

POPLAR SCHOOL DISTRICT
NON-INSTRUCTIONAL OPERATIONS

8000 SERIES

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Poplar School District

NON-INSTRUCTIONAL OPERATIONS

8100

Transportation

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

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

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 District will transport only eligible public school students.

The District may permit in-town busing for students who reside less than three (3) miles from their school. The Superintendent will establish guidelines under which a student may request in-town busing, and the privilege of in-town busing may be discontinued at any time.

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 through 700, et seq., ARM	Transportation

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

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8121

District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are passenger cars, pickups, school buses, sport utility vehicles and vans. These are for use by properly authorized and insurable personnel of the District including district staff and district approved volunteers for District business purposes only. Only authorized district staff and district approved volunteers are allowed in District owned vehicles while on District approved business or activities. Authorized drivers shall not transport or permit any family or non-school passengers in any District-owned vehicles at any time.

Any individual who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the individual is in the course and scope of employment, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

Any individual who is involved in a motor vehicle accident while operating a District vehicle shall be subject to a blood and/or urine test to detect the presence of any substance which may have contributed to the accident. Individuals who are permitted to operate District vehicles will be required to agree to this condition prior to being permitted to operate any District vehicle.

Vehicle Maintenance

Vehicles used in the District's transportation program shall be in safe and legal operating condition. All buses shall be inspected by the Department of Justice, Montana Highway Patrol before the beginning of each semester. The Superintendent or his/her designee shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Superintendent or his/her designee.

Legal Reference: § 39-2-205, MCA Workforce Drug and Alcohol Testing Act

Cross Reference: Administrative Procedures
 Drug Testing Employees (we need to develop)

Policy History

Adopted on:

Revised on: July 11, 2016

Poplar School District

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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. At the beginning of each school year, the District will provide each driver with a copy of the District’s written rules for bus drivers and for student conduct on buses.

Each bus driver will meet the qualifications established by the Superintendent of Public Instruction, including possession of a valid Montana commercial driver’s license (with school bus “S” and passenger “P” endorsements), receive ten (10) hours of in-service annually and Department of Transportation-approved physician’s certification that he/she is medically qualified for employment as a bus driver. The bus driver shall 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.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

- During an emergency situation;
- To call for assistance if there is a mechanical breakdown or other mechanical problem; or
- When the school bus is parked.

A teacher, coach or other staff member assigned to accompany students on a bus will have primary responsibility for behavior of students in his or her charge. The bus driver has final authority and responsibility for the bus. The Superintendent/designee will establish written procedures for bus drivers.

Cross Reference: Administrative Procedures

Legal Reference: § 20-10-103, MCA School bus driver qualifications
10.7.111, ARM Qualification of Bus Drivers
10.64.201, ARM Drivers
§ 50-46-205, MCA Limitations of Medical Marijuana Act

Policy History:

Adopted on:

Reviewed on:

Poplar School District

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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 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.

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. The business manager shall be responsible for determining eligibility. Students in the foster care system and other students as provided by the Child Nutrition Act shall be categorically eligible for free meals. 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.

Nutrition

The District shall provide school meals that 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 hour before and after the lunch period.

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

Cross Reference: Administrative Procedures

Legal Reference:	§ 20-10-204, MCA	Duties of trustees
	§ 20-10-207, MCA	Food services fund
	§ 20-10-205, MCA	Allocation of federal funds to school fund services fund

Policy History:

Adopted on:

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8301

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 will be posted in compliance with Montana Safety Culture Act and the Montana Occupational Safety and Health Act. Injuries and accidents will be reported to the District office.

The building principal will develop a plan of fire, civil defense and earthquake warning, protection and evacuation. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year. All teachers will discuss disaster drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. The Superintendent will develop safety and health standards that comply with the Montana Safety Culture Act.

School Closure

The Superintendent/designee is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members or school property. Specific procedures for school closures may be found in the District’s Emergency Operations Plan. The Board shall periodically review the District’s Emergency Operations Plan and shall update the plan as necessary based upon changing circumstances regarding school safety.

Hazardous and Infectious Materials

The Superintendent/designee shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticide and infectious materials. Specific procedures for handling hazardous or infectious materials may be found in the District’s Emergency Operations Plan.

Cross Reference: Administrative Procedures
Emergency Operations Procedures

Legal References: § 20-1-401, MCA Disaster drills
§ 20-1-402, MCA Number of disaster drills required –
time of drills to vary
§ 20-1-801, et al., MCA Emergency School Closure
§§ 39-71-1501, MCA Montana Safety Culture Act
§ 50-71-111, et. seq., MCA Montana Occupational Health and
Safety Act

Policy History:

Adopted on:

Revised on: July 11, 2016

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8310

Memorials

The School Board recognizes that the death of a student, member of the staff or community members is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students, staff or community members.

Permanent memorials for deceased students, staff or community members shall be limited in form to perpetual awards or scholarships. Contributions may be made to a general scholarship fund established by the district memorializing a student, staff member, or member of the school community. Memorial scholarships may be accepted and awarded under criteria approved by the administration in honor of persons who have special significance to the students, district and community. All such offers will be submitted to the Superintendent with pertinent information concerning the purpose of the memorial scholarship. Funds will be administered by the District. Items may be accepted by the district in memory of an individual or event with Superintendent approval. The Superintendent will consider any maintenance costs to the district of such gifts. Items received become the property of the district and will be used for the purpose for which they were donated.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the Board of Trustees.

The Board recognizes the use of district property for memorial services is generally inappropriate. Any such request will be considered in accordance with Board Policy 4330.

Cross Reference:

4330

Use of School Facilities
Administrative Procedures

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

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8320

Property Damage

The District shall maintain a comprehensive insurance program that 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.

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.

Legal Reference:

§ 20-6-608, MCA

Authority and duty of trustees to insure district property

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

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8340

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:

Adopted on:

Revised on: July 11, 2016

Poplar School District

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8410

Records Management

The District will retain, in a manner consistent with applicable law and the state’s *Rules for Disposition of Local Government Records*, such records as are required by law or regulations to be created and/or maintained, and such other records as are related to students, school personnel and the operations of the schools.

The Superintendent/designee will be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval and disposition of school records. The Superintendent/designee will also be responsible for developing guidelines to assist school employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted. At the beginning of each fiscal year, an application for destruction of records, per state statute, may be 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.

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.

Litigation Holds for Electronic Stored Information (ESI)

The District will have an ESI Team. The ESI Team is a designated group of individuals who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI Team will include a designated school administrator, an attorney and a member from the Technology Department. In the case of a litigation hold, the ESI Team shall direct employees and the Technology Department, as necessary, to suspend the normal retention procedure for all related records.

Cross Reference:	1402	School Board Use of Electronic Mail
	3600	Student Records
	5231	Personnel Records
	5450	Employee Electronic Mail
		Administrative Procedures

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

Policy History:

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Revised on: July 11, 2016

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Service Animals

The District will permit the use of service animals by an individual with a disability according to federal regulations. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks;
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- Providing nonviolent protection or rescue work;
- Pulling a wheelchair;
- Assisting an individual during a seizure;
- Alerting individuals to the presence of allergens;
- Retrieving items such as medicine or the telephone;
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal’s presence and the provision of emotional support, wellbeing, comfort or companionship do not constitute work or tasks for the purposes of this definition.

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal’s handler does not take effective action to control it; or
- The animal is not housebroken.

The District is not responsible for the care or supervision of the service animal.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District’s facilities where members of the public, participants in services, programs or activities or invitees, as relevant, are allowed to go.

Cross Reference: Administrative Procedures

Legal Reference: 28 CFR 35.136 Service Animals
28 CFR 35.104 Definitions
§ 49-4-203(2), MCA Definitions

Policy History:

Adopted on:

Revised on: July 11, 2016

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Automated External Defibrillators (AED)

The District recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The Board has purchased one or more of these units for use by qualified personnel. The Board approves the use of AED units under the following conditions:

