within the district.
- D. The Board shall make the final selection of the new school or facility from the list. All names submitted may be rejected, if, in the opinion of the Board, the use of the name would not reflect the ideals and philosophy of the school district.
- E. In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new building or facility:
 - a. School or facility name;
 - b. Board-approved construction date;
 - c. Completion or dedication date;
 - d. Name of Board members in order as of the board-approved construction date:
 - i. Chairman
 - ii. Vice-Chairman
 - iii. Members (alphabetically)
 - e. Superintendent as of board-approved construction date; and
 - f. Architect and contractor names.
- F. Once a building or facility has been named, that name will remain with the building or facility unless changed by the Board.

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8500
page 1 of 3

School Siting

It is the policy of [insert name of school board or district] (District) that school siting determinations will support the overall needs of students, their families, and the broader community, including the ability of students to easily walk or bicycle to school. “School siting determinations” include decisions about new school locations, about maintaining, renovating, or expanding existing schools, and about closing or consolidating existing schools.

The District acknowledges the importance of schools’ locations for the entire community: their ability to serve as centers of the community, as landmarks or historic sites, as anchors for neighborhoods, and as emergency centers. Locating schools near residential neighborhoods and in central locations has important benefits for students’ health, allowing students to use school grounds for play and physical activity when school is not in session, enabling students to walk or bicycle to school, and making it possible for families to be more easily involved in school activities.

In making school siting determinations, District will strive to:

1. Work toward meaningful coordinated planning with [local government/s].
2. Engage in long-term planning, based on data regarding current and projected future student enrollment, demographics, residential density of children in new and existing development, anticipated development, student transportation costs and trends, and so on. Provide a substantial role for public input into short- and long-term school facilities planning in order to ensure community buy-in and achieve better results.
3. Consider co-location of facilities (e.g. libraries, gymnasiums, parks, exercise fields, etc.) for use both by students and by the larger community, either by locating facilities near to each other, or through more formal intergovernmental contracts or joint use agreements spelling out how use and responsibility will be shared.
4. Consider renovating existing facilities before building new, especially where historic facilities are in question.
5. Provide schools in locations that allow students to walk or bicycle to school safely and conveniently and provide the community with easy access to school facilities.
6. Provide schools in locations serving a student body that represents the racial, ethnic, and socioeconomic diversity of District’s students and families.
7. Design school attendance zones and school assignment policies to support walkability and diversity.
8. Consider all health impacts of proposed sites (either through a health impact assessment (HIA) or another method of methodically analyzing health impacts), including the location’s supportiveness and safety for physical activity; past or present toxic contamination of site or nearby areas; nearby sources of pollution or toxic contaminants, such as highways, industrial facilities, or pesticide applications; air pollution levels and asthma; and so on.
9. Consider equity of school facilities to avoid providing some students with an inferior learning environment to that provided to others. Take steps to ensure that inequitable facilities do not disproportionately house students of color and low income students. Evaluate impact of school siting determinations on students and communities from an equity standpoint,
- 10.

including where the burden of lengthy school transportation journeys is placed. Consider facility and transportation equity for students and families with disabilities.

11. Support Safe Routes to School encouragement and education programs in schools as well as infrastructure projects to improve safety of school routes:

- Work with local government to ensure that the areas surrounding schools allow students to safely travel to school through different modes of transportation.
- To protect children from vehicle injuries, prioritize safe access for children who are bicycling or walking (including those walking after drop offs from cars or buses) over vehicle access.
- Ensure that site design safely accommodates students arriving and departing by all modes of transportation, including walking, bicycling, public transportation, school bus, and private vehicles.

Long-Term Coordinated Planning

The District shall engage in long-term facilities planning by creating and regularly updating a School Facilities Plan, setting out an overall 10 year plan for school facilities. The School Facilities Plan and Maintenance Plan shall include an assessment of enrollment capacity, an analysis of community growth and change factors, and an inventory of facilities and assessment of their condition, utilization, and adequacy. The School Facilities Plan and Maintenance Plan shall draw on the considerations and factors set forth in this policy, as well as those set out in Board Policy: School Siting Determinations, to plan and project regarding future site renovations, closures, and new locations.

The District shall base its short and long-term facilities planning on data regarding current student enrollment and projected long-term future student enrollment, demographics, residential density, and other relevant factors. The District shall regularly obtain and assess such data.

