

2
3 **STUDENTS**

4
5 Administering Medication to Students

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

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

16
17 Administering Medication

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

25
26 Emergency Administration of Medication

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

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

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

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

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

4 5 Assisting Students with Self-Administration of Medication

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

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

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

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

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

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

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

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

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

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

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

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

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

32 33 Self-Administration of Other Medication

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

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

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

Administration of Glucagons

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

Handling and Storage of Medications

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

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

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

1
2 The District shall limit access to all stored medication to those persons authorized to administer
3 medications or to assist in the self-administration of medications. The District requires every
4 school to maintain a current list of those persons authorized by delegation from a licensed nurse
5 to administer medications. ~~The District shall also maintain a list of those staff who have been~~
6 ~~trained and authorized to supervise students to self-administer their medication.~~

7
8 The District may maintain a stock supply of auto-injectable epinephrine to be administered by a
9 school nurse or other authorized personnel to any student or nonstudent as needed for actual or
10 perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine
11 in a school setting or at related activities, the district shall adhere to the requirements stated in
12 law.

13
14 The District may maintain a stock supply of an opioid antagonist to be administered by a school
15 nurse or other authorized personnel to any student or nonstudent as needed for an actual or
16 perceived opioid overdose. A school that intends to obtain an order for emergency use of an
17 opioid antagonist in a school setting or at related activities shall adhere to the requirements in
18 law.

19 20 Disposal of Medication, Medical Equipment, Personal Protective Equipment

21
22 The District requires school personnel either to return to a parent, an individual who has
23 executed a caretaker relative educational authorization affidavit, or guardian or, with permission
24 of the parent, an individual who has executed a caretaker relative educational authorization
25 affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school
26 nurse, in the presence of a witness, shall destroy any medicine not repossessed by a parent or
27 guardian within a seven-(7)-day period of notification by school authorities.

28
29 Medical sharps shall be disposed of in an approved sharps container. Building administrators
30 should contact the school nurse or designated employee when such a container is needed. Sharps
31 containers are to be kept in a secure location in the school building. Disposal of sharps container,
32 medical equipment, and personal protective equipment is the responsibility of the school nurse or
33 designated employee in accordance with the Montana Infectious Waste Management Act and the
34 manufacture guidelines specific to the container or equipment.

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|---------------------|-------------------------|--|
| 36 Legal Reference: | § 20-5-412, MCA | Definition – parent-designated adult |
| | | administration of glucagons – training |
| | § 20-5-420, MCA | Self-administration or possession of asthma, |
| | | severe allergy, or anaphylaxis medication |
| | § 20-5-421, MCA | Emergency use of epinephrine in school |
| | | setting |
| | § 37-8-103(1)(c), MCA | Exemptions – limitations on authority |
| | ARM 24.159.1601, et seq | Delegation of Nurse Duties |
| | § 20-5-426, MCA | Emergency use of an opioid antagonist in |
| | | school setting – limit on liability |
| | § 75-10-1001, et seq | <u>Infectious Waste Management Act</u> |

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

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

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3 **STUDENTS**

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5 Communicable Diseases

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

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

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

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

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

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

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

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

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

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

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

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

26 27 Healthy Hand Hygiene Behavior

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

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

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

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

1 _____ **School District**

2
3 **PERSONNEL**

5230

4
5 Prevention of Disease Transmission

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

13
14 The District shall provide training on procedures on a regular basis. Appropriate supplies shall
15 be available to all personnel, including those involved in transportation and custodial services.

16
17 The District shall provide soap and disposable towels or other hand-drying devices shall be
18 available at all handwashing sinks. Common-use towels are prohibited. The District shall provide
19 sanitary napkin disposal in teachers' toilet rooms and nurses' toilet rooms. The District shall
20 provide either sanitary napkin dispensers in the girls', nurses', and teachers' toilet rooms or some
21 other readily available on-site access to sanitary napkins.

22
23 If a staff member develops symptoms of any reportable communicable or infectious illness
24 while at school, the responsible school officials shall do the following:

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

29
30 Healthy Hand Hygiene Behavior

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

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

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

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

8
9 Confidentiality

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

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

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19 Policy History:

20 Adopted on:

21 Reviewed on:

22 Revised on:

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3 **PERSONNEL**

4
5 Breastfeeding in the School and Workplace

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

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

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

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

35 Adopted on:

36 Reviewed on:

37 Revised on:

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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Chemical Safety

6
7 The District shall establish and maintain a Chemical Hygiene Plan all areas that store
8 hazardous chemicals including but not limited to science labs, industrial arts classrooms or
9 buildings. Chemical Hygiene Plans shall include plans for appropriate selection, storage,
10 inventory, use, and disposal of hazardous chemicals, and biological materials.

11
12 The District has designated _____ as the Chemical Hygiene Officer in accordance with
13 the requirements of the Occupational Safety and Health Administration. The Officer has
14 primary responsibility for ensuring the implementation of all components of the Chemical
15 Hygiene Plan.

16
17 Safety Data Sheets for all materials in science labs, industrial arts classrooms or buildings,
18 and art labs, and lab storage rooms shall be stored in those rooms and be accessible at all
19 times. The Safety Data Sheets shall also be kept in a secure, remote site outside of the science
20 lab, industrial arts classroom or buildings, and art labs, and lab storage rooms.

21
22 All District staff shall ensure storage areas are kept clean and organized. Unused hazardous
23 materials shall be disposed in a timely manner as stated by the manufacturer and approved
24 by DEQ. Schools shall consult with the DEQ and the DPHHS for additional information
25 about how they can properly discard hazardous material.

26
27
28 Legal Reference: 37.111.812, ARM Safety Requirements
29 Section 50-78-101, MCA, et seq Montana Employee and Community
30 Hazardous Chemical Information
31 Act

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33
34 Policy History:

35 Adopted on:

36 Reviewed on:

37 Revised on:

1 _____ **School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

8130

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

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

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

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

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

40
41 The superintendent or an employee designated by the superintendent is authorized to establish a
42 procedure to limit the infiltration of outside air into each school during poor air quality conditions.

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

48 Policy History:
49 Adopted on:
50 Reviewed on:
51 Revised on:

1 _____ **School District**

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3 **NONINSTRUCTIONAL OPERATIONS**

8131

4
5 Indoor Air Quality

6
7 The District shall ensure ventilation systems operate properly and increase circulation of outdoor
8 air as much as possible. District ventilation systems shall undergo annual checks by the school
9 facility manager, superintendent or other staff approved by the superintendent to ensure
10 ventilation systems are operating within manufacturer parameters.

11
12 Air filters in the District shall have a minimum efficiency reporting value of between 8 and 13
13 as recommended by the National Air Filtration Association and the EPA unless other types of
14 non-MERV rated filters are used.

15
16 To the greatest extent possible during times of poor outdoor air quality, the District shall
17 change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The
18 District shall clean any electrostatic air filters according to manufacturer specifications.

19
20 The school facility manager, superintendent or other staff approved by the superintendent
21 shall complete annual indoor air quality inspections using the Walk-Through Inspection
22 Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved
23 inspection form.

24
25 The District shall maintain records of indoor air quality inspection on site for no less than
26 three years and the records shall be made available to the local health authority and DPHHS
27 upon request.

28
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30 Legal Reference: 37.111.826, ARM Indoor Air Quality

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33 Policy History:

34 Adopted on:

35 Reviewed on:

36 Revised on:
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3 **NONINSTRUCTIONAL OPERATIONS**

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5 Food Services

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

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

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

19
20 Commodities

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

24
25 Free and Reduced-Price Food Services

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

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

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

| | | | |
|----|------------------|------------------------|--|
| 39 | Legal Reference: | § 20-10-204, MCA | Duties of trustees |
| 40 | | § 20-10-205, MCA | Allocation of federal funds to school food services fund |
| 41 | | | for federally connected, indigent pupils |
| 42 | | § 20-10-207, MCA | School food services fund |
| 43 | | <u>37.111.842, ARM</u> | <u>Food Service Requirements</u> |
| 44 | | | |
| 45 | | | |

