

**8000 SERIES  
NONINSTRUCTIONAL OPERATIONS**

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Rural Transportation

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

- 1. Resides three or more miles, over the shortest practical route, from the nearest operating public elementary 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 by such individual transportation as paying the parent or guardian for individually transporting the pupil; or, providing supervised home study. 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.

Legal Reference: □	§20-7-441, MCA §20-10-101, MCA §20-10-121, MCA  §20-10-122, MCA  §20-10-123, MCA 10.7.101, et seq., ARM 10.64.101 through 700, et seq., ARM	Special education child eligibility for transportation Definitions Duty of trustees to provide transportation - types of transportation - bus riding time limitation Discretionary provision of transportation and payment for this transportation Provision of transportation for nonpublic school children Pupil transportation Transportation
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Policy History

Adopted on: 2008-09  
Revised on:

**Private Vehicle Transportation**

The Board authorizes the use of private vehicles under the following circumstances:

1. The District may request parents to provide transportation for their children to school in their own vehicles on a per-mile cost reimbursement basis. The County Superintendent will determine when "in-lieu" transportation would be advantageous to the District and arranges its implementation.
2. In an emergency, staff may appropriately transport students when a student's welfare is involved, or when due care dictates prompt action.
3. For field trips, the Supervising Teacher (most senior professional) will determine the transportation of students.
4. The owner of any private vehicle must provide proof of sufficient liability insurance.

Cross Reference: #2320 Field Trips

Legal Reference: § 20-10-121(2)(3), MCA  
§20-10-124, MCA  
§20-10-142, MCA  
  
10.7.106, ARM  
10.7.113, ARM  
10.7.116, ARM

Duty of Trustees to Provide Transportation  
Private Party Contract for Transportation  
Schedule of maximum reimbursement for individual transportation  
Contracts with Individual Families  
"Two Contract Amount" Regulation  
Guide for Determining Degree of Isolation

Policy History:  
Adopted on: 2008-09

Revised on:

**Risk Management, Liability Insurance and Property Damage**

**Risk Management**

The Board believes it 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 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 a program shall consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance or joint self-insuring. The Board shall review the status of the risk management program each year.

The District shall purchase and pay for surety bonds for the Supervising Teacher, the 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.

**Liability Insurance**

The Board and its agents are immune from suit for their legislative acts as defined in § 2-9-111, MCA. The Board shall maintain sufficient liability insurance to protect itself against claims for the negligent or wrongful acts of its staff or agents. The amount and terms of such insurance protection shall be regularly reviewed as part of the District's risk management program.

The Board shall hold individual Board members, staff or agents of the District harmless and defend them from any financial loss, including reasonable attorneys' fees, arising out of any act or failure to act, provided that at the time the individual was acting within the scope of his/her responsibilities and in compliance with the policies and procedures of the District.

**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. The comprehensive insurance program shall maximize the District's protection and coverage while minimizing the costs for insurance.

<p>Legal Reference:</p> <ul style="list-style-type: none"> <li>§ 2-9-100, et seq., MCA</li> <li>§2-9-211, MCA</li> <li>§2-9-502, MCA</li> <li>§20-3-331, MCA</li> <li>§20-6-608, MCA</li> </ul>	<ul style="list-style-type: none"> <li>Liability exposure</li> <li>Political subdivision insurance</li> <li>General provisions related to official bonds</li> <li>Purchase of liability insurance</li> <li>Authority and duty of trustees to insure district property</li> </ul>
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Adopted on: 2008-09  
Revised on:

**School Safety**

The board recognizes that safety and health standards should be incorporated into all aspects of the operations of the school and directs the Supervising Teacher (the most senior professional) to develop and post rules for safety and the prevention of accidents. These rules shall provide for:

1. Instruction of students and staff in safety and accident prevention;
2. Protective devices where they are required for the safety of students; and
3. Suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

These 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 Supervising Teacher.

**Safety Program**

Surveillance, supervision and training are the key factors in accident prevention. This is true both as it relates to staff and students. The following is presented to assist and improve the safety record of the district:

**Responsibilities****Supervising Teacher**

The Supervising Teacher has the primary responsibility to identify safety hazards which may occur between periodic safety inspections, to include safety education as a part of the educational program, and to assure the proper supervision of students. More specifically:

1. Student supervision will begin at 8:30 a.m. and end at 3:30 p.m., or at such time that the last student is picked up, and is to be provided at noon, morning and afternoon recesses
2. Annually, campus and playground safety rules will be communicated to the staff, the students and the parents.
3. The Administration/Supervising Teacher is responsible to see that accident reports on the appropriate forms are submitted to the Board of Trustees.
4. The Administration/County Superintendent should examine all curricula that exposes an unusual risk to students, to assure that with the introduction of any new activity or equipment, safety procedures are outlined prior to use.

