SIDNEY SCHOOL DISTRICT

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Policy

Manual

Guidelines

School Facilities

**SIDNEY SCHOOL DISTRICT**

**GUIDELINES – SCHOOL FACILITIES**

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1 [District Fundraising](#DistrictFundraising)

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***FUNDRAISING GUIDELINES***

**Community:**

Board Policy 3530 and 3530P, Student Funding-raising Activities, recognize the need to provide schools, parents, and the community with a framework and parameters for raising funds to support school activities and programs. Fund-raising activities should avoid, as much as possible, direct competition with local merchants of the school district. Careful consideration should always be given to ensure that an undue burden is not placed on local citizens and merchants. Door-to-door soliciting should be minimized and whenever possible, the individual schools should limit business and home contacts annually, keeping in mind that individuals and businesses often support all schools regionally.

**Application**: Page | **1**

Board policy (3530-3530P) applies to all fundraising initiated activities supported by the school, including those activities by teachers, school councils, booster clubs, parent organizations, and school committees.

**Standards and Guidelines**

Building administrators and/or Activity Director (6-12 Athletics/Booster Activities) where applicable, should approve all major fund-raising activities and be made aware of minor fund-raising activities that originate from the school. The goal of the fundraiser should be to benefit students, enhance the quality and relevance and education for learners and contribute to the development of responsible citizens. Students should be protected from commercialism (where making money becomes the primary focus and emphasis of the fundraising activity).

Fundraising activities must not interfere with classroom instructional time. Staff shall limit fundraising activities to appropriate time periods as approved in consult with the building administrator.

Student participation in fundraising events should be voluntary; it must not be mandatory for

students to participate in or contribute to a fundraiser. Students shall not be barred from ~~an~~

a required school or class event or activity because they did not participate in fundraising. Students voluntarily participating in club or organizational trips/activities (i.e., Close UP) are not released from paying their share of all costs associated with the activity or field trip.

Any proceeds from fundraising activities are to be spent for the benefit of the entire student

club or group and are not to be spent on a specific student’s needs unless designated at the start of a fundraising activity for a specific purpose.

Participating employees and students are expected to be courteous and respectful towards

all individuals and businesses. Door-to-door soliciting when selling a product should be minimized and all requests for cash donations will require pre-approval from building administrators (i.e., emergency funds to aide a student/family, National Organizations—UNICEF, Cancer Research). Additionally, any door-to-door soliciting will be done in teams of not less than two (2) individuals.

The person in charge of the fundraising event must notify parents of the fundraising activity.

Parent/Community communications will include goals, process of fundraising and how funds will be used. All major fundraising events will be posted on the District’s Website with applicable start and end dates. All approved fundraisers will be posted by the high school Office Manager following approval and notification by principals and/or the activity director.

Any equipment purchased with school-raised funds becomes the property of the school and

will be added to the schools’ inventory.

**Accountability of Funds:**

All funds collected relative to fundraising must be deposited with the school financial secretary within five (5) days of the end of the activity detailing the financial aspects of fundraiser.

All expenditures of funds generated from fundraising activities shall be paid by school check. Original invoices and receipts shall document all expenditures.

The funds derived through fundraising shall be used only for the purpose(s) and in the manner approved by the building administrator.

**Audit:**

All transactions related to the fundraiser are subject to audit by the Sidney Public Schools

District Business Office.

**Miscellaneous:**

All fundraising activities require advance notification prior to the proposed activity date.Dates for all approved Major fundraising projects must be cleared with the school administrator andplaced on the district office calendar and website.

All school clubs/organizations should limit the number of fundraising events in one academic year. Events may “NOT” have a duration of more than ten (10) school days unless extended by the building principal. (Does not include working concessions or standing concessionary school sales).

All high school clubs/activities with an approved ASB account will be required to work at least one Talon Shift to raise money for their club.

All school clubs and organizations should file by the first Monday in September a tentative list of fundraisers with the building principal and activity director (7-12 only).