Student enrollment projections shall be based on:

- Estimates based on the population of children aged zero to five
- Current student enrollment and registration figures
- Local government growth projections, as well as proposed or adopted changes in planning or zoning
- Current and planned residential development projects
- Other relevant factors that may affect the number of children within District boundaries and attending District schools.

The District shall regularly compile maps that show the residential density of current and future students, with particular attention to the density of students within half a mile, one mile, and two miles of existing and proposed school sites. The District shall also compile maps that overlay or show the distribution of students by racial, ethnic, and socioeconomic group.

The District shall regularly coordinate with the County and Tribal planning departments through regular meetings and assigned staff liaisons [“Departments”]. The District shall provide the Departments with District’s projections regarding changes in student population numbers and District’s long-term and short-term plans for facilities. The District shall seek to regularly obtain

from the Departments information about anticipated residential development or other factors that may affect student population.

The District shall seek to work with the Departments to identify opportunities for possible joint use or co-location of Departments and school facilities. The District shall seek to coordinate District's long-term planning with the Departments long-term planning process, with the goal of ensuring that school siting determinations contribute to the livability, sustainability, and health of the community, as well as ensuring that the Departments' zoning, development, and street design decisions contribute to making it safe and healthy for students to travel to school and learn and grow there.

The District shall also encourage the Departments to engage in comprehensive planning, master planning, zoning amendments, and development approvals that support increased residential racial, ethnic, and socioeconomic integration, particularly near schools. The District shall encourage the Departments to prioritize development projects that yield denser multi-income housing near schools, particularly where likely to increase residential integration.

The District shall encourage the Departments to review or revise subdivision codes and regulations to ensure that residential neighborhoods provide safe pedestrian and bicycling access to schools as well as connectivity to schools and other important destinations.

Policy History:

Adopted on: January 20, 2020

Reviewed on:

Revised on:

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8500P

School Siting Procedures

The District shall establish a process to follow for school siting determinations, to include the following components:

1. The Board shall establish a school siting committee (Committee) that is responsible for making recommendations to the District regarding a given school siting determination. The committee shall include representatives of District, local elected officials and staff of the Blackfoot Tribe, parents, and school staff. Other members may include: community members; public health, housing, and community development organizations; groups focused on active transportation, smart growth, and education; environmental advocacy and environmental and social justice groups; local trade/building associations, and other community stakeholders.
2. The Committee shall review the School Facilities Plan and assess how the plan accords with the current issues and the decision in question.
3. The Committee shall obtain and analyze all relevant data and geospatial mapping regarding projected enrollment, student residential density and demographics, and educational needs, and should consider them in relation to potential sites and options. The committee should assess the effect of different sites or options on walkability, bikability, and diversity, as well as other factors.
4. The Committee shall assess all potential sites and options via the criteria laid out in Board Policy 8501: School Siting Determinations. Assessment of potential sites should include an environmental review, a walk around the site and neighborhood to evaluate safety of travel routes and other factors, and a methodical assessment of the benefits and drawbacks of each site and option.
5. The Committee or District personnel shall conduct a health impact assessment or otherwise assess community and health impacts when making siting determinations, particularly when considering the closure of a school. The assessment should evaluate likely effects on educational programs, health, other impacts on students, teachers, and families, effect on neighborhood, property values, businesses, community, and other governmental agencies.
6. The Committee shall provide significant opportunities for public participation at all stages of the process, including forums or comment periods held both before and after recommendations are developed, design review, and public positions on relevant committees.
7. The Committee shall make a recommendation to the School Board that is consistent with Board Policy 8501: School Siting Determinations.

Procedure History:

Promulgated on: January 20, 2020

Reviewed on:

Revised on:

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8501
page 1 of 3

School Siting Determinations, Designs, Attendance Zones and Assignments

The District recognizes that it is necessary to balance numerous complex issues in making determinations regarding the location of school educational facilities, including factors such as: the suitability of possible sites for educational needs in question; costs (for land, rehabilitation, reimbursement rates, construction, transportation, and more); ease of obtaining land; proximity of sites to students' residences; ability to coordinate with local jurisdictions to share facilities and resources; safety of sites for student health in terms of potential exposure of students to toxics and other dangerous substances; safety from natural hazards [such as flooding, earthquakes, etc]; site conditions and topography.