**Board of Trustees**

The Board has the responsibility for the maintenance of a safe educational environment including both facilities and grounds. More specifically, the Board should:

1. Conduct regular inspections of all facilities and grounds for potential safety hazards.
2. Provide instruction to the operations staff as it relates to safe working procedures and the identification of unsafe areas.
3. Review and approve the selection and location of new playground equipment prior to its purchase and installation.
4. See that a fire inspection is conducted in the school buildings at least once every 18 months by the chief of the local fire department or a fire inspector of the Department of Justice
5. Develop an Exposure Control Plan for employees to eliminate or minimize work-related exposure to blood borne pathogens, particularly Human Immune-deficiency Virus (HIV) and Hepatitis B Virus (HBV).
6. Participate in the prosecution of an individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Montana regarding school disturbance or individual protection for school employees or students.

7. Develop necessary safety and health standards that comply with the Montana Safety Culture Act.

The Board of Trustees, and the most senior administrator shall develop a plan of fire, civil defense, flood, tornado, and earthquake (choose the appropriate ones for your District) warnings, protection and evacuation. This plan shall be distributed to each staff at the beginning of the school year. There shall be at least eight disaster drills a year, four of which shall be fire drills. The drills shall be held at different hours of the day or evening (if the school is used then) to avoid distinction between drills and actual disasters.

Legal Reference:	§ 20-1-402, MCA	Number of disaster drills required
	§39-71-1501, et seq., MCA	Montana safety culture act
	§24-30-2501, et seq., MCA	Safety culture act
	§24-1-206, et seq., MCA	Disturbance of schools
	10.55.505 ARM	Safety
	29 CFR 1910.1030	The Blood borne pathogens standard

Policy History:  
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Revised on:

**Fire Drills**

Students shall receive instruction so that in case of fire or sudden emergency they shall be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic.

Fire drills will occur on a regular basis as required by state law. (A minimum of four (4) drills shall be held each year.) A record will be kept of all fire drills. Appropriate procedures for fire drills will be discussed at the beginning of the school year in class by all teachers and posted in a conspicuous place near the exit door.

1. At the fire alarm, all students will rise and walk to the nearest exit according to previous instructions.
2. Teachers will make sure all room windows are closed, all students exit, lights are turned off and the room door is closed. Students may be assigned to assist.
3. Teachers having classes will take their roll book with them.
4. Teachers on prep periods will station themselves in the hallways to assist in keeping order.
5. Classroom teachers will make sure their class is a safe distance away from the building and take an oral roll call from the roll book to account for students.
6. Everyone will exit the building, and no one will re-enter until authorized by the Supervising Teacher or his/her designee.
7. Everyone will exit when the fire alarm sounds regardless of the length of the horn sounding. No one is to assume that any alarm is caused by a faulty system.

**Procedural History:**

Promulgated on: 2008-09

Revised on:

**Earthquakes**

The Board of Trustees adopts the following procedures and regulations pertaining to action taken by the District should an earthquake occur while school is in session and shall provide that all students and staff are familiar with those procedures.

Students and staff within buildings at the beginning of an earthquake should remain where they are, sitting or crouching below the level of desks and tables. When possible, movement should be away from windows and outside walls toward inner walls and doorways.

Students and staff outside the buildings at the beginning of an earthquake should immediately get as far away as possible from buildings and other elevated objects.

Staff in portable classrooms should turn off heating and lighting units immediately.

Students and staff in classrooms where hazardous chemicals or electrical services are present should vacate these rooms in the event of an earthquake. Such classes include, but are not limited to, general science, and crafts. Students and staff should move toward the interior of the building into the hall while avoiding those hallways in which skylights are located and areas adjacent to the end of halls where glass is present.

Students and staff should remain where they are following an earthquake until given further instruction. **In instances of major damage in the community, students may need to be attended for an extended period of time. In such circumstances, students must not be released at the end of the normal day until a parent or other responsible person calls for them.**

The Board of Trustees shall inspect the building for possible structural damage following an earthquake. If the building is founded to be weakened in any respect, it shall be evacuated.

Legal Reference: §20-7-1101, MCA School district emergency plans in seismic risk zones

Procedural History:  
Promulgated on: 2008-09  
Revised on:



**Emergency School Evacuation**

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the District, staff shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

When an emergency within a school necessitates total or partial closure of the schools within the District threatens the safety and well being of students, and/or interferes in the normal operation of the school, the following emergency procedure shall be followed:

1. The report of an emergency shall be directed to the Board of Trustees.
2. If the nature of the emergency calls for immediate action on the part of a Supervising Teacher, he/she shall take necessary action and report such action to the Board of Trustees.
3. The Board of Trustees shall contact the personnel at the school who must assist in the emergency action.
4. When appropriate, the Board of Trustees shall contact the police or sheriff's department.

