

## STUDENTS

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Student Discipline

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

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

- Using, possessing, distributing, purchasing, or selling tobacco products including alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of ~~the “Possession of a Weapon in a School Building” section of this Policy 3311.~~
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing, bullying, or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

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- 1 • Engaging in academic misconduct which may include but is not limited to: cheating;  
2 unauthorized sharing of exam responses or graded assignment work; plagiarism;  
3 accessing websites or electronic resources without authorization to complete assigned  
4 coursework; and any other act designed to give unfair academic advantage to the student  
5  
6

7 These grounds stated above for disciplinary action apply whenever a student's conduct is  
8 reasonably related to school or school activities, including but not limited to the circumstances  
9 set forth below:  
10

- 11 • On, or within sight of, school grounds before, during, or after school hours or at any other  
12 time when school is being used by a school group.  
13 • Off school grounds at a school-sponsored activity or event or any activity or event that  
14 bears a reasonable relationship to school.  
15 • Travel to and from school or a school activity, function, or event.  
16 • Anywhere conduct may reasonably be considered to be a threat or an attempted  
17 intimidation of a staff member or an interference with school purposes or an educational  
18 function.  
19  
20

### 21 Disciplinary Measures

22

23 Disciplinary measures include but are not limited to:  
24

- 25 • Expulsion  
26 • Suspension from class  
27 • In-School Suspension  
28 • Clean-up duty  
29 • Loss of student privileges  
30 • Loss of bus privileges  
31 • Notification to juvenile authorities and/or police  
32 • Restitution for damages to school property  
33  
34

35 No District employee or person engaged by the District may inflict or cause to be inflicted  
36 corporal punishment on a student. Corporal punishment does not include reasonable force  
37 District personnel are permitted to use as needed to maintain safety for other students, school  
38 personnel, or other persons or for the purpose of self-defense.  
39

### 40 Non-Disciplinary Measures

41

42 The Superintendent or designee is authorized to assign a student to non-disciplinary offsite  
43 instruction pending the results of an investigation or for reasons related to the safety or well-

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1 being of students and staff. During the period of non-disciplinary offsite instruction, the student  
2 will be permitted to complete all assigned schoolwork for full credit. The assignment of non-  
3 disciplinary offsite instruction does not preclude the Superintendent or designee from  
4 disciplining a student who has, after investigation, been found to have violated a School District  
5 policy, rule, or handbook provision.  
6

7 Gun-Free Schools

8  
9 ~~The Board will expel any student who uses, possesses, controls, or transfers a firearm or any~~  
10 ~~object that can reasonably be considered or looks like a firearm at any setting that is under the~~  
11 ~~control and supervision of the District, for a definite period of time of at least one (1) calendar~~  
12 ~~year, except that the trustees may authorize the school administration to modify the requirement~~  
13 ~~for expulsion of a student on a case-by-case basis. The Board may modify an expulsion period~~  
14 ~~on a case-by-case basis. Any modification from the one (1) year mandatory expulsion must be in~~  
15 ~~writing. A building administrator will notify the criminal justice or juvenile delinquency system~~  
16 ~~of any student who brings a firearm to school.~~

17  
18 ~~When a student violating this gun-free policy is identified as disabled, either under the IDEA or~~  
19 ~~Section 504 of the Rehabilitation Act of 1973, a building administrator must determine whether a~~  
20 ~~student's conduct is related to disability. If a violation of policy is owing to a disability~~  
21 ~~recognized by the IDEA or Section 504, lawful procedures for changes in placement must be~~  
22 ~~followed.~~

23  
24 ~~The Board will grant a hearing for any student subject to an expulsion in accordance with § 20-5-~~  
25 ~~202, MCA, and Policy 3300.~~

27 Possession of a Weapon in a School Building

28  
29 ~~The District will refer to law enforcement for immediate prosecution any person who possesses,~~  
30 ~~carries, or stores a weapon in a school building, except as provided below, and the District may~~  
31 ~~take disciplinary action as well in the case of a student. In addition, the District will refer for~~  
32 ~~possible prosecution a parent or guardian of any minor violating this policy on grounds of~~  
33 ~~allowing a minor to possess, carry, or store a weapon in a school building.~~

34  
35 ~~For the purposes of this section only, "school building" means all buildings owned or leased by a~~  
36 ~~local school district that are used for instruction or for student activities; "weapon" means any~~  
37 ~~object, device, or instrument designed as a weapon or through its use is capable of threatening or~~  
38 ~~producing bodily harm or which may be used to inflict self-injury, including but not limited to~~  
39 ~~any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile)~~  
40 ~~weapons; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives;~~  
41 ~~fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and~~  
42 ~~objects that have been modified to serve as a weapon.~~  
43

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~~No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.~~

~~No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.~~

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

~~This policy does not apply to on-duty law enforcement personnel.~~

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Cross Reference:	3300	Corrective Actions and Punishment
	3225	Sexual Harassment of Students
	3226	Bullying, Harassment
	5015	Bullying, Harassment

Legal Reference:

§ 20-4-302, MCA	Discipline and punishment of pupils – definition of corporal punishment – penalty - defense
§ 16-11-302(1)(7), MCA	Definitions
§ 20-5-202, MCA	Suspension and expulsion
§ 45-8-361, MCA	Possession or allowing possession of weapon in school building – exceptions – penalties – seizure and forfeiture or return authorized – definitions
§ 45-5-637, MCA	Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties

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- 1           20 U.S.C. § 8921, et seq.      Gun Free Schools Act of 1994
- 2           29 U.S.C. § 701                    Rehabilitation Act of 1973
- 3           Initiative 190                        “Montana Marijuana Regulation and Taxation Act”,
- 4    January 1, 2021
- 5
- 6   Policy History:
- 7   Adopted on:   February 2007
- 8   Revised on:   January 20, 2009, February 15, 2011, January 2016, November 2020, May 2021
- 9   Revision Note: January 2016 Clarifies e-Cigarette as alternative nicotine product and references
- 10  MCA, Legal References updated.