In making school siting determinations (which, as noted above, include selecting new sites, renovating or rebuilding on existing sites, and closing existing schools), the District shall give high priority to locations that:

- Are walkable and bikable and have access to public transportation: A walkable and bikable site is one for which [50]% of the assigned student population lives within a [1/2] mile travel distance of the school. In evaluating travel distance, consider natural or artificial barriers to convenient access, such as highways, streams, railroad tracks, or the like, that may make actual distance traveled further than direct distance.
- Have safe routes: A site with safe routes has a surrounding neighborhood or area with safe and convenient facilities for walking and bicycling to school. Safe routes for walking require continuous sidewalks, frequent safe street crossings, and few or no wide streets where vehicles exceed 35 mph to cross or travel along. Safe routes for bicycling require bike paths, bike lanes, or narrow streets with low traffic volume and low speeds. The District will seek to avoid locating schools near highways, railroad tracks, or other barriers that significantly impede safe travel.
- Support racial, ethnic, and socioeconomic diversity: The District shall also prioritize sites that support student racial, ethnic, and socioeconomic diversity through proximity to one or more residential areas that cumulatively reflect the diversity of the larger community.
- Are near other community resources: The District shall prioritize sites that are within walking distance of community resources of value for students, such as libraries, museums, police or fire stations, athletic facilities, and parks, as well as locations such as senior centers that might benefit from joint use of school facilities. [District shall also prioritize sites that are near public transportation and have existing access to adequate roads, utilities, and other infrastructure.]
- Will not pose significant risk of exposure to environmental contaminants: The District shall avoid sites that pose a significant risk that students or staff may be exposed to environmental contaminants from nearby or on-site sources.

The District shall develop [administrative regulations/procedures] that set forth a system for comparing potential sites by weighing relevant factors, with an emphasis on the factors noted above.

In comparing and assessing the cost of school siting options, the District will consider the full range of costs of each choice, including the cost of land acquisition, construction, renovation, equipment and furnishings, demolition or mothballing of closed schools, student transportation for school system and for families, financing fees, infrastructure such as new sewers, roads, and utilities, and other life cycle costs. The District shall also consider effects of each option on property values. For each option, the District will assess both the total cost and the portion of the total cost that would be incurred by the District.

Insofar as possible while complying with state law, the District will not exercise a preference for new construction over renovation of existing schools. Instead, the District will consider renovating existing facilities before building new, especially where existing facilities have historic or architectural value. Prior to deciding to construct a new school or replace an existing school with a new school, the District will compare the costs and benefits of renovating versus new construction, from a financial, health, and community perspective.

Insofar as possible while complying with state law, the District shall make determinations regarding whether a site provides sufficient acreage for a given need based upon an evaluation of the context and flexible design approaches, rather than through adherence to fixed minimum acreage guidelines. The District shall consider obtaining space for recreation and sports facilities through co-location with parks or other facilities. The District shall consider creating smaller building footprints by building multistory buildings.

Insofar as possible while complying with state law, the District will not abide by a fixed minimum number of students per school, but will consider all factors flexibly in determining preferred school size.

Site Design

In constructing a school or in renovating an existing school, the District shall design and construct the site to accommodate the safety and convenience of students, including students with disabilities, in arriving and departing by different modes of transportation, including walking, bicycling, public transportation, school bus, and private vehicles. Site design shall minimize conflicts between pedestrians, bicycles, school buses, and private vehicles, and shall provide safe crossings.

The District will ensure that new and renovated sites have ample bicycle parking, and will seek to provide and upgrade bicycle parking at existing schools. To the extent possible, bicycle parking shall be (a) centrally located, for convenient access by students and to provide visual protection from attack, theft, or vandalism, and (b) protected from the elements. The District will ensure that there is a practical route for bicycles through the school campus. If free or subsidized parking for motor vehicles is provided for staff, the District shall provide generally equivalent benefits to staff who use other means of transport to travel to school. [The District shall limit the provision of free and low-cost motor vehicle parking for students.]

The District shall support Safe Routes to School programs and events encouraging students to walk and bicycle to school.

The District will design entrances and exits to site to facilitate convenient access for pedestrians and bicyclists, while protecting safety of students during the school day. The District will [seek to] avoid having entrances and exits on arterials, particularly for elementary schools. The District will seek to integrate schools into the community by providing a number of access points to school grounds from the surrounding neighborhood and by encouraging use of trails, bike paths, and sidewalks to connect neighborhoods to school.