The Supervising Teacher shall instruct staff, including teachers, secretaries, aides, and bus drivers, as to their respective responsibilities in an evacuation exercise.

The Supervising Teacher shall be responsible for organizing and conducting such emergency evacuation drills as are necessary and shall objectively evaluate the activity following each such drill. In the absence of the Supervising Teacher, staff must be able to conduct all aspects of the evacuation procedure.

**Procedural History:**

Promulgated on: 2008-09

Revised on:

**Tornado**

The Board of Trustees establishes the following procedures to ensure student safety in the event of a tornado.

Tornado Watch - A tornado may develop

Tornado Warning - A tornado has been sighted; take shelter

Should a tornado be sighted, an announcement will be made in a calm manner. All students are to remain in the room that they are in when the announcement is made.

Procedure:

1. Open windows and pull shades.
2. All students are to kneel by inside walls using hands, books, tables, etc., for protection.
3. Students in the library are to kneel under the tables.
4. Students in hallways are to move to the nearest available room.
5. Everyone remains in this position until an "all-clear" is given.

Exceptions:

1. Before school starts: Direct all students to kneel by an inside hallway wall or enter the nearest room and follow the above procedures.
2. All School Program: The Program will stop; students will be filed into the hallways and follow the above procedure. Teachers will supervise their advisory groups. If time allows, teachers may be directed to take the students back to the rooms.

Procedural History:

Promulgated on: 2008-09

Revised on:

**Power Outage**

In order to ensure student safety and maintain an orderly environment, the Board of Trustees adopts the following procedures to be followed in the event of a power outage.

**Power Outage**

1. Students will remain in their classrooms until a runner from the Supervising Teacher announces dismissal.
2. All classroom doors should be opened unless otherwise instructed.
3. Assume the outage is of short-term duration and continue with your classroom assignments. If the regular activity cannot be continued, initiate alternative activities such as oral discussions.
4. The Supervising Teacher will be around to classrooms as soon as possible to announce what the problem is and to give additional instructions.
5. Policy statement on conditions necessitating early dismissal will be in effect.

Procedural History:

Promulgated on: 2008-09

Revised on:

**School Emergency Management Plan****Development and Revision of Emergency Management Plans**

To ensure the safety and health of children and staff and the integration and coordination with city, county, and state emergency and disaster plans, the Board of Trustees shall:

1. by October 1, 2008, develop and exercise a school emergency management plan; and
2. by October 1 of each succeeding school year, review and, if necessary, revise the school emergency plan.

The Board of Trustees shall:

1. ensure that a current copy of the school emergency management plan is available in the school for public review;
2. provide District staff with a copy of the current plan;
3. in coordination with county emergency service officials, conduct one test during each school year of an emergency response to a local hazard that is identified in the plan (This test may be as simple as an in-house tabletop exercise or as complex as a full-scale exercise.);
4. coordinate with city, county, and state emergency services agencies in developing prearranged agreements for the use of school resources, facilities, or vehicles during an emergency or disaster.
5. be available or designate a person to be available as a communication liaison for the District during a local or state emergency or disaster; and
6. conduct fire exit and local hazard drills as required by Montana law during the school year.

**Plan Requirements**

Each plan must include but is not limited to:

1. information about the location of the school within the District, including school population, number of staff, transportation needs, and the business and home telephone numbers of officials of the District;
2. the identification of local hazards that exist within the boundaries of the District;
3. drills designed specifically to provide emergency response to the identified local hazards, including drills to use an evacuation signal and a separate recall signal. (These evacuation systems and recalling signaling systems may be an electronic bell system, hand bell, or whistle as is appropriate to the school);
4. a description of the arrangements for obtaining assistance during an emergency or disaster from emergency services organizations;
5. a description of procedures to coordinate the use of District resources and staff during an emergency or disaster, including the identification of officials who are authorized to make decisions and the staff members who are assigned to provide assistance during an emergency or disaster;
6. a description of the procedures for notifying the local fire department or 9-1-1 service, as appropriate, whenever an emergency exists; and
7. a description of procedures for obtaining advice or assistance from local government officials responsible for conducting inspections of facility exits or implementation of emergency and disaster services provide in Title 10.

Cross Reference: 8301 School Safety

Legal Reference:	§ 20-1-401-407, MCA	Fire Drills and Safety Patrols
	§10-3-103, MCA	Definitions
	§20-6-501, MCA	Definitions of Various Schools

**Policy History**

Adopted on: 2008-09

Revised on:

**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 Supervising Teacher.

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