Outside organizations/non-school groups may not hold fundraisers in the school during the school day and advertisements for fundraisers by said organizations are limited to public bulletin boards.

An application form (form A) must be submitted to the principal for each major fundraising activity for approval (this does not include concessions). This applies to fundraisers by any Sidney Public School group, either on or off school grounds.

**SIDNEY PUBLIC SCHOOLS FUNDRAISER APPROVAL FORM**

**(FORM A—Major Fundraising Activity)**

Name of Person Making Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning Date End Date

Note: Financial Report due within five (5) days of end of fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Description of Fundraiser:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am aware of the Fundraising Policies and Guidelines Procedures and I am in compliance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Person Making Request Date

Fundraiser time and date has been cleared with the club/organizational advisor, Building Principal and/or (Activity Director) and there is no existing conflict with any other activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Advisor Date

Approval by Principal/Activity Director:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Activity Director’s Signature Date

Once the principal has approved the fundraiser, it is the responsibility of the person who requested the fundraiser to alert the HS Office Manager of the approval so that the date may be entered on the district activity calendar and website.

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**SIDNEY PUBLIC SCHOOLS WELLNESS POLICY GUIDELINES**

**JUNE 2016**

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**Introduction**

The Sidney School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn, through the support of healthy eating and physical activity per the District’s School Wellness policy, 2510.

It is evident in the research that good nutrition and physical activity through the school day promotes success for students. Access to proper nutrition before, during and after school fosters academic success in the class, better school attendance, and better performance in cognition. Additionally, proper nutrition supported by specific foods including fruits, vegetables, and dairy products complements classroom learning. Access to proper nutrition in the Sidney School District will be supported by engagement or access to grade appropriate physical activities including recess, physical education K-12, and offering of extra-curricular activities.

The District’s School Wellness policy outlines the desired federal standards and level of implementation will reflect Federal, State and Local Funding resources available to the District. To this end, the District will seek to ensure that:

* Students in the District have access to healthy foods during the school day—both through reimbursable school meals and other foods, available through student operated school campus stores, representative of Federal and state nutrition standards;
* Students receive quality nutrition, health and physical education that helps them develop life-long health associated with proper nutrition, physical activity, and personal health;
* Students have opportunities to be physically active before, during, and after school;
* The school community will be engaged through opportunity for input, awareness of the District’s Wellness Policy and Guidelines, related policy (BP 8200—Food Service, Commodities, Free and Reduced Prices), and Health and Physical Education K-12 Curriculum; and,
* The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its guidelines.

**School Wellness and Safety Committee**

***Committee Role and Membership***

The District maintains a working Safety committee that will be redefined and renamed to the School Wellness and Safety Committee (SWSC) that currently meets four or more times each school year. The function of this committee will be expanded to include a review of School Wellness Policy, Procedures and Guidelines in conjunction with the committee’s current function aimed at providing a safe and healthy environment for students, staff, and building occupants.

SWSC membership will include staff representing Maintenance, Food Service, Certified, Classified, Transportation, and Administration.

***Leadership***

The Superintendent or designee(s) will convene the SWSC annually and facilitate development of and updates to wellness and safety policy ensuring district-wide compliance with developed policies.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Department | Email | Role |
| Dr. Daniel T. Farr | Superintendent | [dfarr@sidney.k12.mt.us](mailto:dfarr@sidney.k12.mt.us) | Chair |
| Mrs. Maria Neff | Admin. Assistant | [mneff@sidney.k12.mt.us](mailto:mneff@sidney.k12.mt.us) | Clerical |
| Mrs. Nicole Simonsen | Teacher | [nsimonsen@sidney.k12.mt.us](mailto:nsimonsen@sidney.k12.mt.us) | Member |
| Mr. Brent Sukut | Administrator | [bsukut@sidney.k12.mt.us](mailto:bsukut@sidney.k12.mt.us) | Member |
| Mr. Terry Bolen | Counselor | [tbolen@sidney.k12.mt.us](mailto:tbolen@sidney.k12.mt.us) | Member |
| Mrs. Taycia Yockim | Food Service | [tyockim@sidney.k12.mt.us](mailto:tyockim@sidney.k12.mt.us) | Member |
| Mr. Kenny Vannatta | Maintenance | [kvannatta@sidney.k12.mt.us](mailto:kvannatta@sidney.k12.mt.us) | Member |
| Mrs. Tami Edinger | Transportation | [tedinger@sidney.k12.mt.us](mailto:tedinger@sidney.k12.mt.us) | Member |
| Representation and input that facilitates work of the SWSC will be sought as needed to increase effectiveness of any ongoing review of policy. | | | |