- Establishing a program for the use of an AED that includes a written plan that must specify:
 - Where the AED will be placed;
 - The individuals who are authorized to operate the AED;
 - How AED use will be coordinated with an emergency medical service providing services in the area where the AED is located;
 - The medical supervision that will be provided;
 - The maintenance that will be performed on the AED;
 - Records that will be kept by the program;
 - Reports that will be made of AED use;
 - The name, location, and telephone number of a physician, or other individual designated by the physician, designated to provide medical supervision of the AED program; and
 - Other matters as specified by the Department of Public Health and Human Services;
- Adhering to the written plan required by subsection (1);
- Ensuring that before using the AED, an individual authorized to operate the AED receives appropriate training approved by the DPHHS in cardiopulmonary resuscitation and the proper use of an AED;
- Maintaining, testing, and operating the AED according to the manufacturer's guidelines and maintaining written records of all maintenance and testing performed on the AED;
- Ensuring that the physician or other individual designated by the physician to supervise the AED program supervises the AED program to ensure compliance with the written plan, this part, and rules adopted by the District and reviews each case in which the AED is used;
- Each time an AED is used for an individual in cardiac arrest, requiring that an emergency medical service is summoned to provide assistance as soon as possible and that the AED use is reported to the supervising physician or the person designated by the physician and to the District as required by the written plan;
- Before allowing any use of an AED, providing the following to all licensed emergency services and any public safety answering point or emergency dispatch center providing services to the area where the AED is located:
 - A copy of the plan prepared pursuant to this section; and
 - Written notice, in a format prescribed by the DPHHS rules, stating:
 - That an AED program has been established by the District;
 - Where the AED is located; and
 - How the use of the AED is to be coordinated with the local emergency medical service system.

Liability Limitations

An individual who provides emergency care or treatment by using an AED in compliance with this policy and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil liability for a personal injury that results from that care or treatment.

An individual who provides emergency care or treatment by using an AED in compliance with this policy and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are immune from civil liability as a result of any act or failure to act in providing or arranging further medical treatment for the individual upon whom the AED was used, unless the individual using the AED or the person providing CPR, as applicable, acts with gross negligence or with willful or wanton disregard for the care of the person upon whom the AED is or may be used.

The following individuals or entities are immune from civil liability for any personal injury that results from an act or omission that does not amount to willful or wanton misconduct or gross negligence, if applicable provisions of this part have been met by the individual or entity:

- A person providing medical oversight of the AED program, as designated in the plan;
- The entity responsible for the AED program, as designated in the plan; or
- An individual providing training to others on the use of an AED.

Cross Reference: Administrative Procedures

Legal Reference: Title 37, Chapter 104, subchapter 6, ARM – Automated External Defibrillators (AED)
§50-6-501, MCA Definitions
§50-6-502, MCA AED program – requirements for AED use
§50-6-503, MCA Rulemaking
§50-6-505, MCA Liability limitations

Policy History:

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Poplar School District

NON-INSTRUCTIONAL OPERATIONS

8460

Naming School District Facilities

The District recognizes the importance of naming opportunities for its buildings, outdoor and interior areas, spaces, features and objects. The purpose of this policy is to establish a uniform and equitable process for the official naming of the district's facilities to ensure that these public amenities are easily identified and given names that are consistent with the district's values. Naming actions shall not detract from the district's dignity, integrity, or reputation, nor shall any such actions create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.

Community involvement is encouraged in the naming process. The Board shall approve the naming title, all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment.

The Board shall not grant a naming right without the informed consent of the named party or the named party's legal representative. The Board must approve all naming rights granted for a facility and reserves the right to reject or revoke such requests in accordance with this policy and its procedures.

The Board reserves the right, in all cases, to refuse to name a particular facility/piece of property.

The Board authorizes the Superintendent or designee to establish procedures for receiving and submitting requests for naming rights in consideration and naming rights in recognition to the Board of Trustees for approval.

Cross Reference: Administrative Procedures

Policy History:

Adopted on:

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Poplar School District

NON-INSTRUCTIONAL OPERATIONS

8470

Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The Supervisor of Maintenance and Operations, in cooperation with the Superintendent and Board, shall periodically inspect plant and facilities. The Supervisor of Maintenance and Operations shall provide for a program to maintain the District physical plant by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The Supervisor of Maintenance and Operations shall formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the District in their buildings.

Legal Reference: 10.55.2001, ARM School facilities

Policy History:

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