For areas outside of the District's jurisdiction, the District will work with [the appropriate local jurisdiction/s] to improve safety of walking and bicycling routes to school, as well as to separate modes, calm traffic, and ensure safe crossings in the immediate vicinity of the school. As set forth in Board Policy [#####]: Long-Term Coordinated Planning, the District will also work with [local jurisdiction/s] to ensure that new and existing neighborhoods provide direct access to schools and to revise subdivision codes to encourage connectivity and pedestrian and bicycle friendly design.

Attendance Zones & Assignment

In engaging in school siting determinations, the District shall evaluate existing attendance zones and assignment policies with the goal of creating schools that are walkable and bikable and also reflect the racial, ethnic, and socioeconomic diversity of the District's community.

The District shall [consider implementing the following recommendations]:

- As far as possible without compromising the racial, ethnic, and economic representativeness of schools, assign students to schools by neighborhood attendance zones.
- Draw attendance zones to maximize diversity and walkability within each zone, by reference to neighborhood demographics.
- Consider limiting school choice or magnet programs. Design these programs to support and enhance diversity, and to minimize negative effects on walkability.

Consider establishing neighborhood preferences for these and charter school programs.

- As necessary, provide busing to support racial, ethnic, and socioeconomic diversity.

Every [5/10] years, or as needed, the District will reevaluate attendance zones and assignment policies and will propose revisions in light of new demographics, land use patterns, school sites, attendance patterns, or other circumstances.

Policy History:

Adopted on: April 26, 1999

Reviewed on:

Revised on: January 20, 2020

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

8502

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Construction and Repairs

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

- (a) Location and detail of classrooms used for science or science laboratories, consumer science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts, including location and ventilation detail of lockable storage area of chemicals and other hazardous products;
- (b) Location and detail of janitorial facilities;
- (c) Specifications for the sewage treatment and disposal system to serve the school unless previously approved;
- (d) Specifications for the water supply to serve the school unless previously approved;
- (e) Locations for all emergency eyewash and shower stations, which shall meet the American National Standard for Emergency Eyewash and Shower Equipment;
- (f) Location and detail of laundry facilities including description of equipment and a flow chart indicating the route of laundry through sorting, washing, drying, ironing, folding, and storage;
- (g) Specifications for the final finishes of floors, walls and ceilings in toilet, locker and shower rooms, laundries, and janitorial closets;
- (h) Statement from the designer of the facilities that lighting capable of meeting the minimum requirements of ARM 37.111.830 will be provided;
- (i) Location and detail of the solid waste storage facilities;
- (j) name of DEQ-approved sanitary landfill which will receive solid waste from the school;
- (k) Specifications for a food service to serve the school unless the food service has been previously approved by the DPHHS and/or local health authority;
- (l) Any other information requested by the DPHHS or local health authority relating to the health, sanitation, safety, and physical well-being of the teachers, staff, and students;
- (m) Specifications for any new or modified playground equipment, which shall comply with the standards of the United States Consumer Product Safety Commission's 2010 Handbook for Public Playground Safety and the requirements of the 2010 ADA Standards for Accessible Design;
- (n) Specifications for any new or modified air intakes;
- (o) Specifications for any radon-resistant technique used in the building process;
- (p) Documentation reflecting how the topography of the site will permit good drainage of surface water away from the school building to eliminate significant areas of standing water and infiltration of surface water into the school building;.
- (q) Specifications showing all chemical storage areas in new construction will be constructed to maintain negative air pressure to eliminate contamination of the 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 until all plans required by this policy been approved by the local building code inspector or authority and DPPHS or the local health authority. Construction shall be in accordance with the plans as approved unless permission is granted in writing by the local building code inspector or authority and 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.

Contractor Assurance

No contract shall be let to any contractor who is not licensed or registered as required by the laws of this state. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage, non-collusion, and residence requirements for public works and with state and federal laws relating to non-discrimination in hiring. A statement to this effect must be a part of every appropriate contract.

No contract shall be let to any contractor if the provision conflicts with the provisions of § 20-9-48 204.

Contractor Surety Bonds and Insurance

A bid bond must accompany each contractor's bid or other security authorized by state law in the amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid, which is not successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall have his/her bond or security retained until such a time as it is determined that the bidder shall complete the contract. All bids received shall specify whether the District or the contractor shall carry fire, liability, or other insurance during construction.

The successful bidder is required to execute and deliver to the Board a good and sufficient performance bond with two (2) or more sureties or a licensed surety company which shall state that the contractor shall execute and faithfully perform the provisions of the contract and shall pay all subcontractors and materialmen as required by law.

