

1 Great Falls School District

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3 **NON-INSTRUCTIONAL OPERATIONS**

8300

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5 Risk Management

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7 The Board believes the District must identify and measure risks of loss due to the damage or
8 destruction of District property or to claims against the District by others claiming to have been
9 harmed by the action or inaction of the District, its officials or staff. A risk management program
10 shall be implemented to reduce or eliminate risks where possible, and to determine which risks
11 the District can afford to assume. Such a program shall consider the benefits, if any, of joining
12 with other units of local government for joint purchasing of insurance, joint self-insuring or joint
13 employment of a risk manager. The Superintendent shall assign the primary responsibility for the
14 administration and supervision of the risk management program to a single person. The Board
15 shall review the status of the risk management program on a regularly scheduled basis as per the
16 Superintendent.

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

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22 Security

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

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29 Access to school buildings and grounds outside of regular school hours shall be limited to staff
30 or individuals who have followed the proper facility use/rental process as outlined in Policies
31 4330 and 4330R, who have work requiring access. An adequate key control system shall be
32 established which shall limit access to buildings to authorized staff and shall safeguard against
33 the potential entry of unauthorized persons.

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

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

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43 Cross References

44 Policy 4330

Community Use of School Facilities

45 Policy 4330R

Community Use of School Facilities Regulations

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1 Legal Reference:

- 2 § 2-9-101, MCA Definitions
3 § 2-9-211, MCA Political subdivision insurance
4 § 2-9-501, MCA Application-bonds excepted
5 § 2-9-502, MCA Bonds of Deputies
6 § 20-6-608, MCA Authority and Duty of Trustees to Insure District Property
7 § 20-3-331, MCA Purchase of Insurance – Self-Insurance Plan

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10 Policy History:

- 11 Adopted on: July 1, 2000
12 Revised on: June 9, 2014
13 Revised on: May 9, 2022