2nd Reading

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~~FIREARMS AND WEAPONS~~ Firearms and Other WeaponsFirearms

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

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

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

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

Option 1: However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

~~However, the Board of Trustees through this policy authorizes the Superintendent, or principal of the school without a Superintendent, to use his/her discretion on a case-by-case basis and modify the requirement of expulsion of a student if he/she deems such modification to be warranted under the circumstances.~~

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

Possession of Weapons other than Firearms

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

11  
 12 No studentperson shall possess, use, or distribute any object, device, or instrument having the  
 13 appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons,  
 14 including but not limited to weapons listed above which are broken or non-functional, look-alike  
 15 guns, toy guns; and any object that is a facsimile of a real weapon. No person shall use articles  
 16 designed for other purposes (i.e., lasers or laser pointers, belts, combs pencils, files, scissors,  
 17 etc.) to inflict bodily harm and or intimidate, and such use will be treated as the possession and  
 18 use of a weapon.

#### 19 Definitions, Exceptions, and Referral to Law Enforcement

20  
 21  
 22 The District maywill refer to law enforcement for immediate prosecution any studentperson who  
 23 possesses, carries, or stores a weapon in a school building as specified in Section 45-8-361,  
 24 MCA. In addition, the District will refer for possible prosecution a parent or guardian of any  
 25 minor violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in  
 26 a school building and the District may take disciplinary action as well in the case of a student. ~~In~~  
 27 ~~addition the District will refer for possible prosecution a parent or guardian of any minor~~  
 28 ~~violating this policy on grounds of allowing a minor to possess, carry, or store a weapon in a~~  
 29 ~~school building. (45-8-361(1)(2))~~

30  
 31 For the purposes of this section only, "school propertybuilding" means all buildings owned or  
 32 leased by the school district are used for instruction or for student activities. ~~(45-8-361~~  
 33 ~~(5a))~~ within school buildings, in vehicles used for school purposes, or on owned or leased school  
 34 land or grounds. "Building" specifically means a combination of any materials, whether mobile,  
 35 portable, or fixed, to form a structure and the related facilities for the use or occupancy by  
 36 persons or property owned or leased by a school district that are used for instruction or for  
 37 student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The  
 38 term is construed as though followed by the words "or part or parts of a building" and is  
 39 considered to include all stadiums, bleachers, and other similar outdoor facilities, whether  
 40 temporary or permanently fixed.

41  
 42 The Board of Trustees may grant person and entities advanced permission to possess, carry, or  
 43 store a weapon in a school building. All persons who wish to possess, carry, or store a weapon  
 44 in a school building must request permission of the Board at a regular meeting. The Board has

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1 sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a  
2 school building. (45-8-361 (3b))

3  
4 This ~~section policy~~ does not apply to a law enforcement officers acting in his or her the officer's  
5 official capacity or an individual previously authorized by the Board of Trustees to possess a  
6 firearm or weapon in a school building. ~~(45-8-361 (3a))~~

7  
8 The ~~Board of Trustees~~ trustees shall annually review this policy and update this policy as  
9 determined necessary by the trustees based on changing circumstances pertaining to school  
10 safety.

11  
12 Cross Reference: Policy 3310 Student Discipline  
13 Policy 4332 Conduct on School Property

14  
15 Legal Reference: § 20-5-202, MCA Suspension and Expulsion  
16 § 45-8-361, MCA Possession or allowing possession of a  
17 weapon in a school building  
18 20 U.S.C. §7151, et seq. Gun Free Schools Act of 1994  
19 18 U.S.C. § 921 Definitions  
20 NCLB, Section 4141 Gun Free Requirements

21  
22 Policy History:

23 Adopted on: July, 2013

24 Revised on:

25  
26 *Revision Note:*



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Student Immunization

The Board requires all students to present evidence of their having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus in the manner and with immunizing agents approved by the Department of Public Health and Human Services or the local county health department. Haemophilus influenza type “b” immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student’s parent or guardian. The certificate shall be made a part of the student’s permanent record.

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

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

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

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

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records

**Jefferson High School District #1**

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1                                    § 20-5-405, MCA                    Medical or religious exemption  
2                                    Chapter 418                        2021 General Legislative Session  
3

4 Policy History:

5 Adopted on: February 2007

6 Revised on: January 2016

7

8 *January 2016 Revision: Revision updates with 2015 Montana Legislative Session*

2nd Reading

1 Administering Medication~~ines~~ to Students

2  
3 “Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food  
4 and Drug Administration and are ordered by a health care provider. It includes over-the-counter  
5 medications prescribed through a standing order by the school physician or prescribed by the  
6 student’s health care provider.

7  
8 The building principal or other administrator may authorize, in writing, any school 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 of a medical practitioner and with the written consent of a student’s  
16 parent or guardian.

17  
18 Except in an emergency situation, only a qualified health care professional may administer a  
19 drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and  
20 the prescribing of drugs are never the responsibility of a school employee and should not be  
21 practiced by any school personnel.

22  
23 Administering Medication

24  
25 The Board will permit administration of medication to students in schools in its jurisdiction. A  
26 school nurse (who has successfully completed specific training in administration of medication),  
27 pursuant to written authorization of a physician or dentist and that of a parent, an individual who  
28 has executed a caretaker relative educational authorization affidavit, or guardian, may administer  
29 medication to any student in the school or may delegate this task pursuant to Montana law.