Architect and Engineering Services

The Superintendent shall invite architects and/or engineers to express interest in performing such necessary planning services for the District. Advertising shall be designed to reach a wide geographical area to help ensure gender and minority applicant consideration.

Interested firms will be requested to submit a state of qualifications and performance data to enable the Board to determine which architectural or engineering firm will best serve the needs of the District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The Superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The Superintendent shall recommend one or more firms to the Board for its consideration. The Board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event the Board and the selected firm are unable to negotiate a fair and reasonable fee, the trustees may select another firm provided reasonable public notice of the selection is given.

Educational Specifications

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff shall be solicited in developing such educational specifications. The law requires that special attention be given to accessibility to the education program by students of both genders and those with disabilities. The Superintendent shall see that all construction projects comply with the requirements for accessibility for individuals with disabilities and comparability and equity between the genders. The architect shall be responsible for ensuring compliance with state and federal laws including access for individuals with disabilities and requirements for gender comparability and equity.

When the Board considers major remodeling or building a facility, it shall endeavor to seek facility expertise in all affected program areas as well as comments from faculty, students, and community.

<u>Legal Reference:</u>	§ 2-2-303, MCA	Agreements to appoint relative to office
	§ 18-2-402, MCA	Standard prevailing rate of wages
	§ 18-2-430, MCA	Preference of Montana labor in public works - wages
	§ 18-2-404, MCA	Approval of contract – bond
	§ 18-2-201, MCA, et seq	Performance, Labor, and Material bonds
	§ 20-9-204, MCA	Conflicts of interest, letting contracts and calling for bids
	§50-1-206, MCA	Regulation in schools on matters of health
	§20-6-631,MCA	When contracts for architectural services required
	§20-6-633, MCA	Hiring for architectural services authorized
	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

Policy History:

Adopted on: April 26, 2022

Reviewed on:

Revised on:

**School District 50, County of Glacier
East Glacier Park Grade School**

NONINSTRUCTIONAL OPERATIONS

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Cyber Incident Response

A cyber incident is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. An incident response capability is necessary for rapidly detecting incidents, minimizing loss and destruction, mitigating the weaknesses that were exploited, and restoring computing services.

The School District is prepared to respond to cyber security incidents, to protect District systems and data, and prevent disruption of educational and related services by providing the required controls for incident handling, reporting, and monitoring, as well as incident response training, testing, and assistance.

Responsibilities of Specific Staff Members

Individual Information Technology User:

All users of District computing resources shall honor District policy and be aware of what constitutes a cyber security incident and shall understand incident reporting procedures.

District Information Technology Director

Provide incident response support resources that offer advice and assistance with handling and reporting of security incidents for users of School District information systems. Incident response support resources may include, but is not limited to: School District information technology staff, a response team outlined in this policy, and access to forensics services.

Establish a Cyber Security Incident Response Team (CSIRT) to ensure appropriate response to cyber security incidents. The CSIRT shall consist of the Superintendent and the Business Manager/Clerk. CSIRT responsibilities shall be defined in the School District position descriptions.

District Superintendent:

Develop organization and system-level cyber security incident response procedures to ensure management and key personnel are notified of cyber security incidents as required.

Procedures

Designated officials within the District shall review and approve incident response plans and procedures at least annually. The incident response plans and/or procedures shall:

- Provide the District with a roadmap for implementing its incident response capability
- Describe the structure and organization of the incident response capability
- Provide a high-level approach for how the incident response capability fits into the overall organization
- Meet the unique requirements of the District, which relate to mission, size, structure, and functions
- Define reportable incidents
- Provide metrics for measuring the incident response capability within the organization

- Define the resources and management support needed to effectively maintain and mature an incident response capability

Upon completion of the latest incident response plan, designated officials shall:

- Distribute copies of the incident response plan/procedures to incident response personnel.
- Communicate incident response plan/procedure changes to incident response personnel and other organizational elements as needed.
- Provide incident response training to information system users consistent with assigned roles and responsibilities before authorizing access to the information system or performing assigned duties, when required by information system changes; and annually thereafter.
- Test the incident response capability for the information systems they support at least annually to determine effectiveness.
- Track and document information system security incidents.
- Promptly report cyber security incident information to appropriate authorities in accordance with reporting procedures.

Policy History:

Adopted on: January 20, 2020

Reviewed on:

Revised on: