

**LONE ROCK SCHOOL DISTRICT #13**

**SCHOOL BOARD POLICY**

**SECTION VIII—NON-INSTRUCTIONAL OPERATIONS**

**(8000 Series)**

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**8000 Goals**

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including non-instructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program that shall maximize the resources directly available for students' learning programs.

Policy History:

Adopted: March 16, 2004

Reviewed/Revised: February 26, 2018

**8100 Transportation**

The District may provide transportation to and from school for a student who: (20-10-101 MCA)

1. Resides less than three (3) miles from Lone Rock School,
2. Resides three (3) or more miles, over the shortest practical route, from Lone Rock School,
3. Is a student with a disability, whose IEP identifies transportation as a related service; or
4. Has another compelling and legally sufficient reason to receive transportation services.

The District may elect to reimburse the parent or guardian of a student for individually transporting any eligible student. (20-10-121 MCA)

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the pupil. (20-10-122 MCA) The Board may pay board and room reimbursements, provide supervised correspondence study, or provide supervised home study. The Board may authorize children attending an approved private school to ride a school bus, provided that space is available and a fee to cover the per-seat cost for such transportation is collected. (20-10-123 MCA) The District may transport and charge for an ineligible public school student, provided that the parent or guardian pays a proportionate share of transportation services. Fees that are collected for the transportation of ineligible students shall be deposited in the transportation fund. Transportation issues that cannot be resolved by the trustees may be appealed to the county transportation committee.

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

Policy History:

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## **8102 Contracting for Transportation Services**

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the Board of Public Education. The contract shall be in effect for not more than five (5) years. Prior to entering into the first such contract, the District shall determine that the cost of contracting for the ensuing term will not exceed the projected costs of operating its own system. Before any transportation contract to a private party or contractor is awarded, the trustees shall: (20-10-102 MCA)(20-10-107 MCA)(10.7.108 ARM)

1. Secure bids by advertising for a twenty-one-(21)-day period (three (3) consecutive weeks); or (20-10-125 MCA)
2. Negotiate a new contract with the present contractor, provided the new contract does not exceed by more than twelve percent (12%) per year the basic costs of the previous contract.

No money shall be expended unless a contract with a private carrier has been executed. The Board Chairman shall sign such contracts on behalf of the District.

The District reserves the right to own, operate, and to choose with respect to any other form of transportation, whether it be regular school, co-curricular, extracurricular, or District business programs, the means of transportation that best fits the needs of the District at that particular time, as judged by the Board.

### Policy History:

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## **8110 Safe Bus Operations**

### Bus Routes and Schedules

The Administrator's designee shall be responsible for scheduling bus transportation, including determination of routes and bus stops. Such routes are subject to the approval of the county transportation committee. The purpose of bus scheduling and routing is to achieve maximum service with a minimum fleet of buses insofar as this is consistent with rendering safe and reasonably equal service to all bus students.

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. A school bus route shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation, including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be served, availability of turn-around points, capacity of bus, and related factors.
2. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one (1) hour without consent of the child's parent or guardian. (20-10-121 MCA)
3. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
4. Parents should be referred to the Administrator for any request of change in routes, stops, or schedules.

The trustees reserve the right to change, alter, add, or delete any route at such time that such changes are deemed in the best interest of the District, subject to approval by the county transportation committee. (20-10-132 MCA)

### Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions.

Bus stops shall be chosen with safety in mind. Points shall be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least three hundred (300) to five hundred (500) feet.

School loading and unloading zones are to be established and marked to provide safe and orderly

loading and unloading of students. The area will be supervised by a staff member. The Administrator is responsible for the conduct of students waiting in loading zones.

#### Delay in Schedule

The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

#### Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his/her assistants.

#### Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parent's efforts toward making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
2. Properly prepare children for weather conditions.
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding the school bus.

#### Safety

The Administrator shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding buses.

If the bus and driver are present, the driver is responsible for the safety of his/her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except in emergencies, no bus driver shall order or allow a student to board or disembark at other than his/her assigned stop unless so authorized by the Administrator. In order to assure the safety of all, the bus driver shall hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. (20-4-302 MCA)

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Inclement Weather

The Board recognizes the unpredictability and resulting dangers associated with the weather in Montana. To achieve the maximum safety for children and efficiency of operation, the Administrator is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of school, in accordance with his/her best judgment. The Board may develop guidelines in cooperation with the Administrator to assist him/her in making such decisions.

Policy History:

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**8123 Driver Training and Responsibility**

Bus drivers shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school host a meeting to discuss operational guidelines and discipline procedures and provide a copy of the transportation policy.

Each bus driver shall meet the qualifications established by the Superintendent of Public Instruction, including a valid Montana commercial driver's license with the proper endorsements and a Department of Transportation-approved physician's certification that he/she is medically qualified for employment as a bus driver. The bus driver shall also secure a valid standard first aid/CPR certificate from an authorized instructor within two (2) months after being employed and maintain a valid first aid/CPR certificate throughout employment as a bus driver. The bus driver must have five (5) years driving experience. (20-10-103 MCA)(10.7.111 ARM)(10.64.201 ARM)

When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility for the bus. The Administrator shall establish written procedures for bus drivers.

Policy History:

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**8124 Student Conduct on Buses**

The Administrator shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Administrator and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval. (20-5-201 MCA)

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office.

The bus driver shall be responsible for enforcing the rules and shall work closely with the parent and Administrator to modify a student's behavior. The rules shall include consistent consequences for student misbehavior. (Policy 3307)(20-4-302 MCA)

Recommendations for permanent termination of bus privileges will be referred to the Administrator for final determination. The termination may be appealed to the Board. No further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation.

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**8125 Emergencies**

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Administrator. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six (6) weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

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**8132 Activity Trips**

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups unless permission is specifically granted by the Board. On all activity runs, buses will be operated by a qualified bus driver, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus and one (1) copy will be given to the administrative designee before the bus departs.

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## **8200 Food Services**

The District supports the philosophy of the National School Lunch Program and shall provide wholesome, appetizing, and nutritious meals for children at Lone Rock School. The Board may authorize a portion of the federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent pupils. (20-10-204—205 MCA)(20-10-207 MCA)

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

### Commodities

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

### Free and Reduced-Price Food Services

The District shall 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 shall 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 the National School Lunch Program guidelines. A parent has the right to appeal any decision with respect to his/her application for free or reduced-price food services, to a designated hearing official.

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, food costs, handling costs, utility costs, and equipment depreciation costs.

### Policy History:

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**8230 Nutrition**

The District shall provide school meals which meet or exceed the nutritional standards required by state and federal school lunch programs. (20-10-204 MCA)

The Administrator shall establish rules for the sale of foods during the school day. To encourage the eating of nutritious lunches, competitive food services shall not be permitted to operate anywhere on school premises during or for the period of one (1) hour before and after the lunch period.

Any food sales of an occasional nature must have the prior approval of the Administrator.

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**8300 Risk Management**

The Board believes the District must identify and measure risks of loss due to the damage or destruction of District property or to claims against the District by others claiming to have been harmed by the action or inaction of the District, its officers or staff. A risk management program shall be implemented to reduce or eliminate risks where possible and to determine which risks the District can afford to assume. Such program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-insuring, or joint employment of a risk manager. The trustees shall assign the primary responsibility for the administration and supervision of the risk management program to the Administrator. The Board shall review the status of the risk management program each year. (20-3-331 MCA)(2-9-101 MCA)(2-9-211 MCA)

The District may purchase and pay for surety bonds for the Administrator, Clerk, and such other staff and in such amounts as the Board shall from time to time determine to be necessary for honest performance of the staff in the conduct of the District's financial operations. (2-9-501 MCA)

Policy History:

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**8310 District Safety**

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in compliance with Occupational Safety and Health Act (OSHA) requirements. Injuries and accidents shall be reported to the District office.

The Administrator shall develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan shall be distributed to each teacher at the beginning of each school year. There shall be at least eight (8) disaster drills a year, four (4) of which shall be fire drills. The drills shall be held at different hours of the day or evening to avoid distinction between drills and actual disasters. (20-1-402 MCA)

The Administrator shall develop necessary safety and health standards which comply with the Montana Safety Culture Act. (39-71-1501, et seq. MCA)

Policy History:

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Reviewed/Revised: February 26, 2018





**8320 Property**Property Damage

The District shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings and/or equipment, including motor vehicles. (20-6-608 MCA)

The comprehensive insurance program shall maximize the District's protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the District and the insurance carrier, and through self-insurance plans.

Privately-Owned Property

The District shall not assume responsibility for the maintenance, repair, or replacement of any privately-owned property brought to a school or District function, unless the use or presence of such property has been specifically requested in writing by the administration.

Policy History:

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Reviewed/Revised: February 26, 2018

**8400 Records Management**

A fireproof vault will be provided for the permanent retention of records, including Board minutes, annual audit reports, employment records of all staff, and permanent student records.

At the beginning of each fiscal year, an application for destruction of records, per state statute, is completed and forwarded to the local government records subcommittee for approval. Upon approval from the local government department, a list of all records having met retention requirements will be presented to the Board for consideration to be destroyed. After receiving approval from the Board, the records are shredded. Records may be destroyed as set forth in (20-1-212 MCA) (20-9-215 MCA)

All records related to the hiring process shall be retained for at least two (2) years. Student records must be permanently kept, and employment records must be kept for at least ten (10) years after termination.

Policy History:

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**8420 Computer Software**

The unauthorized copying of any computer software which is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by the copyright owner.

No District-owned computing resources shall be used for unauthorized commercial purposes.

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