30  
31 Emergency Administration of Medication

32  
33 In the event of an emergency, a school nurse or trained staff member, exempt from the nursing  
34 license requirement under § 37-8-103(1)(c), MCA, may administer emergency medication to any  
35 student in need thereof on school grounds, in a school building, at a school function, or on a school bus  
36 according to a standing order of an authorized physician or a student’s private physician. In the event  
37 that emergency medication is administered to a student, the school nurse or staff member shall call  
38 emergency responders and notify the student’s parents/guardians.  
39

~~In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.~~

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

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

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

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

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

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

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

~~The District will permit students who are able to self-administer specific medication to do so provided that:~~

- ~~• A physician or dentist provides a written order for self-administration of said medication;~~
- ~~• Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and~~
- ~~• A principal and appropriate teachers are informed that a student is self-administering prescribed medication.~~

1  
2 A ~~school employee building principal or school administrator may~~ authorized, in writing, ~~any~~  
3 ~~employee~~ to assist students with self-administration of medications, ~~provided that only the~~  
4 ~~following may be employed~~ may only rely on the following techniques:

- 5  
6 • Making oral suggestions, prompting, reminding, gesturing, or providing a written guide  
7 for self-administering medications;  
8 • Handing to a student a prefilled, labeled medication holder or a labeled unit dose  
9 container, syringe, or original marked and labeled container from a pharmacy;  
10 • Opening the lid of a container for a student;  
11 • Guiding the hand of a student to self-administer a medication;  
12 • Holding and assisting a student in drinking fluid to assist in the swallowing of oral  
13 medications;  
14 and  
15 • Assisting with removal of a medication from a container for a student with a physical  
16 disability that prevents independence in the act.  
17 • Other guidance or restrictions previously provided in writing to the school by a student's  
18 parent, an individual who has executed a caretaker relative educational authorization  
19 affidavit, or guardian is on file.

20  
21 Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

22  
23 Students with allergies or asthma may be authorized by the building principal or Superintendent,  
24 in consultation with medical personnel, to possess and self-administer emergency medication  
25 during the school day, during field trips, school-sponsored events, or while on a school bus. The  
26 student shall be authorized to possess and self-administer medication if the following conditions  
27 have been met.

- 28  
29 • A written and signed authorization from the parents, an individual who has executed a  
30 caretaker relative educational authorization affidavit, or guardians for self-administration  
31 of medication, acknowledging that the school district or its employees are not liable for  
32 injury that results from the student self-administering the medication.  
33 • The student must have the prior written approval of his/her primary health care provider.  
34 The written notice from the student's primary care provider must specify the name and  
35 purpose of the medication, the prescribed dosage, frequency with which it may be  
36 administered, and the circumstances that may warrant its use.  
37 • Documentation that the student has demonstrated to the health care practitioner and the  
38 school nurse, if available, the skill level necessary to use and administer the medication.

- 1 • Documentation of a doctor-formulated written treatment plan for managing asthma,  
2 severe allergies, or anaphylaxis episodes of the student and for medication use by the  
3 student during school hours.  
4

5 Authorization granted to a student to possess and self-administer medication shall be valid for  
6 the current school year only and must be renewed annually.  
7

8 A student's authorization to possess and self-administer medication may be limited or revoked  
9 by the building principal or other administrative personnel.  
10

11 If provided by the parent, an individual who has executed a caretaker relative educational  
12 authorization affidavit, or guardian, and in accordance with documentation provided by the  
13 student's doctor, backup medication must be kept at a student's school in a predetermined  
14 location or locations to which the student has access in the event of an asthma, severe allergy, or  
15 anaphylaxis emergency.  
16

17 Immediately after using epinephrine during school hours, a student shall report to the school  
18 nurse or other adult at the school who shall provide follow up care, including making a 9-1-1  
19 emergency call.  
20

#### 21 Self-Administration of Other Medication

  
22

23 The District shall permit students who are able to self-administer specific medication to do so  
24 provided that all of the following have occurred:  
25

- 26 • A physician, dentist, or other licensed health care provider provides a written order for  
27 self-administration of said medication;  
28 • Written authorization for self-administration of medication from a student's parent, an  
29 individual who has executed a caretaker relative educational authorization affidavit, or  
30 guardian is on file; and  
31 • A principal and any appropriate teachers are informed that a student is self-administering  
32 prescribed medication.  
33

#### 34 Administration of Glucagons

  
35

36 School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-  
37 412, MCA, only under the following conditions: (1) the employee may administer glucagon to a  
38 diabetic student only in an emergency situation; (2) the employee has filed the necessary

1 designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA,  
2 and (3) the employee has filed the necessary written documentation of training with the District,  
3 as required by § 20-5-412(4), MCA. Designation of staff is to be made by a parent, an individual  
4 who has executed a caretaker relative authorization affidavit, or guardian of a diabetic student,  
5 and school employees are under no obligation to agree to designation. Glucagon is to be provided  
6 by the parent or guardian. All documentation shall be kept on file.  
7

#### 8 Handling and Storage of Medications

9

10 The Board requires that all medications, including those approved for keeping by students for  
11 self-medication, be first delivered by a parent, an individual who has executed a caretaker  
12 relative educational authorization affidavit, or other responsible adult to a nurse or employee  
13 assisting with self-administration of medication. A nurse or assistant:  
14

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

33  
34 The District will permit only a forty-five-(45)-school-day supply of a medication for a student to  
35 be stored at a school; and all medications, prescription and nonprescription, will be stored in  
36 their original containers.  
37

1 The District will limit access to all stored medication to those persons authorized to administer  
2 medications or to assist in the self-administration of medications. The District requires every  
3 school to maintain a current list of those persons authorized by delegation from a licensed nurse  
4 to administer medications.

5  
6 The District may maintain a stock supply of auto-injectable epinephrine to be administered by a  
7 school nurse or other authorized personnel to any student or nonstudent as needed for actual or  
8 perceived anaphylaxis. If the district intends to obtain an order for emergency use of epinephrine  
9 in a school setting or at related activities, the district shall adhere to the requirements stated in  
10 20-5-420, Section 2 MCA.

11  
12 The District may maintain a stock supply of an opioid antagonist to be administered by a school  
13 nurse or other authorized personnel to any student or nonstudent as needed for an actual or  
14 perceived opioid overdose. A school that intends to obtain an order for emergency use of an  
15 opioid antagonist in a school setting or at related activities shall adhere to the requirements in  
16 law.

17  
18 Disposal of Medication, Medical Equipment, Personal Protective Equipment

19  
20 The District requires school personnel either to return to a parent, an individual who has  
21 executed a caretaker relative educational authorization affidavit, or guardian or, with permission  
22 of the parent, an individual who has executed a caretaker relative educational authorization  
23 affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school  
24 nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or  
25 guardian within a seven-(7)-day period of notification by school authorities.