46 Policy History:

47 Adopted on:
48 Reviewed on:
49 Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5 District Safety

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

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

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

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

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

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

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

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

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Noxious Plant and Animal Control

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

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

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

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

20
21 Integrated Pest Management Plan

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

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

30
31 Pesticide Application Notification

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

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

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

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

23 24 Emergency Pesticide Application

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

32 33 Exceptions to the Notice Requirements

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

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

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

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

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

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

Policy History:

Adopted on:
Reviewed on:
Revised on:

4
5 Facility Cleaning and Maintenance

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

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

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

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

replaced with cleaning products that are "Green Products."

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

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

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

Assigned Cleaning and Disinfecting

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

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

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

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

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

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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

Policy History:

Adopted on:
Reviewed on:
Revised on:

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Operation and Maintenance of District Facilities

6
7 Inspections

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

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

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

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

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

35
36 Laundry Facilities

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

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

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

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

9
10 Towels and other laundry items shall be machine washed at a minimum temperature of 120°F
11 for a minimum time of ten minutes and dried to greater or equal to 130°F for ten minutes in a
12 hot air tumble dryer.

13 14 Solid Waste and Recycling

15
16 In order to ensure that solid waste, including recycling material, is safely stored and disposed
17 of, the School District shall:

18
19 (a) store all solid waste between collections in containers which have lids, are
20 corrosion-resistant, and are constructed to minimize pest attraction and harborage;

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

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

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

32 33 Physical Requirements

34
35 The School District shall comply with the following physical requirements:

36
37 (a) Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial
38 closets, and similar rooms subject to large amounts of moisture shall be maintained
39 in a smooth and non-absorbent condition. Non-absorbent, non- skid floor matting
40 may be used where appropriate to prevent injury.

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

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

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eating or serving surfaces.

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

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

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Water Supply Systems and Wastewater

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

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

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

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

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

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

40
41 Flushing and Testing

42
43 The District shall review water systems and features including but not limited to sink faucets,
44 drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility
45 shutdown. Drinking fountains shall be regularly cleaned and sanitized. The District shall create
46 and implement a flushing program unless it meets the established waiver requirements

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

6
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

17
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.
30

- 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
40

41 Policy History:

42 Adopted on:

43 Reviewed on:

44 Revised on:
45

1 _____ **School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8421

Page 1 of 2

4
5 Lead Renovation

6
7 In accordance with the requirements of the Environmental Protection Agency (EPA), the District
8 has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards
9 at all District owned facilities and grounds.

10
11 The Lead-based paint renovation, repair and painting program (RRP) is a federal regulatory
12 program affecting contractors, property managers, and others who disturb painted surfaces. It
13 applies to child-occupied facilities such as schools and day-care centers built prior to 1978.

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

17
18 The District has implemented this policy to identify, inspect, control, maintain and improve the
19 handling of lead related issues across the district facilities and grounds. In an effort to reduce
20 potential hazards, the District through training has put together maintenance programs that will
21 not only better protect the environment, but the students and employees of the District as well.

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

27
28 Information Distribution Requirements

29
30 No more than 60 days before beginning renovation activities in any school facility of the District,
31 the company performing the renovation must:

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

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

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

10
11 Recordkeeping Requirements *

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

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

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
27

28 Policy History:

29 Adopted on:

30 Reviewed on:

31 Revised on:

4
5 Construction and Repairs

6
7 Before commencing new school construction or repairs, the District shall submit plans for
8 construction of a new school or an addition to or an alteration of an existing school to DPHHS or
9 the local health authority for review and approval. Plans shall include the following where
10 applicable:
11

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

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

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

Change of Use in Existing Building

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

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

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

Policy History:

- Adopted on:
- Reviewed on:
- Revised on: