

LONE ROCK SCHOOL DISTRICT NO. 13**SCHOOL BOARD POLICY****SECTION VII - NONINSTRUCTIONAL OPERATIONS
(8000 Series)**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 noninstructional 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 on: March 16, 2004

Revised on:

8100 NONINSTRUCTIONAL OPERATIONSTransportation

The District may provide transportation to and from school for a student who:

1. resides three (3) or more miles, over the shortest practical route, from the nearest operating public elementary or public high school.
2. is a student with a disability, whose IEP identifies transportation as a related service; or
3. 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.

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. 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. 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.

Legal Reference:	§ 20-7-441, MCA	Special education child eligibility for transportation
	§ 20-10-101, MCA	Definitions
	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation
	§ 20-10-122, MCA	Discretionary provision of transportation and payment for this transportation
	§ 20-10-123, MCA	Provision of transportation for nonpublic school children
	10.7.101, et seq., ARM	Pupil transportation
	10.64.101 - 700, et seq., ARM	Transportation
	No Child Left Behind Act of 2001 (P.L. 107-110)	

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8101 NONINSTRUCTIONAL OPERATIONS

In-Town Busing

In-town busing will be defined as busing of students within three (3) miles from their school. In-town busing is a privilege the District can discontinue at any time. The Superintendent shall establish guidelines under which a student may request bus service within three (3) miles from school.

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8102 NONINSTRUCTIONAL OPERATIONSContracting 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:

1. Secure bids by advertising for a twenty-one-(21)-day period (three (3) consecutive weeks); or
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.

Legal Reference:	§ 20-10-102, MCA	School bus requirements
	§ 20-10-107, MCA	Power of trustees
	§ 20-10-125, MCA	Bid letting for contract bus – payments under transportation contract
	10.7.108, ARM	Bus Contracts

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8110 NONINSTRUCTIONAL OPERATIONS

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Bus Routes and Schedules

The Superintendent'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 serviced, 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.
3. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
4. Parents should be referred to the Superintendent 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.

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 principal of each building 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 Superintendent 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 Superintendent. In order to assure the safety of all, the bus driver may 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.

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 Superintendent 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 Superintendent to assist him/her in making such decisions.

NOTE: To receive full state/county reimbursement, budgets must have enough funds to cover the costs of any changes to the route.

NOTE: The county transportation committee has authority to establish transportation service areas, should circumstances and/or geography (demographics) warrant.

Legal Reference:	' 20-10-106, MCA	Determination of mileage distances
	' 20-10-132, MCA	Duties of county transportation committee
	' 20-10-121, MCA	Duty of trustees to provide transportation – types of transportation – bus riding time limitation

Policy History:

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8123 NONINSTRUCTIONAL OPERATIONSDriver 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 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 certificate from an authorized instructor within two (2) months after being employed and maintain a valid first aid certificate throughout employment as a bus driver. The bus driver must have five (5) years driving experience.

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 Superintendent shall establish written procedures for bus drivers.

Legal Reference:	§ 20-10-103, MCA	School bus driver qualifications
	10.7.111, ARM	Qualification of Bus Drivers
	10.64.201, ARM	Drivers

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8124 NONINSTRUCTIONAL OPERATIONSStudent Conduct on Buses

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

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 and in each building principal's office.

The bus driver shall be responsible for enforcing the rules and shall work closely with the parent and building principal to modify a student's behavior. The rules shall include consistent consequences for student misbehavior.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent 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.

Cross Reference: 3310 Student Discipline

8111 Transportation of Students with Disabilities

Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils – definition of corporal punishment – penalty – defense

§ 20-5-201, MCA Duties and sanctions

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8125 NONINSTRUCTIONAL OPERATIONS

Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent. 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 NONINSTRUCTIONAL OPERATIONS

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 Activities Director before the bus departs.

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8200 NONINSTRUCTIONAL OPERATIONSFood Services

The District supports the philosophy of the National School Lunch Program and shall provide wholesome, appetizing, and nutritious meals for children in the District's schools. 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.

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 Superintendent 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.

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

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8230 NONINSTRUCTIONAL OPERATIONS

Nutrition

The District shall provide school meals which meet or exceed the nutritional standards required by state and federal school lunch programs.

The Superintendent 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.

Legal Reference: § 20-10-204, MCA Duties of trustees

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8300 NONINSTRUCTIONAL OPERATIONSRisk 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 Superintendent. The Board shall review the status of the risk management program each year.

The District may purchase and pay for surety bonds for the Superintendent, 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.

Legal Reference:	§ 20-6-608, MCA	Authority and duty of trustees to insure
	district property	
	§ 20-3-331, MCA	Purchase of insurance – self-insurance plan
	§§ 2-9-101, et seq., MCA	Liability Exposure
	§ 2-9-211, MCA	Political subdivision insurance
	§ 2-9-501, MCA	General Provisions Related to Official
	Bonds	

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8301 NONINSTRUCTIONAL OPERATIONSDistrict 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 building principal 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.

The Superintendent shall develop necessary safety and health standards which comply with the Montana Safety Culture Act.

Legal Reference:	§ 20-1-402, MCA	Number of disaster drills required –
	time of drills to vary	
	§§ 39-71-1501, et seq., MCA	Montana Safety Culture Act

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8410 NONINSTRUCTIONAL OPERATIONSRecords 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, and 2-6-401, et seq., 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 ten (10) years after termination.

Legal Reference:	§ 2-6-403, MCA	Duties and responsibilities
	§ 20-1-212, MCA	Destruction of old records by school officer
	§ 20-7-101(2), MCA	Standards of accreditation
	§ 20-9-215, MCA	Destruction of certain financial records

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8421 NONINSTRUCTIONAL OPERATIONS

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 should be used for unauthorized commercial purposes.

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