26  
27 Medical sharps shall be disposed of in an approved sharps container. Building administrators  
28 should contact the school nurse or designated employee when such a container is needed. Sharps  
29 containers are to be kept in a secure location in the school building. Disposal of sharps  
30 containers, medical equipment, and personal protective equipment is the responsibility of the  
31 school nurse or designated employee in accordance with the Montana Infectious Waste  
32 Management Act and the manufacturer guidelines specific to the container or equipment.

33  
34 Legal Reference: § 20-5-412, \_\_\_\_\_ MCA Definition – parent-designated adult  
35 administration of glucagons training  
36 \_\_\_\_\_ § 20-5-420, MCA Self-administration or possession of asthma,  
37 severe  
38 \_\_\_\_\_ Allergy, or anaphylaxis medication



1	<u>§ 20-5-421, MCA</u>	<u>Emergency use of epinephrine in school</u>
2	<u>setting</u>	
3	<u>§ 37-8-103(1)(c), MCA</u>	<u>Exemptions – limitations on authority</u>
4	<u>ARM 24.159.1601, et seq</u>	<u>Delegation of Nurse Duties</u>
5	<u>§ 20-5-426, MCA</u>	<u>Emergency use of an opioid antagonist in</u>
6		<u>school setting – limit on liability</u>
7	<u>§ 75-10-1001, et seq</u>	<u>Infectious Waste Management Act</u>
8	<u>37.111.812, ARM</u>	<u>Safety Requirements</u>
9	<u>10.55.701(s), ARM</u>	<u>Board of Trustees</u>
10	<u>8.32.1733, ARM</u>	<u>Tasks Which May Be Routinely Assigned to</u>
11		<u>Unlicensed Person in any Setting When a</u>
12		<u>Nurse-Patient Relationship Exists</u>
13	<u>HB 323, Chapter #154</u>	<u>Emergency use of an opioid antagonist in school</u>
14		<u>setting – limit on liability – signed by</u>
15		<u>Governor 4/4/2017 – (effective July 1, 2017)</u>

Policy History:

Adopted on: February 2007

Revised on: April 15, 2008, October, 2011, July 2013, March 2018

*Note: The revision adds references to caretaker relative. It removed the specification of epipen or asthma inhalers and added severe allergy references. It also defined the administration of glucagons.*

*Note: The revision re-defined that an employee may administer glucagon ONLY in an emergency situation.*

*Note: July 2013 revision adds the ability of the district to have a stock supply of auto-injectable epinephrine on hand.*

*Note: 2018 revision adds the ability of the district to have a stock of Opioid antagonist on hand.*

STUDENTS

1 Communicable Diseases

2  
3 *Note: For purposes of this policy, the term “communicable disease” refers to the diseases*  
4 *identified in 16.28.202, ARM, Reportable Diseases, with the exception of common colds and flu.*

5  
6 In all proceedings related to this policy, the District will respect a student’s right to privacy. All  
7 applicable district policies and handbook provision governing confidentiality of student medical  
8 information remain in full effect.

9  
10 Although the District is required to provide educational services to all school-age children who  
11 reside within its boundaries, it may deny attendance at school to any child diagnosed as having a  
12 communicable disease that could make a child’s attendance harmful to the welfare of other  
13 students. The District also may deny attendance to a child with suppressed immunity in order to  
14 protect the welfare of that child when others in a school have an infectious disease, which,  
15 although not normally life threatening, could be life threatening to a child with suppressed  
16 immunity.

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

23  
24 The Board recognizes that communicable diseases that may afflict students range from common  
25 childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as  
26 human immunodeficiency virus (HIV) infection. The District will rely on advice of the public  
27 health and medical communities in assessing the risk of transmission of various communicable  
28 diseases to determine how best to protect the health of both students and staff.

29  
30 The District ~~shall will~~ manage common communicable diseases in accordance with  
31 ~~DPHHS Montana Department of Health~~ guidelines and communicable diseases control rules.  
32 ~~The District may temporarily exclude from school attendance a student who exhibits symptoms~~  
33 ~~of a communicable disease that is readily transmitted in a school setting. If a student develops~~  
34 ~~symptoms of any reportable communicable or infectious illness as defined while at school, the~~  
35 ~~responsible school officials shall do the following:~~

- 36  
37 (a) Isolate the student immediately from other students or staff; and  
38 (b) Inform the parent or guardian as soon as possible about the illness and request him or  
39 her to pick up the student; and  
40 (a)(c) Consult with a physician, other qualified medical professional, or the local county  
41 health authority to determine if the case should be reported to the local health officer.

42  
43 Students who ~~express feelingseomplain~~ of illness at school may be referred to a school nurse or  
44 other responsible person designated by the Board and may be sent home as soon as a parent or  
45 person designated on a student’s emergency medical authorization form has been notified. The

STUDENTS

1 District may temporarily exclude from onsite school attendance a student who exhibits  
2 symptoms of a communicable disease that is readily transmitted in a school setting. Offsite  
3 instruction will be provided during the period of absence in accordance with Policy 2050. The  
4 District reserves the right to require a statement from a student's primary care provider  
5 authorizing a student's return to onsite instructionschool.  
6

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

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

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

25 Healthy Hand Hygiene Behavior  
26

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

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

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

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

**Jefferson High School District #1**

**STUDENTS**

3417  
Page 3 of 3

1 Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control  
2 37.111.825, ARM Health Supervision and Maintenance  
3

4 Policy History:

5 Adopted on: February 2007

6 Revised on:

2nd Reading

COMMUNITY RELATIONS

Visitor and Spectator Conduct

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

- Using vulgar or obscene language or gestures;
- Possessing or being under the influence of any alcoholic beverage;
- Possessing or consuming any illegal substance or marijuana;
- Possessing a weapon ~~or firearm in violation of Policy 4332 on school district property;~~
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a security officer or District employee; and
- Engaging in any illegal or disruptive activity.
- Other violations of District Policy

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

1. Date, time, and place of a Board hearing;
2. Description of the unsportsmanlike conduct; and
3. Proposed time period admission to school events will be denied.

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

Policy History

Adopted on: February 2007  
Revised on: March 2020, May 2021

COMMUNITY RELATIONS

1 Conduct on School Property

2  
3 In addition to prohibitions stated in other District policies, no person on school property shall:

- 4
- 5 1. Injure or threaten to injure another person;
  - 6
  - 7 2. Damage another's property or that of the District;
  - 8
  - 9 3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
  - 10
  - 11
  - 12 4. Smoke or otherwise use tobacco or nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
  - 13
  - 14
  - 15 5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or marijuana;
  - 16
  - 17 ~~6. Possess weapons (as defined in Policy 3310/3311) on school district property at any time;~~
  - 18
  - 19 7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
  - 20
  - 21
  - 22 8. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
  - 23
  - 24
  - 25 9. Willfully violate other District rules and regulations.
  - 26

27 ~~For the purposes of this policy, "School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. District administrators will take appropriate action as circumstances warrant are authorized to appropriate action, as circumstances warrant, to enforce this section of the policy including but not limited to requesting the assistance of law enforcement in accordance with Montana law.~~

32  
33 Firearms and Weapons

34  
35 ~~A person who is not an enrolled student or District employee shall not possess any firearm in a school building at any time.~~

36  
37  
38 ~~For the purposes of this policy, the term "firearm" means (a) any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).~~

COMMUNITY RELATIONS

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

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

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

Definitions

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

Cross Reference: Policy 3311 Firearms and Weapons

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

Policy History:

Adopted on: February 2007

**COMMUNITY RELATIONS**

- 1 Revised on: January 2016, March 2020, May 2021
- 2 *Note: Revision included the insertion of the word "nicotine" in #4 and the change of policy in*
- 3 *the Cross Reference.*
- 4 *January 2016 Revision adds definitions as per 16-11-302 MCA and reference to vapor cigarettes*

2nd Reading



# Jefferson High School District #1

## PERSONNEL

5223

### Personal Conduct

1  
2  
3 Employees are expected to maintain high standards of honesty, integrity, and impartiality in the  
4 conduct of District business.

5  
6 All employees are expected to maintain high standards of honesty, integrity, professionalism,  
7 decorum, and impartiality in the conduct of District business. All employees shall maintain  
8 appropriate employee-student relationship boundaries in all respects, including but not limited to  
9 personal, speech, print, and digital communications. Failure to honor the appropriate employee  
10 student relationship boundary will result in a report to the Department of Public Health and  
11 Human Services and the appropriate law enforcement agency.

12  
13 While on school property, employees shall not injure or threaten to injure another person,  
14 damage another's property, or that of the District. While in a school building, employees shall  
15 not use, control, possess, or transfer any weapon or any item that could be reasonably considered  
16 to be a weapon as defined in Policies 3310 and 3311. "School property" means within school  
17 buildings, in vehicles used for school purposes, or on grounds leased or owned by the school  
18 district. "School building" means all buildings owned or leased by a local school district that are  
19 used for instruction or for student activities.

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

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

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

### Firearms and Weapons

40  
41 Employees of the District shall not injure or threaten to injure another person; damage another's  
42 property or that of the District; or possess any firearm or other non-firearm weapon on school  
43 property at any time.  
44  
45  
46

**PERSONNEL**

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

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

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

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

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

Cross Reference: Professional Educators of Montana Code of Ethics  
Policy 3311 – Firearms and Weapons  
Policy 4332 – Conduct on School Property  
Policy 5121 – Applicability of Personnel Policies  
Policy 5232 – Abused and Neglected Children

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

Policy History:

Adopted on: February 2007  
Revised on: March 2020, May 2021

**PERSONNEL**

Prevention of Disease Transmission

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

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

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

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

- (a) Isolate the staff member immediately from students or staff
- (b) Consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported.

Healthy Hand Hygiene Behavior

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

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

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

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

**Jefferson High School District #1**

**PERSONNEL**

5230

Confidentiality

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

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

Policy History:

Adopted on: February 2007

Revised on:

2nd Reading

**PERSONNEL**

1 Breastfeeding in the School and Workplace

2  
3 Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that  
4 Montana law authorizes mothers to breastfeed their infants where mothers and children are  
5 authorized to be, the District will support women who want to continue breastfeeding after  
6 returning from maternity leave.

7  
8 The District shall provide reasonable unpaid break time each day to an employee who needs to  
9 express milk for ~~the employee's child, if breaks are currently allowed. If breaks are not~~  
10 ~~currently allowed, the District shall consider each case and make accommodations as possible.~~  
11 The District is not required to provide break time if to do so would unduly disrupt the District's  
12 operations. Supervisors are encouraged to consider flexible schedules when accommodating  
13 employees' needs. Building administrators are authorized to work with teachers to provide  
14 students necessary time to express milk for a child.

15  
16 The District will make reasonable efforts to provide a room or other location, ~~in close proximity~~  
17 ~~to the work area~~, other than a toilet stall, where an employee or student can express ~~the~~  
18 ~~employee's~~ breast milk and access to a place to store expressed breast milk safely. The available  
19 space will include the provision for lighting and electricity for the pump apparatus. If possible,  
20 supervisors and building administrators shall ensure that ~~those~~ employees or students in need  
21 of such aware of these workplace accommodations shall be aware of them prior to maternity  
22 leave.

- 23
- 24
- 25
- 26 Legal Reference:      § 39-2-215, MCA \_\_\_ Public employer policy on support of women and  
27 \_\_\_ breastfeeding – unlawful discrimination
- 28 § 39-2-216, MCA \_\_\_ Private Place for nursing mothers
- 29 § 39-2-217, MCA \_\_\_ Break time for nursing mothers
- 30 37.111.811, ARM      Physical Requirements

31  
32 Policy History:

33 Adopted on: Unknown  
34 Revised on:

35  
36 *Revision Note:*

NONINSTRUCTIONAL OPERATIONSSECTION

Chemical Safety

The District shall establish and maintain a Chemical Hygiene Plan in all areas that store hazardous chemicals including, but not limited to, science labs and 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 facilities manager 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 stores 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 labs, industrial arts classrooms or buildings, art labs, and lab storage rooms.

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

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

Policy History:

Adopted on:

Revised on:

*Revision Note:*

1 Air Quality Restrictions on Outdoor Activities, Practice, and Competition

2  
3 Each school district is responsible for ensuring the safety of its students and student athletes  
4 when participating in physical education, recess, practices or athletic contests.

5  
6 The Jefferson High School District Board of Trustees and Administration will use the  
7 Recommendations for Outdoor Activities Based on Air Quality for Schools guidelines,  
8 developed by the Montana Department of Environmental Quality (DEQ) and the DEQ's Air  
9 Data Map, as the determining factor when making a decision to allow or not allow students to  
10 participate in outdoor activities and contests.

11  
12 The Jefferson High School District Board of Trustees and Administration have developed the  
13 following protocol for determination of allowing students and student athletes to participate in  
14 outdoor activities when Air Quality Restrictions have reached the Unhealthy for Sensitive  
15 Groups or higher categories as indicated on the DEQ guidelines.

- 16  
17 1. The Jefferson School District will use the geographical spot on the [todaysair.mt.gov](http://todaysair.mt.gov)  
18 website to determine the air quality for our school district.  
19 2. The following personnel will make the decision to hold or cancel outdoor activities,  
20 practices, or contests:  
21 a. High School practices (all levels) JHS Administration  
22 b. High School contests (all levels) JHS Administration  
23 c. All outdoor activities, (all levels) JHS Administration  
24  
25 3. The decision to hold or cancel outdoor activities will be made two hours in advance of  
26 the activity.  
27 4. The notice to hold or cancel an outdoor activity will be communicated to:  
28 a. Students through all electronic means  
29 b. Staff through all electronic means  
30 c. Coaches through all electronic means  
31 d. Parents through all electronic means  
32 e. Community all electronic means  
33

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

37  
38 Legal References: 10.55.701(q), ARM Board of Trustees  
39 37.111.827, ARM Outdoor Air Quality

40  
41 Other References: [www.todaysair.mt.gov](http://www.todaysair.mt.gov)  
42 <http://svc.mt.gov/deq/todaysair/smokereport/mostRecentUpdate.aspx>  
43  
44

1

2 Policy History:

3 Adopted on: November 2018

4 Revised on:

5

6 *Revision Note:*

2nd Reading



**NONINSTRUCTIONAL OPERATIONS**

8200

Food Services

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

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

Free and Reduced-Price Food Services

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

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

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor and food, handling, utility, and equipment depreciation costs. Meal fees will be established annually at the June board meeting.

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
	<u>37.111.842, ARM</u>	<u>Food Service Requirements</u>

Policy History:

Adopted on: February 2007

Revised on:

1 District Safety

2  
3 For purpose of this policy, “disaster means the occurrence or imminent threat of damage, injury,  
4 or loss of life or property”.

5  
6 The Board recognizes that safety and health standards should be incorporated into all aspects of  
7 the operation of the District. Rules for safety and prevention of accidents will be posted in  
8 compliance with Montana Safety Culture Act and the Montana Safety Act. Injuries and  
9 accidents will be reported to the District office.

10  
11 The board of trustees has identified the following local hazards that exists within the boundaries  
12 of its school district: [Fire, Earthquake, Avalanche, High Winds, Tornadoes, Intruders, Firearms,  
13 Flooding, etc.-;

14  
15 The Superintendent or -building principal shall design and incorporate drills in its school safety  
16 or emergency operations plan to address the above stated hazards. The trustees will certify to the  
17 office of public instruction that a school safety or emergency operations plan has been adopted.  
18 This plan and procedures will be discussed and distributed to each teacher at the beginning of  
19 each school year. There will be at least eight (8) disaster drills a year in a school. All teachers  
20 will discuss safety drill procedures with their class at the beginning of each year and will have  
21 them posted in a place next to the exit door. The drills must be held at different hours of the day  
22 or evening to avoid distinction between drills and actual disasters. A record will be kept of all  
23 fire drills.

24  
25 The trustees shall review the school safety or emergency operations plan- at its regular June  
26 meeting and update the plan as determined necessary by the trustees based on changing  
27 circumstances pertaining to school safety. Once the trustees have made the certification to the  
28 Office of Public Instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401,  
29 MCA to make improvements to school safety and security.

30  
31 The Superintendent will develop safety and health standards which comply with the Montana  
32 Safety Culture Act. The Superintendent shall ensure District employees are provided equipment,  
33 tools, and devices designed to ensure a safe and healthy workplace in accordance with this  
34 policy. Failure to use the provided equipment in a suitable or timely manner may be considered a  
35 violation of District policy. If a staff member requires equipment that is not available, an  
36 employee may submit a request to the administration in accordance with established District  
37 practice.

38  
39 To ensure a safe school setting and to comply with regulations governing schools in Montana,  
40 the following safety measures shall be implemented in the District:

- 41  
42 (a) Janitorial and other storage areas that contain toxic or hazardous materials must  
43 be kept locked between periods of use. Custodial closets, boiler rooms, and other  
44 areas where hazardous or poisonous compounds are stored must be inaccessible to

1 students.

2  
3 (b) All cleaning compounds and other toxic chemicals not stored in the product  
4 container or package in which it was obtained must be stored in a labeled container  
5 that clearly identifies the product by name.

6  
7 (c) Chemicals must be stored as specified by the chemical's Safety Data Sheet.

8  
9 (d) The school and school site must be free of objects or conditions which create  
10 unreasonable or unnecessary dangers to health or safety.

11  
12 (e) First aid kits and AEDs must be provided and stored in accessible locations that  
13 are easily identifiable to staff and trained personnel.

14  
15 (f) Playground and school yards must be inspected every month by the facility  
16 manager or other school personnel, and the inspection must be recorded and records  
17 kept on the school site. Inspections must be conducted using a playground safety  
18 checklist approved by the DPHHS.

19  
20 (g) Playground inspection results must be made available for review by the local  
21 health authority or the DPHHS upon request.

22  
23 (h) Periodic maintenance and repair must be performed on playground equipment  
24 according to the manufacturer's specifications. Repairs, not including the leveling of  
25 fall protection material, must be documented.

26  
27 (i) Playground equipment must be maintained in a safe condition.

28  
29  
30  
31 Legal Reference: §20-1-401, MCA

Disaster drills to be conducted  
regularly – districts to identify  
disaster risks and adopt school safety  
plan

32  
33  
34  
35 § 20-1-402, MCA

Number of disaster drills required –  
time of drills to vary

36  
37 §§ 39-71-1501, et seq., MCA

Montana Safety Culture Act

38 §§ 50-71-311, MCA

Montana Safety Act

39 37.111.812, ARM

Safety Requirements

40  
41  
42 Policy History:

43 Adopted on: February 2007

44 Revised on: July 2013, January 2016

1

2 *January 2016 Revision Note: adds “emergency operations” language, added Board review in*  
3 *June.*

4

5 *Timeline Index entry: June to review plan*

2nd Reading

NONINSTRUCTIONAL OPERATIONSSECTION

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

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 at 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.

NONINSTRUCTIONAL OPERATIONS SECTION

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

10  
11 If pesticides are used outside the school year and the school is open or to be accessible by the  
12 public, the notification required shall be prominently posted in a conspicuous location on the  
13 school premises at least 24 hours before the pesticide application is scheduled to occur.

14  
15 Immediately before starting the application of a pesticide, the certified applicator shall post in the  
16 area of the school where the pesticide is to be applied a sign 8.5x11-inch in size or greater. Fonts  
17 shall be no smaller than 26 point (one-fourth inch). The administrator shall ensure the sign  
18 remains posted and students are kept out of the treated area until the reentry interval on the label,  
19 if any, has expired, or, if the label does not specify a reentry interval, for at least 24 hours.

20  
21 Emergency Pesticide Application

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

29  
30 Exceptions to the Notice Requirements

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

- 34  
35 (a) Applications of antimicrobial pesticides;  
36 (b) An application where the school remains unoccupied for a continuous 72-hour period  
37 following the application of the pesticide;  
38 (c) Applications of rodenticides in tamper-resistant bait stations or in areas inaccessible  
39 to students; and  
40 (d) Applications of silica gels and other ready-to-use pastes, foams, or gels that will be  
41 used in areas inaccessible to students.

42  
43 Record Keeping  
44

NONINSTRUCTIONAL OPERATIONSSECTION

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

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

11  
12 Records shall be kept for at least five years and shall be made available to the local health  
13 authority, DPHHS, or the public for review upon request.

14  
15  
16 Legal Reference:      37.111.846, ARM                      Noxious Plant and Animal Control  
17                                  10.55.701(s), ARM                      Board of Trustees

18  
19 Policy History:

20 Adopted on:

21 Revised on:

22  
23 Revision Note:

NONINSTRUCTIONAL OPERATIONS SECTION

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 DPHHS 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".



NONINSTRUCTIONAL OPERATIONS SECTION

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

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

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

11  
12 Assigned Cleaning and Disinfecting

13  
14 Personnel shall evaluate and identify surfaces and objects to be cleaned and disinfected in  
15 accordance with the knowledge, experience, and applicable guidance from federal, state, tribal,  
16 and local health officials. Personnel shall have access to or the opportunity to access the latest  
17 available guidance upon request to their supervisor.

18  
19 Personnel shall coordinate with colleagues and supervisors to develop a plan, schedule, and  
20 routine to regularly clean identified surfaces and objects. Personnel shall honor this plan,  
21 schedule, and routine until adjusted. Reasons for adjustment may include but are not limited to  
22 change in school schedule, absence of colleagues, availability of equipment and supplies, and  
23 federal, state, tribal, or local health directives and guidance. If adjustment is necessary, personnel  
24 shall again coordinate with colleagues and supervisors to improve the plan, schedule, and  
25 routine. Personnel shall solicit and accept perspectives from colleagues and other school officials  
26 when considering improvements to the plan.

27  
28 Personnel shall prioritize cleaning frequently touched and indoor surfaces. Hard and non-porous  
29 surfaces and objects that are touched daily shall be the top priority for cleaning on a daily basis.  
30 Hard and non-porous surfaces and objects that are not indoors or have not been occupied for  
31 seven days shall be routinely cleaned. Personnel shall always use chemicals, products, and  
32 substances in a manner consistent with the applicable instructions.

33  
34 Personnel shall thoroughly clean or launder soft, porous, or fabric-based materials as permitted  
35 by location and substance. During evaluation and identification of surfaces, personnel shall  
36 consider removing soft and porous materials in high traffic areas that may increase risk of  
37 exposure.

38  
39 Personnel shall establish and maintain safe work practices in accordance with these procedures  
40 and School District policy in order to reduce the risk of exposure. If disinfection of any surface  
41 or item is necessary, disinfection shall occur in accordance with stated guidance and substance  
42 instructions.

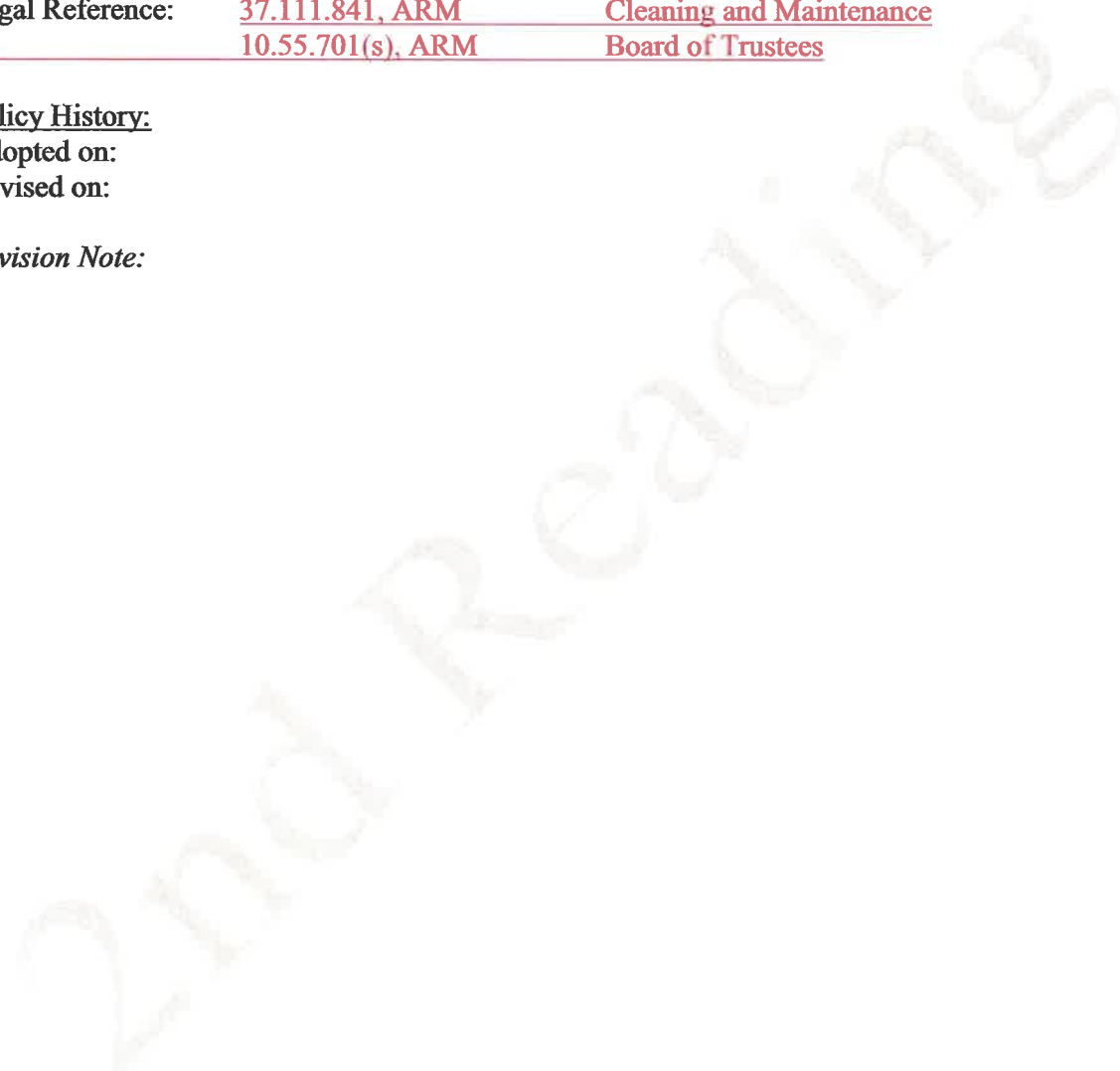
43  
44 Physical Barriers and Guides

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

Policy History:  
Adopted on:  
Revised on:  
  
*Revision Note:*



**NONINSTRUCTIONAL OPERATIONS**

Operation and Maintenance of District Facilities

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

The ~~facilities managerhead-custodian shall~~will formulate and implement energy conservation measures. The principal and staff are encouraged to exercise other cost-saving procedures in order to conserve District resources in the 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 degrees 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.

**NONINSTRUCTIONAL OPERATIONS**

Towels and other laundry items shall be machine washed at a minimum temperature of 120 degrees F for a minimum time of ten minutes and dried to greater than or equal to 130 degrees 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 o 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 utlizie 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 moistures shall be maintained in a smooth and non-absorbent condition. Non-aborsbent, 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 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

**Jefferson High School District #1**

**NONINSTRUCTIONAL OPERATIONS**

8410

1 10.55.701(s), ARM Board of Trustees

2 10.55.701(l), ARM Board of Trustees

3

4 Policy History:

5 Adopted on: February 2007

6 Revised on:

2nd Reading

NONINSTRUCTIONAL OPERATIONS SECTION

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

NONINSTRUCTIONAL OPERATIONSSECTION

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

9  
10 Wastewater

11  
12 The District shall ensure wastewater is completely and safely disposed of by:

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

18  
19 If the District uses pit privies, the privies shall be operated and maintained in compliance with  
20 the standards specified in DEQ Circular 4. If the District uses a wastewater system design of a  
21 type other than described in this policy, it shall be designed by a professional engineer and offers  
22 equivalent sanitary protection as determined by the DPHHS, DEQ, or local health authority.

23  
24

25	<u>Legal Reference:</u>	<u>37.111.832, ARM</u>	<u>Water Supply System</u>
26		<u>ARM Title 17, chapter 38, subchapter 1</u>	
27		<u>17.38.207, ARM</u>	<u>Maximum Microbiological Containment</u>
28			<u>Levels</u>
29		<u>DEQ Circular FCS 1-2016,</u>	
30		<u>DEQ Circular 4</u>	
31		<u>10.55.701(s), ARM</u>	<u>Board of Trustees</u>
32		<u>10.55.701(l), ARM</u>	<u>Board of Trustees</u>
33		<u>10.55.701(q), ARM</u>	<u>Board of Trustees</u>

34  
35 Policy History:

36 Adopted on:

37 Revised on:

38  
39 Revision Note:

NONINSTRUCTIONAL OPERATIONSSECTION

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 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;



NONINSTRUCTIONAL OPERATIONS SECTION

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

17  
18 The District shall not commence construction until all plans required by this policy have been  
19 approved by DPHHS or the local health authority. Construction shall be in accordance with the  
20 plans as approved unless permission is granted in writing by the DPHHS or the local health  
21 authority to make changes.

22  
23 Change of Use in Existing Building

24  
25 The District shall not use an existing building not currently utilized as a school without the prior  
26 approval of the DPHHS or the local health authority. The District shall comply with this policy  
27 when modifying a building in order to be utilized as a school.

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

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34 <b>Legal Reference:</b>	<u>Section 50-1-206, MCA</u>	<u>50-1-203, 50-1-206, MCA</u>
	<u>37.111.804, ARM</u>	<u>Preconstruction Review</u>
	<u>37.111.805, ARM</u>	<u>Existing Building – Change of Use</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>

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40 Policy History:

41 Adopted on:

42 Revised on:

43  
44 Revision Note: