

# GALLATIN GATEWAY SCHOOL DISTRICT

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## 8000 SERIES NONINSTRUCTIONAL OPERATIONS

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Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

8100

NONINSTRUCTIONAL OPERATIONS

Revised on: 6/26/17

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.

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

Transporting Students within the 3-mile Limit

The district must assess a bus fee to families living within a three mile radius of the school and out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month in order to ride the bus. No refunds will be made for days a student does not ride or when the bus cannot make its regular run. If a student is not going to ride the bus for a month, the bus driver and the office must be notified in advance. Since the student is reserving a seat on the bus with payment, the monthly charge remains the same whether the student rides the bus one way or both ways.

Provision of Transportation Services

The Board reserves the right to own and operate or contract bus services for students within the District. If it is necessary to replace a bus for the safety and welfare of the students and staff, the Board will use the Bus Depreciation Schedule, as a guide, when determining the time for bus replacements.

Children in Foster Care

The Superintendent 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

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

8110

NONINSTRUCTIONAL OPERATIONS

The Superintendent is responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to approval of the county transportation committee.

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.

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Handbook

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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. Students and parents can listen to the radio reports concerning questionable weather. It is the parents' responsibility to bring their student to and from school if the buses aren't running, unless school is closed.

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

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

8111

NONINSTRUCTIONAL OPERATIONS

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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: 3300P Corrective Actions and Punishment

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

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on: 6/27/2018

8123

NONINSTRUCTIONAL OPERATIONS

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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 in order 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 certification in CPR, be signed by a certified instructor, and be received after an initial in-person training of at least four hours.

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, no driver will be required to drive more than 8 hours following 6 consecutive hours off duty.

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



Gallatin Gateway Elementary

Adopted on: 6/30/21

Reviewed on:

Revised on:

8129

NONINSTRUCTIONAL OPERATIONS

Chemical Safety

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

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

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

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

Legal Reference: 37.111.812, ARM  
Section 50-78-101, MCA, et seq

Safety Requirements  
Montana Employee and Community  
Hazardous Chemical Information Act



Gallatin Gateway Elementary

Adopted on: 6/30/21

Reviewed on:

Revised on:

8131

NONINSTRUCTIONAL OPERATIONS

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Indoor Air Quality

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

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

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

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

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

Legal Reference: 37.111.826, ARM Indoor Air Quality

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# Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on: 6/26/17

8200 - R

NONINSTRUCTIONAL OPERATIONS Revised on: 10/21/2013, 6/30/21

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## 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 Superintendent will establish rules for the sale of foods during the school day. To encourage students to eat nutritious lunches, competitive food services will not be permitted to operate anywhere on school premises during or for a period of 1 hour before and after the lunch period. The principal may authorize any food sales of an occasional nature.

The Board may authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent students. Because of the potential liability of the District, the food services program will not accept donations of food without approval of the Board. Should the Board 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 selling the food as part of school meals.

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

## Commodities

The District shall 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.

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
	37.111.842, ARM	Food Service Requirements

Gallatin Gateway Elementary

Adopted on: 6/26/17  
Reviewed on:  
Revised on:

8205 – R NONINSTRUCTIONAL OPERATIONS

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Meal Charge Policy

*Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.*

The goal of the Gallatin Gateway School District 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. All meal charges must be paid directly to the Gallatin Gateway School District.

If a student is without meal money, the administration will take action deemed necessary to collect unpaid meal charges while ensuring the nutritional needs of the student are met in providing the student with a regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or reduced price lunches for their child(ren).

Meal Charges

Students/Parents should pay for all meals in advance via <https://gallatin.revtrak.net/>, cash, or check payable to Gallatin Gateway School (GGS). Further details are available on the District website. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

If there are no available funds in the student’s account, he/she will be given a breakfast or lunch on account. A notice and/or letter will be sent home with the child requesting payment.

Zero-Balance Prevention

Parents are responsible for meal payments to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

Refunds for Withdrawn or Graduating Students

Balances for students who are graduating at the end of the year will transfer to a sibling’s account. If there are no younger siblings, any balances over \$5.00 (five dollars) will be refunded to the primary parent. Balances less than \$5.00 (five dollars) will become the property of Gallatin Gateway School District Food Service Program, unless the parent requests a refund in writing by June 20 of the current year. An e-mail request is acceptable.