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***Implementation Plan***

The District will endeavor to implement policy through timely dissemination of information to the school community (students, parents, staff, and school patrons). Communication channels include but are not limited to all forms of electronic media, social media, printed media, reports (board reports, annual reports, etc.).

Relevant content will include information about school wellness (i.e., nutrition standards, free and reduced food program, meal charges, ServSafe, etc.) and school safety (i.e., general safety rules, HCP, Blood Borne pathogens, asbestos, facility inspections, etc.).

***Recordkeeping***

The District will retain appropriate records for compliance purposes relevant to the work of the SWSC in the District Office, Central Elementary School, Room 103. Documentation maintained in this location may include but will not be limited to:

* The written wellness policy and district safety policy;
* Documentation demonstrating school community opportunity for input, SWSC membership relevant to District size and staff; agenda and minutes from SWSC meetings established around meeting District needs;
* Documentation of an annual SWSC District report, policy review as per Trustee policy rotation (review); and
* Communications and efforts to inform the school community.

***Annual Progress Reports***

The District’s SWSC will compile and publish an annual report to share basic information about the progress of the SWSC with the annual report being disseminated to the trustees. Generally, this report will be generated in May of each year for review by the SWSC prior to dissemination.



***Triennial Progress Assessments***

At least once every three years, the SWSC will evaluate implementation of wellness policy, procedures and guidelines to assess compliance.

***Community Involvement, Outreach, and Communications***

The District is committed to being responsive to community input, which begins with awareness of both school wellness and school safety procedures and guidelines. The District will actively communicate components of policy, procedures and guidelines (i.e., SPS Food Service Web Page, newsletters and program letters).

**Nutrition**

***School Meals***

The Sidney School District, to the maximum extent possible, is committed to serving healthy meals to children in accordance with nutrition standards aimed at meeting the nutrition needs of school children. The District’s meal programs as supported through the National School Lunch Program, a federally assisted meal program is to support the overall health of each participating child.

All schools in the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the high school only in the School Breakfast Program (SBP). Annually, through student registration K-12 and direct mailings, will be provided with information as to program access and participation at free or reduced levels. The Sidney School District does not offer a Summer Food Service Program. All schools within the District are committed to offering school meals that:

* Are accessible to all students;
* Comply with or exceed current nutrition requirements established by local, state, and Federal statutes and regulations;
* Promote healthy food and beverage choices that include daily fruit, vegetable, milk, and alternative entrées (4-12); and,
* Provide access to water during meal time.

**School District Meal Charges, Charge Policy and Procedures Development**

The Sidney School District reviews meal charges on an annual basis and participates in the National School Lunch and Breakfast Program (High School Only). Meal charge prices are as follows:

**Full Fee Reduced Fee Free**

* Lunch - Students K-5: $ 2.60 $ .40 No Meal Charge
* Extra Milk Fee: $ .25
* Lunch - Students 6-12: $ 3.00 $ .40 No Meal Charge
* Breakfast – H.S. only: $ 1.50 $ .30
* Lunch Adults: $ 4.00
* Breakfast Adult – H.S. $ 2.00

**Meal Charging Policy and Procedures**

District Food service programs are self-funding through receipt of meal fees and reimbursements from participation in federal food programs. Parents are critical in keeping their child’s meal account



current. Parents having internet access can check daily their child’s account balances. Additionally, students are notified in advance of negative balances and daily when accounts reach a negative balance, students will be informed.

**The following meal procedures will apply to all “DAILY” negative balances K-12: (note: each day of overage or negative balance constitutes one DAILY notification even if the first negative is breakfast. A negative balance for breakfast and lunch count as one daily notification. The same applies to Daily notification of a family when one or more family members are on the same account.**

1. 1st Daily Notification. Students in grades K-8 will receive written notice beginning with the 1st overbalance charge whether breakfast or lunch. Written notice will be sent home with the child and distributed during a homeroom/advisory or time during the day common for working with parent-school communications/folders. High school students will be notified orally as they pass through the lunch line as they are mature enough to grasp information and the needed corrective action.

2. 2nd-4th Daily Notification: Students in grades K-8 will continue to receive written notice. High school students will continue to receive an oral reminder in the meal line. **Building Secretaries (K-8) will make contact with parents with 3rd notice via email, text messaging or by phone.**

3. 5th Daily Notification: Students in grades K-12 will receive written notice that beginning with the 6th meal, no additional charges will be allowed until all unpaid account charges are paid in full. **Additionally, building secretaries (K-8) will make a final contact with parents that no additional meal charges will be allowed and the student will be offered an alternative meal until account balances are resolved fully.**

**Alternate or Modified Meal:** providing of alternate meals is not without cost as staff must alter time away from menu preparation. Parents are encouraged, if economic circumstances have changed to review situations with their child’s principal. Alternate or modified meal are at the discretion of Food Service Director and may be include but not be limited to:

* Peanut Butter and Jelly Sandwich

Meal may include fruit, vegetables dependent on availability.

* Cheese Sandwiches
* Peanut Butter Sandwich
* Water as alternate beverage

**Special Note: After 5 alternate or modified meal with no corrective action regarding the fund balance, the building principal will make contact with the parent to review situation.**

**Competitive Foods and Beverages**

During the instructional school day, foods and beverages sold through student operated stores, will use the Nutrition Standards as guidelines for items sold. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

***Staff Qualifications and Professional Development***

The Sidney School District, to the degree possible, will recruit, hire, train and retain program staff that work to maintain school nutrition standards.



***Nutrition Promotion and Education***

The Sidney School District will promote healthy nutrition choices for all students throughout their K-12 education, both health and physical education, and in accordance with Montana School Accreditation Standards and Procedures (OPI, 2013), ARM 10:55.1301 and 1302.

**Physical Education and Activity**

The Sidney School District believes that regular physical activity and attention to personal behaviors is essential for life-long health. Healthy behavior and attitudes shaped early in life result in fewer health impairing behaviors later on. To this end, the Sidney School District:

1. Provides a K-12 Physical Education and Health Curriculum that supports lifetime fitness and wellness in accordance with Montana School Accreditation Standards and Procedures (SPS is working with the new draft Health and Physical Education Standards, 9/30/2015);
2. Supports age appropriate activity beyond the classroom to include recess (K-5) and participation in a variety of co-curricular opportunities (predominantly grades 4-12) for students at all grade levels; and,
3. Employee wellness programs that include access to Health Screenings, access to District facilities for fitness and recreations, and professional development as available.

**Summary School Wellness and School Safety**

The District will integrate wellness and safety across the school community through the ongoing review and development of policy, effective implementation of curriculum and instruction, implementation of supporting activities for students and staff, education of students, staff and community members, and through communications that serve to disseminate information as widely as possible. As Thomas Jefferson stated, “Exercise and recreation are as necessary as reading. I will say more necessary because health is worth more than learning.” Mr. Jefferson’s point about overall wellness is one in which the culmination of solid nutrition, physical activity and personal health on all levels provides a foundation for success in the classroom and life-long happiness. Concerns related to school wellness and/or school safety may be communicated by contacting or emailing any building level administrator or the superintendent of schools.



APPENDIX A: **Sidney School District Board Policy**

**INSTRUCTION** 2510

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School Wellness

The Sidney Public School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn, by supporting healthy eating and physical activity. Therefore, it is the policy of the Sidney Public School District that:

Once the federal government provides sufficient personnel and funding to implement this policy the School District will:

* engage students, parents, teachers (especially teachers of physical education), food service professionals, school health professionals, and other interested community members in developing, implementing, monitoring, and reviewing District-wide nutrition and physical activity policies and procedures.
* inform and update the public (including parents, students, and others in the community) about the content and implementation of the local wellness

policies. The District will also measure periodically and make available to the public an

assessment of the local wellness policy, including:

* The extent to which schools are in compliance with the local wellness policy;
* The extent to which the LEA’s local wellness policy compares to model local school wellness policies; and
* The progress made in attaining the goals of the local wellness policy.
* All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
* Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
* Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods which meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
* To the maximum extent practicable, all schools in the District will participate in available federal school meal programs, including the School Breakfast Program and the National School Lunch Program (including after-school snacks).
* Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs and with related community services.



The Superintendent or his/her designee will develop procedures based on the following five (5) areas of requirement:

1. Nutrition Education Goals
2. Physical Activity Goals
3. Nutrition Standards for All Foods and Beverages
4. Other School-Based Wellness Activities
5. Governance and Evaluation

It is the belief of the Sidney Public Schools, in the context of Montana State accreditation standards, that an overzealous federal government is more burdensome to our students than poor nutrition and that graduating students, in accordance with accreditation standard 10.54.7095 (d), should thoroughly analyze, evaluate and articulate opinions regarding personal and social health issues. Therefore, students in grades 9-12 will be encouraged to think for themselves and make their own decisions without federal guidance or interference.

Legal Reference P.L. 108-265 Child Nutrition and WIC Reauthorization Act of 2004

Policy History:

Adopted on: September 11, 2006

Revised on: 4/10/2012, 06/2016

Facility Guideline Requests

**I. Preface:**

Use of District facilities by outside groups has increased over the past few years and the District will try to coordinate and work with requesting groups in all instances. Requests have often placed the District in the position of having to schedule a maintenance person to be on-site to open and monitor the facility or clean up after a group/s that have been granted facility use at no cost and this has resulted in additional costs to the District. The following procedures and guidelines are provided to clarify cost and expectations with respect to use of District Facilities. Please read through the following information.

**II. Current Board Policy 4330: Community Use of School Facilities**

School facilities are available to the community for education, civic, cultural, and other non- commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District’s conduct rules and applicable policies at all times.

**Student and school-related organizations, civic, non-commercial, and commercial groups may be granted the use of school facilities:**

**A. Student and school-related organizations.** Groups in this category will be allowed use of school facilities provided the advisor/supervisor completes and files the appropriate facility use request with the building principal. **Approval rests with the building principal provided no facility scheduling conflict exists. No fees will be assessed.**

**B. Non-school, student sponsored groups.** Groups in this category are those defined as those with the expressed purpose of helping students realize their full potential (i.e., 4-H, Girl Scouts, Boy Scouts, Traveling Athletic Teams—non-school sponsored) and may be allowed use of school facilities at no cost. The responsible advisor/adult must complete and file the “SPS Facility Request-Fee Waiver Form” with the building principal. **Approval of the request rests with the building principal provided no facility scheduling conflicts exists and no fees will be assessed.**

**C. Civic and other non-commercial groups not for profit.** Groups in this category must complete and file the “SPS Facility Request-Fee Waiver Form” and “Rental Agreement Form” with the appropriate building principal. Event requests that fall on a weekend or when school is not in session (i.e., scheduled breaks, summer months) may be assessed a fee if the request will result in additional operating expenses to the district. Groups in this category may request a “Fee Waiver” by submitting a waiver request to the Sidney Board of Trustees prior to the first (1st) Monday of each month for consideration by the Board at its regular monthly meeting typically held the second (2nd) Monday of each month. **Approval rests with the Board.**

**D. Commercial and other organizations.** Groups in this category must complete and file the District’s “Rental Agreement Form” with the appropriate building principal. Groups granted the use of a facility shall pay all fees and associated costs. Such costs and fees shall include, but are not necessarily limited to, a deposit fee, a rental fee, cost of personnel, including custodial services, costs of any and all damages as a result of use of the facilities. Long-term commercial use/scheduling of any school facility will “not” be granted without Board approval. **Approval of short-term request rests with the building principal and superintendent provided no facility scheduling conflicts exists.**

The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires completion of facility use form or rental form and administrative approval and is subject to facility procedures and policies of Sidney Public Schools.

Administration will approve and schedule various uses of school facilities. A master calendar will be kept in the high school office for scheduling dates to avoid conflicts during the school year. Should a conflict arise, the District reserves the right to cancel an approved request when it is determined that the facilities are needed for school purposes. Requests (Categories C and D above) for use of school facilities must be submitted to the Superintendent’s office in advance of the event.

**III.** Facility Fee Schedule

#### A. Elementary School Gymnasium Per Evening $35.00

*Per Hour $21.00*

*B. MS Auditorium/Day $56.00*

*C. MS Auditorium/Evening $42.00*

*D. MS Auditorium (admission charged) $70.00*

*E. MS Auditorium (Recital Only) $14.00*

*F. MS Gym/Day $70.00*

#### G. Senior High Gym/Day $140.00

*H. Track Facility/full-day—no restrooms $125.00*

*I. Track Facility/full-day--restrooms $200.00*

*J. Multipurpose room/day $50.00*

*K. Spotlight Rental/day $10.00*

*L. Classroom $15.00*

**IV. Guide to Fee Assessment**

|  |  |  |
| --- | --- | --- |
| District Facility Use Tiers—Guide to Fee Assessment | | |
| **Track Facility** | **Group** | **Fees** |
| HS Track—During in-session hours (M-F): full-day or any portion of the day. | Student, School Related, civic, & non-commercial use | None—except in instances where District may incur additional operating expense |
|  |  |  |
| HS Track—During non-session hours (Sat.-Sun.): full-day or any portion of the day. | Student, School Related, civic, non-commercial or commercial use | Rental Fee  **(May apply to all non-school sponsored requests)** |
|  |  |  |
| **MS Auditorium Facility** | **Group** | **Fees** |
| MS Auditorium—During in-session hours (M-F): full-day or any portion of the day. | Student, School Related, civic, & non-commercial use | None—except in instances where District may incur additional operating expenses |
|  |  |  |
| MS Auditorium—During non-session hours (Sat.-Sun.): full-day or any portion of the day. | Student, School Related, civic, non-commercial or commercial use | Rental Fee  **(May apply to all non-school sponsored requests)** |
|  |  |  |
| **District Gym Facilities** | **Group** | **Fees** |
| Gym Facilities—During in-session hours (M-F): full-day or any portion of the day. | Student, School Related, civic, and non-commercial use | None—except in instances where District may incur additional operating expenses |
|  |  |  |
| Gym Facilities—During non-session hours (Sat.-Sun.): full-day or any portion of the day. | Civic, Non-Commercial or Commercial use | Rental Fee  **(May apply to all non-school sponsored requests)** |
| Special Note: Long-term use of District Gym Facilities by “civic, non-commercial or commercial” businesses/organizations will not be allowed. Short-term events (i.e., 1-2 days) will be considered by the Trustees. The trustees, at their discretion, may consider longer-term usage in the event of hardship experienced by any requesting group. | | |
| Fee Waiver: Civic, non-commercial, and not for profit groups may petition the Sidney Board of Trustees to have fees waived if the event is not-for profit and the event falls on a non-scheduled day when school is not in session. | | |

**IV. Facility Expectations**

The District is proud of its facilities and wants to provide access to various groups. In order to maintain our facilities, each group must understand and adhere to the following:

Condition of Granting Use – The granting of this permission to use the requested school facilities and its acceptance by User is conditioned upon the following covenants:

1. Participants using gym facilities or any interior space need to make certain shoes are free of rocks, dirt and are of the type to not leave black marks. Dirt/debris on gym floors destroys the finish on the floor and over a period of time will make the surface slippery.
2. Any group renting or using a gym facility will be responsible for sweeping the floor following the event/activity.
3. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by User, its employees, patrons, agents, or members.
4. No illegal games of chance or lotteries will be permitted.
5. That no functional alteration of the premises or functional changes in the use of such premises shall be made by user, without specific written consent of the School.
6. That adequate supervision is provided by User to ensure proper care and use of school facilities. (i.e., Participants or children are not to be roaming or running in the halls)
7. Clean-up the areas following your use of the facilities completely. Maintenance staff are not available and this is your group’s responsibility.

**Note:** Any group or organization, school sponsored or non-school sponsored, that does not comply with the aforementioned will be billed for any and all additional clean up and billed at a rate of $25.00 per hour. Other fees referred to in policy (i.e., facility damage) will be assessed and subsequent requests for facility use may be denied.

SPS Facility Request-Fee Waiver Form

The Sidney School Board of Trustees, School Districts No. 5 and 1, provides for the use of District facilities by student, school related, civic, non-commercial or commercial use. Any student, student related, civic, or non-commercial group may petition the Sidney Board of Trustees to fees waived if the event is not-for profit and the event falls on a non-scheduled day when school is not in session.

Individuals or groups requesting a fee waiver must complete the following information and submit request to the Sidney Board of Trustees prior to the first (1st) Monday of each month for consideration by the Board at its regular monthly meeting typically held the second (2nd) Monday of each month. **Completed waivers may be dropped off at the District’s Administrative Office, 200 3rd Ave SE, Sidney, Montana, 59270.**

**I. Contact Information:**

Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name and Address of Individual/Group responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell/Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Facility Request information:**

Date (s) Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facility Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Day Facility is needed (from when to when):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Description and Purpose of the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Is this a commercial event for profit: \_\_\_\_Yes \_\_\_\_No**

**Is this a civic or non-commercial event for profit: \_\_\_\_Yes \_\_\_\_No**

**Are you recognized by the IRS as a Non-Profit: \_\_\_\_Yes \_\_\_\_\_No**

**III. Briefly describe your reasons for requesting a fee waiver in the space below.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **For Office Use Only-** | | |
| **Fee Waiver Approved** | **Fee Waiver Denied** | **Special Conditions if Approved/Reason for Denial** |
|  |  |  |
|  | |  |
|  |
|  |
| **Signature** | **Date** |  |

**Return completed form to: Sidney Public Schools, 200 3rd Ave SE, Sidney, Montana 59270**

Transportation Requests—Fees, Policy and Guidelines

**I. Preface:**

In the absence of a local commercial carrier, limited use of the District’s transportation services may be requested and granted by the trustees to non-school groups. Use of District transportation by any outside groups is a privilege.

**II. Board Policy**

NONINSTRUCTIONAL OPERATIONS: Activity Trips

The use of school buses is limited to school activities unless approved by the Sidney Board of Trustees. On all activity runs, buses will be operated by a District approved bus driver only. On all activity trips, only authorized activity participants, professional staff and chaperones assigned by the high school administration may ride the bus. A duplicate copy of the passenger list will be made for all activity trips and non-school requests approved by the Board. One copy will remain with the professional staff member or assigned driver in charge on the bus and one copy will be given to the Activities Director or Transportation Supervisor before the bus departs.

Non-school requests for District Transportation will be submitted to Board for approval and will be acted on at the next scheduled meeting of the Board. Requests submitted will be consistent with the District policies and educational philosophy of the Board. Use of District transportation for school purposes has precedence over all other requests. Requesting persons or organizations must abide by the District’s conduct rules and all applicable transportation policies. Non-school groups will be assessed fees deemed necessary to cover equipment costs, personnel costs, and costs of any and all damages as a result of use of the District’s transportation equipment. Non-school organizations will be required to complete the designated transportation request form for approval by the Sidney Board of Trustees. Any non-school group transportation requests will be limited to a radius of 100 miles from Sidney, Montana. Interstate requests exceeding the 100 mile radius will not be considered. Intrastate transportation requests that exceed the 100 mile limit will be considered by the Trustees based on benefit to the school community (i.e., Helena, MT for legislative trip).

The Trustees reserve the right to review all transportation requests from neighboring school districts in need of District Transportation when requests pertain to emergency needs, bus capacity limitations for special events, or for similar requests necessary to facilitate student safety and transportation needs. All requests must assure and provide for qualified drivers, absolve the Sidney District of any insurance liability, and assures that the Sidney District will incur no costs related to the request.

**III. Transportation Fee Structures**

All transportation fees are based on comparable rates and are provided for in the following table. It should be further understood that MCIs will not be used for any request that would require extensive off-road use as they are not designed for dirt roads.

|  |  |  |  |
| --- | --- | --- | --- |
| Transportation Fees | | | |
| District | Hourly Rate | 4hrs | Per/Hour after 4hrs |
| MCIs | $ 125.00 | $ 500.00 | $ 100.00 |
| Yellow Busses | $ 75.00 | $ 300.00 | $ 50.00 |

Questions pertaining to the fee structure may be directed to the Transportation Supervisor at (406) 433-6370 or the Superintendent of Schools at (406) 433-4080.

**Non-School Agency Transportation Request Form**

The Sidney School Board of Trustees, School Districts No. 5 and 1, provides for the use of District Transportation services by non-school agencies, provided the following conditions and fees are agreed to. All requests must be approved in advance by the Sidney Board of Trustees.

**I. Contact Information:**

Requesting Non-School Agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted:

Contact Name and Address of Person/Group responsible:

Mailing Address:

Email Address:

Cell/Phone Number:

**II. Transportation Information:**

Date (s) Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Departure:

Month/Day/Year Pick up Point:

Time of Return:

Drop off Point:

Type of Bus Requested: ❒ MCI ❒ Yellow Bus

Number of Buses Requested: \_\_\_\_\_\_\_\_\_\_\_\_ Estimated number of passengers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Note: person in charge must provide a duplicate list of passengers at the time of departure.*

General Description of Itinerary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**III. Billing Information: Name and Address of person/group responsible for making payment:**

Name:

Address:

City/State/Zip:

Phone:

**Please Submit completed form to Transportation Supervisor for pre-review. Transportation Supervisor will forward to Sidney Board of Trustees for approval.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Transportation Supervisor Date Requesting Person/Organization Representative Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **For Office Use Only--Fees** | | | |
| **Driver (s) Assigned** | **Hours on Duty** | **# of MCI Bus (es):** | **# of Yellow Bus (es):** |
|  |  | **Base Hourly Rate (4hrs): $125.00/bus** | **Base Hourly Rate (4hrs): $75.00/bus** |
|  |  | **4+ hourly rate: $100.00/bus** | **4+ hourly rate: $50.00/bus** |
|  |  | **Total Base Hours:** | **Total Base Hours:** |
|  |  | **Base Hours X Rate:** | **Base Hours X Rate:** |
|  |  | **4+ Hours X Rate:** | **4+ Hours X Rate:** |
|  |  | **Total Rate Fee:** | **Total Rate Fee:** |
|  |  | **Other Fees:** | **Other Fees:** |
|  |  | **Amount Due:** | **Amount Due:** |

**Amount Due Payable to: Sidney Public Schools, 200 3rd Ave SE, Sidney, Montana 59270**