Uncollected meal debt may be sent to collections per state and/or federal guidelines.

Gallatin Gateway Elementary

Adopted on: 7/17/2017

Reviewed on:

8210 - R

NONINSTRUCTIONAL OPERATIONS

Revised on:

Procurement Policy for School Food Purchases

The Gallatin Gateway School District will adhere to the following requirements for any procurement related to food service:

**Purchases:**

- o 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.

**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 Gallatin Gateway School 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 Gallatin Gateway School 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:
  - o The employee
  - o Any member of his/her immediate family
  - o People with whom there is an intimate personal relationship
  - o 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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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

Gallatin Gateway Elementary

Adopted on: 10/18/21

Reviewed on:

Revised on:

8211

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 \$10,000 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 \$10,000 and less than \$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.
- 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.



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2 The District shall not subcontract with or award subgrants to any person or company who is debarred or  
3 suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended  
4 by confirming such status.  
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#### 6 **Maintenance of Procurement Records**

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

- 13 • The District maintains the following code of conduct for any employees engaged in award and  
14 administration of contracts supported by Federal Funds:  
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- 16 • No District employee will engage in any procurement when there is a conflict of interest, real or  
17 perceived, and District employees cannot solicit or accept any gratuities, favors or anything of  
18 monetary value from prospective vendors. This shall not preclude district  
19 personnel from serving on boards or participating in organizations that support the district's need to  
20 obtain quality services and supplies.  
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- 22 • No District employee shall participate in the selection, award or administration of a contract when  
23 any of the following persons have a financial interest in the firm selected for award:  
24     o The employee  
25     o Any member of his/her immediate family  
26     o People with whom there is an intimate personal relationship  
27     o An organization which employs or is about to employ any of the above  
28
- 29 • The District would like all employees to behave with the utmost integrity and never be self-serving,  
30 be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any  
31 compromising situations.  
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- 33 • Employees found to be in violation of this policy are subject to disciplinary action, up to and  
34 including termination.  
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#### 36 **Contracting with small and minority businesses, women's business enterprises, and labor surplus area** 37 **firms:** 38

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

- 43 • Placing qualified small and minority businesses and women's business enterprises on solicitation  
44 lists covered by this policy;
- 45 • Assuring that small and minority businesses, and women's business enterprises are solicited for  
46 projects and purchases covered by this policy whenever they are potential sources;
- 47 • Dividing total requirements, when economically feasible and legally permissible, into smaller tasks  
48 or quantities to permit maximum participation by small and minority businesses, and women's  
49 business enterprises for projects and purchases covered by this policy;
- 50 • Establishing delivery schedules, where the requirements and circumstances permit, which encourage  
51 participation by small and minority businesses, and women's business enterprises for projects and  
52 purchases covered by this policy;

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

8225

NONINSTRUCTIONAL OPERATIONS

Revised on: 3/11/20

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

- 1           •Using the services and assistance, as appropriate, of such organizations as the Small Business
- 2           Administration and the Minority Business Development Agency of the Department of Commerce
- 3           for projects and purchases covered by this policy; and
- 4           •Requiring the prime contractor, if subcontracts are to be let for a project or purchase
- 5           covered by this policy, to take the affirmative steps listed in this section.

6  
7 Cross Reference:       Policy 7320 - Purchasing

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Gallatin Gateway Elementary

Adopted on: 08/20/2012  
Reviewed on: 6/26/17

8250

NONINSTRUCTIONAL OPERATIONS

Revised on:

Insurance Management

The Superintendent shall recommend an insurance program that provides the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

- Liability coverage to insure against any loss or liability of the District; Board members; employees; and volunteer personnel, by reason of civil rights damage claims and suits, statutory, contractual and constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the Board.
- Comprehensive property insurance covering a broad range of causes of loss involving building and personal property;
- Workers' Compensation to protect the individual employees against financial loss in case of a workrelated injury, certain types of disease, or death incurred in an employee-related situation.

Legal Reference:	§ 2-9-211, MCA	Political subdivision insurance
	§ 20-3-331, MCA	Purchase of insurance – self insurance plan
	§ 20-10-109, MCA	Liability insurance for school bus

Gallatin Gateway Elementary

Adopted on: 4/20/22

Reviewed on:

Revised on:

8300

NONINSTRUCTIONAL OPERATIONS

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 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

Gallatin Gateway Elementary

Adopted on: 08/20/2012  
Reviewed on:

8301 - R

NONINSTRUCTIONAL OPERATIONS

Revised on: 10/21/2013,  
6/26/17; 3/11/20

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, Tornadoes, Intruders, Firearms, etc.

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.

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

does this need to be changed based on the threat assess?

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Gallatin Gateway Elementary

Adopted on: 6/30/21

Reviewed on:

Revised on:

8302

NONINSTRUCTIONAL OPERATIONS

Noxious Plant and Animal Control

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

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

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

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

Integrated Pest Management Plan

*where is this?*

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

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

Pesticide Application Notification

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

- (a) A description of the area where the pesticide will be applied;
- (b) The date and approximate time of application;
- (c) The common or brand name of each pesticide to be used;
- (d) The targeted pests to be controlled by the pesticide;
- (e) Each active ingredient in the pesticide;
- (f) The EPA registration number;
- (g) The telephone contact number, if any, on the label of the pesticide for additional information about each pesticide; and
- (h) A contact name and telephone number at the school.
- (i) If the application will be outdoors, the notification shall also include three dates in chronological order in case the preceding date is canceled due to weather.

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3 During the school year, the notification required by this policy shall be made by individual  
4 notice delivered by phone, face-to-face oral communication, electronic mail, postal mail,  
5 or facsimile. The Board of Trustees authorizes the superintendent or other staff approved  
6 by the superintendent to develop a registration system to provide this notification only to  
7 those parents who wish to receive the notification. The registration shall provide written  
8 notice to the parents or guardians of the student at the beginning of the school year, or  
9 upon a child's enrollment, that pesticides may be used in or around the school. The  
10 administrator shall develop methods to permit each parent or guardian how to register to  
11 be notified at least 24 hours before a pesticide treatment.

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

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

#### 21 Emergency Pesticide Application

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

#### 28 29 Exceptions to the Notice Requirements

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31 The following pesticide applications are not subject to the notification or posting  
32 requirements of this rule:

- 33  
34 (a) Applications of antimicrobial pesticides;  
35 (b) An application where the school remains unoccupied for a continuous 72- hour  
36 period following the application of the pesticide;  
37 (c) Applications of rodenticides in tamper-resistant bait stations or in areas  
38 inaccessible to students; and  
39 (d) Applications of silica gels and other ready-to-use pastes, foams, or gels that will  
40 be used in areas inaccessible to students.  
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4 Record Keeping  
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6 The superintendent or other staff approved by the superintendent shall keep records of pesticide  
7 applications subject to the notification and posting requirements of this rule. Records shall  
8 include:

- 9 (a) A copy of each notice issued;  
10 (b) The date of application;  
11 (c) The name and employer of the individual who applied the pesticide,  
12 including the individual's certification number;  
13 (d) The rate of application;  
14 (e) The concentration of the pesticide applied; and  
15 (f) The total amount of pesticide used.  
16

17 Records shall be kept for at least five years and shall be made available to the local health  
18 authority, DPHHS, or the public for review upon request.  
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20 Legal Reference: 37.111.846, ARM Noxious Plant and Animal Control  
21 10.55.701(s), ARM Board of Trustees

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# Gallatin Gateway Elementary

Adopted on: 6/30/21

Reviewed on:

8303

## NONINSTRUCTIONAL OPERATIONS

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Revised on:

Page 1 of 3

### Facility Cleaning and Maintenance

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

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

When necessary, the District shall provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. The superintendent or other staff approved by the superintendent are required to ensure adequate supplies to support cleaning and disinfection practices.

Specifically, the District shall comply with the following cleaning and maintenance requirements:

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

replaced with cleaning products that are "Green Products."

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

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

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

#### Assigned Cleaning and Disinfecting

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

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

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

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

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

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

Physical Barriers and Guides

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

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

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

8320

NONINSTRUCTIONAL OPERATIONS

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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

Gallatin Gateway Elementary

Adopted on: 08/20/2012  
Reviewed on: 6/26/17  
Revised on: 6/30/21

8410

NONINSTRUCTIONAL OPERATIONS

Operation and Maintenance of District Facilities

Inspections

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, shall annually inspect plant and facilities or as necessary. The facilities manager shall develop a program to maintain the District physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager shall 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.

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

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

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

Laundry Facilities

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

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

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

- (d) separate carts for transporting soiled and clean laundry.
- (e) handwashing facilities including sink, soap, and disposable towels. A soak sink may double as a handwashing sink.

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

### Solid Waste and Recycling

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

- (a) store all solid waste between collections in containers which have lids, are corrosion-resistant, and are constructed to minimize pest attraction and harborage;
- (b) clean all solid waste containers with sufficient frequency to maintain them in a condition which minimizes pest attraction;
- (c) for exterior containers other than dumpsters or compactors, utilize stands which prevent the containers from being tipped, protect them from deterioration, and allow easy cleaning below and around them. Further, dumpsters or compactors shall be located on or above a smooth surface of non-absorbent material, such as concrete or asphalt, that is maintained in clean and good condition;
- (d) transport, or utilize a private or municipal hauler to transport, the solid waste at least weekly to a landfill site approved by the DEQ in a covered vehicle or covered containers.

### Physical Requirements

The School District shall comply with the following physical requirements:

- (a) Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial closets, and similar rooms subject to large amounts of moisture shall be maintained in a smooth and non-absorbent condition. Non-absorbent, non-skid floor matting may be used where appropriate to prevent injury.
- (b) Adequate coat/jacket and book storage for each student shall be provided;
- (c) Livestock and poultry shall be located more than 50 feet from food service areas, offices, or classrooms except those offices and classrooms associated with animal husbandry activities or other demonstrations as approved by the school administration. In classrooms, offices, or food service areas where livestock and poultry are approved by the administrator, animals shall not have contact with

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eating or serving surfaces.

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



8411 R

NONINSTRUCTIONAL OPERATIONS

Water Supply Systems and Wastewater

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

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

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

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

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

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

Flushing and Testing

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

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4 established by DEQ. Flushing shall be required following any period of time during which the  
5 school is inactive.  
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7 The District shall maintain a schematic and inventory of fixtures in accordance with DEQ  
8 protocols as part of the District's water testing program. The District shall sample all water  
9 fountains and sinks used for food preparation. All other potential human consumption fixtures  
10 shall be sampled, unless the District receives approval for a testing plan from DEQ to test a  
11 representative sample of potential fixtures in the school in accordance with DEQ protocols. All  
12 samples shall be analyzed by a Montana certified lab using EPA-approved standard drinking  
13 water methods for the detection and quantification of lead. All test results will be considered  
14 public records.  
15

#### 16 Wastewater

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

- 19 (a) connecting to a compliant public wastewater system; or  
20 (b) if the school is not utilized by more than 25 persons daily at least 60 days out of  
21 the calendar year, including staff and students, and a compliant public wastewater  
22 system is not available, utilizing a non-public system whose construction and use  
23 meet DEQ construction and operation standards.  
24

25 If the District uses pit privies, the privies shall be operated and maintained in compliance  
26 with the standards specified in DEQ Circular-4. If the District uses a wastewater system  
27 design of a type other than described in this policy, it shall be designed by a professional  
28 engineer and offers equivalent sanitary protection as determined by the DPPHS, DEQ, or  
29 local health authority.  
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31  
32 Legal References: 37.111.832, ARM Water Supply System  
33 ARM Title 17, chapter 38, subchapter 1  
34 17.38.207, ARM Maximum Microbiological Containment Levels  
35 DEQ Circular FCS 1-2016.  
36 DEQ Circular 4  
37 10.55.701(s), ARM Board of Trustees  
38 10.55.701(l), ARM Board of Trustees  
39 10.55.701(q), ARM Board of Trustees

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

8420

NONINSTRUCTIONAL OPERATIONS

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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

*in the office-bulletin board*

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on: 6/30/21

8421

NONINSTRUCTIONAL OPERATIONS

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Page 1 of 2

Lead Renovation

In accordance with the requirements of the Environmental Protection Agency (EPA), the District 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. The School District will also include information about how parents and guardians may choose to receive the pamphlet via email in a consent and enrollment form.
  - (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

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4 be accompanied by a posted copy of the pamphlet or information on how  
5 interested parents or guardians can review a copy of the pamphlet or obtain a copy  
6 from the renovation firm at no cost to the parents or guardians.  
7 4. The renovation company must prepare, sign, and date a statement describing the steps  
8 performed to notify all parents and guardians of the intended renovation activities and to  
9 provide the pamphlet.

10  
11 Recordkeeping Requirements \*

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

- 13  
14 • Records that must be retained include:  
15 • Reports certifying that lead-based paint is not present.  
16 • Records relating to the distribution of the lead pamphlet.  
17 • Documentation of compliance with the requirements of the Lead-Based Paint  
18 Renovation, Repair, and Painting Program.

19  
20 *\*Note: The MTSBA recommends that districts follow the same record retention schedule as they*  
21 *do for Asbestos abatement (forever).*

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

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# Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

8425P - R

NONINSTRUCTIONAL OPERATIONS

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## Service Animal Allowance Procedure

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.

Gallatin Gateway Elementary

Adopted on:  
Reviewed on: 6/26/17  
Revised on:

8425 - R NONINSTRUCTIONAL OPERATIONS

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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 Gallatin Gateway School District will permit the use of service animals by an individual with a disability according to state and federal regulations. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks 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	Procedure for allowance of service animals
	Policy 8425F	Service Animals in District Facilities Form
	Policy 2161	Special Education
	Policy 2162	Section 504 of the Rehabilitation Act of 1973
Legal Reference:	28 CFR 35.136	Service Animals
	28 CFR 35.104	Definitions
	49-4-203(2), MCA	Definitions

1 Gallatin Gateway Elementary

2  
3 Adopted on: 6/27/2018

4 Reviewed on:

5 8426

NONINSTRUCTIONAL OPERATIONS

Revised on:

6  
7 Page 1 of 2

8  
9 The District supports the use of therapy dogs and other therapy animals by teachers or other qualified  
10 school personnel (“Owner”) for the benefit of its students, subject to the conditions of this policy.

11  
12 Therapy Animals

13  
14 Therapy dogs and other therapy animals are family pets that are trained and registered or certified through  
15 therapy organizations. They are only half of the therapy team. The handler is the other half. Therapy  
16 teams enter the school by invitation or prior approval.

17  
18 A therapy animal is not a service animal, and unlike a service animal, a therapy animal does not assist a  
19 person with a disability with activities of daily living, nor does it accompany a person with a disability at  
20 all times. Therapy animals do not have legal rights.

21  
22 Requirements of Therapy Animals and User/Owners

23  
24 Individuals with disabilities using therapy or companion animals are responsible for their animals at all  
25 times and must comply with the following requirements:

26  
27 **Request:** An Owner must submit a written request to the Superintendent. The request must be renewed  
28 each school year or whenever a different therapy animal will be used.

29  
30 **Registration, Training and Certification:** The Owner must register the therapy animal and provide  
31 documentation of the registration, certification, and training to the Superintendent. The registration and  
32 certification must remain current at all times.

33  
34 **Health and Vaccination:** The therapy animal must be clean, well groomed, in good health, house  
35 broken, and immunized against diseases common to dogs. The Owner must submit proof of current  
36 licensure from the local licensing authority and proof of the therapy animal’s current vaccinations and  
37 immunizations from a licensed veterinarian.

38  
39 **Control:** A therapy animal must be under the control of the “Owner”, at all times, through the use of a  
40 leash or other tether unless the use of a leash or other tether would interfere with the therapy animals’  
41 safe, effective performance of its work or tasks.

42  
43 **Identification:** The therapy animals must wear appropriate visible identification that identifies in writing  
44 that the animal is a therapy animal.

45  
46 **Behavior:** The Owner must take responsibility for the behavior of the animal in private and public  
47 places, and for due care and diligence in the use of the animal on school district property.

48  
49 **Health and Safety:** The therapy animal must not pose a health and safety risk to any student, employee,  
50 or other person at the school.



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4 **Supervision and Care of Therapy Animals:** The Owner is solely responsible for the supervision and  
5 care of the therapy dog, including any feeding, exercising, and clean-up while the animal is in the school  
6 building or on school property. The school district is not responsible for providing any care, supervision,  
7 or assistance for a therapy animal.  
8

9 **Authorized Areas:** The Owner shall only allow the therapy animal to be in areas in school buildings or  
10 on school property that are authorized by the school administrators.  
11

12 **Insurance:** The Owner must submit a copy of an insurance policy that provides liability coverage for the  
13 therapy animal while on school property.  
14

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

- 17 (1) A handler does not have control of the therapy animal;
- 18 (2) The therapy animal is not house broken;
- 19 (3) The therapy animal presents a direct and immediate threat to others in the school; or
- 20 (4) The animal's presence otherwise interferes with the educational process.  
21

22 The Owner shall be required to remove the therapy animal from school premises immediately upon such a  
23 determination.  
24

25 **Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal  
26 is permitted, and suffers an allergic reaction to the therapy animal, the Owner of the animal will be  
27 required to remove the animal to a different location designated by an administrator.  
28

29 **Damages to School Property and Injuries:** The Owner of a therapy animal is solely responsible and  
30 liable for any damage to school property or injury to personnel, students, or others caused by the therapy  
31 animal.  
32

33 **Therapy Animals in Training;** This policy shall also be applicable to therapy animals in training that are  
34 accompanied by a bona fide trainer.  
35  
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# Gallatin Gateway Elementary

## Request to use Therapy Animal in School

8426F

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: \_\_\_\_\_

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

8430 - R

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.

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5 Inspections of ESI  
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7 Any requests for ESI records should be made in writing and will be reviewed by the  
8 Superintendent or designee, in consultation with an attorney if needed, and released in  
9 accordance with Montana public records law.  
10

11 Delegated Authority  
12

13 The Board delegates to the Superintendent or designees the right to implement and enforce  
14 additional procedures or directives relating to ESI retention consistent with this policy, as  
15 needed.  
16

17 Information Security Breach  
18

19 Information security breaches shall be handled in accordance with 30-14-1704, MCA, Computer  
20 Security Breach, including, but not limited to, investigations and notifications.  
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24 Cross Reference: 1402 School Board Use of Electronic Mail  
25 3600, 3600P Student Records  
26 5231, 5231P Personnel Records  
27 5450 Employee Electronic Mail and On-Line Services Usage  
28

29 Legal Reference: Montana Secretary of State (Rules for Disposition of Local Government  
30 Records)  
31 Federal Rules of Civil Procedure (FRCP)  
32 § 20-1-212, MCA Destruction of records by school officer  
33 § 20-9-215, MCA Destruction of certain financial records  
34 24.9.805 (4), ARM Employment Records  
35 § 30-14-1704, MCA Computer Security Breach  
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Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on:

8450

NONINSTRUCTIONAL OPERATIONS

Automated External Defibrillators (AED)

The Board of Trustees of the Gallatin Gateway School District 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.

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

10  
11 An individual who provides emergency care or treatment by using an AED in compliance with  
12 this policy and an individual providing cardiopulmonary resuscitation to an individual upon  
13 whom an AED is or may be used are immune from civil liability as a result of any act or failure  
14 to act in providing or arranging further medical treatment for the individual upon whom the AED  
15 was used, unless the individual using the AED or the person providing CPR, as applicable, acts  
16 with gross negligence or with willful or wanton disregard for the care of the person upon whom  
17 the AED is or may be used.

18  
19 The following individuals or entities are immune from civil liability for any personal injury that  
20 results from an act or omission that does not amount to willful or wanton misconduct or gross  
21 negligence, if applicable provisions of this part have been met by the individual or entity:  
22

- 23 a. A person providing medical oversight of the AED program, as designated in the plan;  
24 b. The entity responsible for the AED program, as designated in the plan;  
25 c. An individual providing training to others on the use of an AED.  
26  
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28

29 Legal Reference: Title 37, Chapter 104, subchapter 6, ARM – Automated External  
30 Defibrillators (AED)  
31 §50-6-501, MCA Definitions  
32 §50-6-502, MCA AED program – requirements for AED use  
33 §50-6-503, MCA Rulemaking  
34 §50-6-505, MCA Liability limitations

Gallatin Gateway Elementary

Adopted on: 6/30/21

Reviewed on:

8502

NONINSTRUCTIONAL OPERATIONS

Revised on: 4/20/22

Page 1 of 4

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;

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4 Contractor Surety Bonds and Insurance  
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6 A bid bond must accompany each contractor's bid or other security authorized by state law in the  
7 amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid, which is not  
8 successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall  
9 have his/her bond or security retained until such a time as it is determined that the bidder shall  
10 complete the contract. All bids received shall specify whether the District or the contractor shall  
11 carry fire, liability, or other insurance during construction.  
12

13 The successful bidder is required to execute and deliver to the Board a good and sufficient  
14 performance bond with two (2) or more sureties or a licensed surety company which shall state that  
15 the contractor shall execute and faithfully perform the provisions of the contract and shall pay all  
16 subcontractors and materialmen as required by law.  
17

18 Architect and Engineering Services  
19

20 The Superintendent shall invite architects and/or engineers to express interest in performing such  
21 necessary planning services for the District. Advertising shall be designed to reach a wide  
22 geographical area to help ensure gender and minority applicant consideration.  
23

24 Interested firms will be requested to submit a state of qualifications and performance data to enable  
25 the Board to determine which architectural or engineering firm will best serve the needs of the  
26 District. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of  
27 staff, design of similar projects, production capability, supervision and quality control, relationship  
28 with clients, cost estimates and budget control.  
29

30 The Superintendent is directed to establish necessary procedures to solicit and screen qualified  
31 engineers and architects. The Superintendent shall recommend one or more firms to the Board for  
32 its consideration. The Board and the successful architectural or engineering firm shall enter into a  
33 contract for the necessary services. In the event the Board and the selected firm are unable to  
34 negotiate a fair and reasonable fee, the trustees may select another firm provided reasonable public  
35 notice of the selection is given.  
36

37 Educational Specifications  
38

39 Facilities shall be designed to accommodate the educational and instructional needs of the District.  
40 The professional experience and judgment of staff shall be solicited in developing such educational  
41 specifications. The law requires that special attention be given to accessibility to the education  
42 program by students of both genders and those with disabilities. The Superintendent shall see that  
43 all construction projects comply with the requirements for accessibility for individuals with  
44 disabilities and comparability and equity between the genders. The architect shall be responsible  
45 for ensuring compliance with state and federal laws including access for individuals with  
46 disabilities and requirements for gender comparability and equity.  
47

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



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4 (r) Specifications showing gas supply lines serving science laboratories, consumer  
5 science, industrial arts, and other rooms utilizing multiple outlets will have a  
6 master shut-off valve that is readily accessible to the instructor or instructors-in-  
7 charge without leaving the classroom or storage area;
- 8 (s) Specifications showing industrial arts classrooms or buildings and other rooms  
9 using electrically will operated instruction equipment which presents a significant  
10 safety hazard to the student utilizing such equipment shall be supplied with a  
11 master electric switch readily accessible to the instructor or instructors-in-charge  
12 without leaving the classroom or storage area.
- 13 (t) Specifications showing that janitorial storage spaces will be lockable, have  
14 sufficient storage are for equipment and chemicals; and be vented to the outside of  
15 the building.
- 16 (u) Specifications showing that hot and cold water shall be provided to handwashing  
17 sinks and shower facilities. Hot water shall not be below 100° F nor exceed a  
18 temperature of 120°F.
- 19 (v) Documentation showing DPHHS the use of radon prevention strategies in new  
20 construction.  
21

22 The District shall not commence construction until all plans required by this policy been  
23 approved by the local building code inspector or authority and DPPHS or the local health  
24 authority. Construction shall be in accordance with the plans as approved unless permission is  
25 granted in writing by the local building code inspector or authority and DPHHS or the local  
26 health authority to make changes.  
27

#### 28 Change of Use in Existing Building

29

30 The District shall not use an existing building not currently utilized as a school without the prior  
31 approval of the DPHHS or the local health authority. The District shall comply with this policy  
32 when modifying a building in order to be utilized as a school.  
33

34 The District is authorized to use of modular or mobile buildings in response to temporary or  
35 permanent closure of the existing school facility, segments thereof, or classroom overflow when  
36 plans are submitted and approved by DPHHS or the local health authority.  
37

#### 38 Contractor Assurance

39

40 No contract shall be let to any contractor who is not licensed or registered as required by the laws of  
41 this state. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to  
42 which states that the contractor is in compliance with the state laws relating to prevailing wage,  
43 non-collusion, and residence requirements for public works and with state and federal laws relating  
44 to non-discrimination in hiring. A statement to this effect must be a part of every appropriate  
45 contract.  
46

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

Gallatin Gateway Elementary

Adopted on: 2/19/20

Reviewed on:

Revised on:

8550

NONINSTRUCTIONAL OPERATIONS

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 Campus Emergency Response Team and Technology Coordinator. 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

do this

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- 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.

*do this*

