

**PRYOR SCHOOL DISTRICT**  
**8000 SERIES**  
**NONINSTRUCTIONAL OPERATIONS**

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## **Pryor Public Schools**

### **NONINSTRUCTIONAL 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.

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 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.

### ***Special Activities***

The District may use passenger vehicles to transport students to or from school-sponsored functions or activities. However, the District will not use passenger vehicles for purposes of transporting students to or from school on a regular bus route.

### ***Responsibilities - Students***

Students 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. Students 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. Parents' 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 will develop written rules establishing 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

Transportation of Students With Disabilities

Transportation shall be provided as a related service, when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation is defined as:

- (a) Travel to and from school and between schools;
- (b) Travel in and around school buildings or to those activities that are a regular part of the student's instructional program;
- (c) Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities.

The Evaluation Team that develops the disabled student's Individualized Education Program will determine, on an individual basis, when a student with a disability requires this related service. Such recommendations must be specified on the student's IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District's regular transportation system under policies and procedures applicable to all District students. Utilizing the District's regular transportation service shall be viewed as a "least restrictive environment."

***Mode of Transportation***

One of the District's education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space, or when distance from school may seriously impact bus scheduling. In such situations, other arrangements, such as an individual transportation contract, may be arranged with parents. Such voluntary agreement will stipulate in writing the terms of reimbursement.

Cross Reference: 3300 Corrective Actions and Punishment

Legal Reference: 10.16.3820, ARM Transportation for Special Education Students with Disabilities

Policy History:

Adopted on:

Reviewed on:

Revised on:

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 or 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:

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

A teacher, coach, or other certified 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 will 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
	§ 50-46-205, MCA	Limitations of Medical Marijuana Act

Policy History:

Adopted on:

Reviewed on:

Revised on:

Outdoor Air Quality

The District will work to ensure the safety of students participating in physical education, recess, practices or athletic contests. The District Board of Trustees and school administration will use the Recommendations for Outdoor Activities Based on Air Quality for Schools guidelines, developed by the Montana Department of Environmental Quality (DEQ) and the DEQ's Air Data Map, as the determining factor when making a decision to allow or not allow students to participate in outdoor activities and contests.

The following protocol will be used to decide whether students will be allowed to participate in outdoor activities when Air Quality Restrictions have reached the Unhealthy for Sensitive Groups or higher categories as indicated on the DEQ guidelines.

1. The District shall use the geographical spot on the [todaysair.mt.gov](http://todaysair.mt.gov) website to determine the air quality for our school district.
2. The following personnel shall make the decision to hold or cancel outdoor activities, practices, or contests:
  - (a) Recess (all levels) Principal or Superintendent
  - (b) Junior High practices (all levels) Principal or Superintendent
  - (c) Junior High contests (all levels) Principal or Superintendent
  - (d) High School practices (all levels) Principal or Superintendent
  - (e) High School contests (all levels) Principal or Superintendent
  - (f) All outdoor activities, (all levels) Principal or Superintendent
3. The decision to hold or cancel outdoor activities shall be made 2 hours in advance of the activity.

The notice to hold or cancel an outdoor activity shall be communicated to:

- (a) Students through announcements/email
- (b) Staff through announcements/email
- (c) Coaches through announcements/email
- (d) Parents through announcements/email
- (e) Community announcements/email

Legal References: 37.111.827, ARM Outdoor Air Quality  
10.55.701(q), ARM Board of Trustees

Cross References:

## **Pryor Public Schools**

### **NONINSTRUCTIONAL OPERATIONS**

**8131**

#### Indoor Air Quality

The District will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. District ventilation systems will undergo annual checks by the school facility manager, superintendent or other staff approved by the superintendent to ensure ventilation systems are operating within manufacturer parameters.

Air filters in the District will have a minimum efficiency reporting value of between 8 and 13 as recommended by the National Air Filtration Association and the EPA unless other types of non-MERV rated filters are used.

To the greatest extent possible during times of poor outdoor air quality, the District will change filters to MERV 13 or greater in ventilation systems using MERV rated air filters. The District also will clean any electrostatic air filters according to manufacturer specifications.

The school facility manager, superintendent or other staff approved by the superintendent will complete annual indoor air quality inspections using the Walk-Through Inspection Checklist from EPA's Indoor Air Quality Tools for Schools or other DPHHS-approved inspection form.

The District will maintain records of indoor air quality inspection on site for no less than three years and the records shall be made available to the local health authority and DPHHS upon request.

Legal References: 37.111.826, ARM Indoor Air Quality  
10.55.701(q), ARM Board of Trustees

Cross References:

#### Policy History:

Adopted on:

Revised on:

## **Pryor Public Schools**

### **NONINSTRUCTIONAL OPERATIONS**

**8200**

#### Food Services

The District supports the philosophy of the National School Lunch Program and will provide wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent students.

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

#### ***Commodities***

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

#### ***Free and Reduced-Price Food Services***

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

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 and food, handling, utility, 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

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

Middle School students will pay for meals at the rate established by the District in accordance with federal law. If the District chooses to seek reimbursement for the alternate meal, it shall meet the standards required by federal law for reimbursement.

### ***High School Students***

High School students will pay for meals at the rate established by the District in accordance with federal law. Once a student has charged the maximum number of meals, the student will not be permitted to charge a la carte items but the school will offer the student with an alternate meal (example: \_\_\_\_\_). If the District chooses to seek reimbursement for the alternate meal, it shall meet the standards required by federal law for reimbursement.

Students who are eligible to receive meals at a reduced rate will charged for meals at the reduced rate consistent with federal law.

### ***Adults***

Adults are not permitted to charge meals or a la carte items.

### ***Payment of Meal Account***

Each school shall maintain records regarding student meal balances. The District will send out notices to parents/guardians informing them of low or negative meal account balances.

The District will use reasonable efforts and as permitted by state and federal law to collect meal account balances which are delinquent debts, including payment plans as determined appropriate.

Legal References:    2 C.F.R. § 200.426  
                              7 C.F.R. Part 210  
                              7 C.F.R. § 245.5

Cross References:    Board Policy 5232  
                              Board Policy 8200

### **Policy History:**

Adopted on:

### ***Bid Specifications***

The District will not award a contract to a potential vendor who has written any of the bid specifications, the solicitation documents, or any of the contract language.

The District shall take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

### ***Buy American***

The District shall procure domestic commodities and products ("Buy American") for the use of its Child Nutrition Program to the maximum extent practicable. The District is permitted to buy foreign goods only when:

- Food preferences can only be met with foreign goods;
- A sufficient quantity and/or quality is not available through domestic commodities or products; or
- The cost of domestic commodities and products is significantly higher.

### ***Debarment and Suspension***

For any food service purchase in excess of \$25,000, the District shall obtain verification or certification from a vendor that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred, or suspended by a federal agency.

### ***Standard of Conduct***

District employees engaged in the award and/or administration of food service contracts supported by federal funds are subject to the following code of conduct:

- No employee may participate in the selection, award, or administration of a food service contract supported by federal funds if he or she has a conflict of interest or can reasonably be perceived as having a conflict of interest.
- No employee may solicit any gratuities, favors, or anything else of monetary value from a potential vendor.
- No employee may participate in the selection, award, or administration of a food service contract supported by federal funds when the employee or member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these individuals has a financial interest in a vendor.
- Employees are expected to demonstrate integrity and honesty.

Employees who fail to abide by this policy will be subject to disciplinary action up to and including discharge.

**Pryor Public Schools**

**NON-INSTRUCTIONAL OPERATIONS**

**8225**

Tobacco and Marijuana Free Policy

The District maintains tobacco-free and marijuana-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation. Marijuana products are products that contain marijuana for use by a consumer and include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping.

Use of tobacco and marijuana products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

Legal Reference:	§ 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited ( <i>revised by House Bill 128</i> )
	§§ 50-40-101, et seq., MCA ARM 37.111.825	Montana Clean Indoor Air Act of 1979 Health Supervision and Maintenance

Policy History:

Adopted on:

Reviewed on:

Revised on:

### ***Hazardous and Infectious Materials***

The Superintendent 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 pesticides, and infectious materials. Specific procedures for handling hazardous or infectious materials may be found in the District's Safety Plan.

### ***Safety Measures***

The Superintendent is authorized to adopt reasonable safety measures to protect the safety of District personnel, students, and visitors on District premises and during school-related activities. Reasonable safety measures include adoption of cleaning/sanitization plans, use of physical safeguards/barriers, and required use of personal protective equipment (*e.g.*, face masks). Exceptions to any requirements adopted by the Superintendent may be granted as required by law and on a case-by-case basis.

Legal References:	§ 20-1-401, MCA	Disaster drills ( <i>revised by Senate Bill 213</i> )
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§ 20-1-801, <i>et seq.</i> , MCA	Emergency School Closure
	§§ 39-71-1501, MCA	Montana Safety Culture Act
	§ 50-71-111, <i>et. seq.</i> , MCA	Montana Occupational Health and Safety Act

Cross References:

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **NONINSTRUCTIONAL OPERATIONS**

**8320**

#### Property Damage

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

#### Privately Owned Property

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

Legal Reference:      § 20-6-608, MCA      Authority and duty of trustees to insure district property

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

## **Pryor Public Schools**

### **NONINSTRUCTIONAL OPERATIONS**

**8410**

#### Operation and Maintenance of District Facilities

The District seeks to maintain and operate facilities in a safe and healthful condition. The facilities manager, in cooperation with principals, fire chief, and county sanitarian, will periodically inspect plant and facilities. The facilities manager will develop a program to maintain the District physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

The facilities manager will formulate and implement energy conservation measures. Principals and staff are encouraged to exercise other cost-saving procedures in order to conserve District resources in their buildings.

Legal Reference:      10.55.908, ARM      School Facilities

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

The District shall maintain a schematic and inventory of fixtures in accordance with DEQ protocols as part of the District's water testing program. The District shall sample all water fountains and sinks used for food preparation. All other potential human consumption fixtures shall be sampled, unless the District receives approval for a testing plan from DEQ to test a representative sample of potential fixtures in the school in accordance with DEQ protocols. All samples shall be analyzed by a Montana certified lab using EPA-approved standard drinking water methods for the detection and quantification of lead. All test results will be considered public records.

### ***Wastewater***

The District shall ensure wastewater is completely and safely disposed of by:

- a) connecting to a compliant public wastewater system; or
- b) if the school is not utilized by more than 25 persons daily at least 60 days out of the calendar year, including staff and students, and a compliant public wastewater system is not available, utilizing a non-public system whose construction and use meet DEQ construction and operation standards.

If the District uses pit privies, the privies shall be operated and maintained in compliance with the standards specified in DEQ Circular-4. If the District uses a wastewater system design of a type other than described in this policy, it shall be designed by a professional engineer and offers equivalent sanitary protection as determined by the DPPHS, DEQ, or local health authority.

Legal References:	37.111.832, ARM	Water Supply System
	ARM Title 17, chapter 38, subchapter 1	
	17.38.207, ARM	Maximum Microbiological Containment Levels
	DEQ Circular FCS 1-2016	
	DEQ Circular 4	
	10.55.701(s), ARM	Board of Trustees
	10.55.701(1), ARM	Board of Trustees
	10.55.701(q), ARM	Board of Trustees

Cross References:

### Policy History:

Adopted on:

Revised on:

## **Pryor Public Schools**

### **NONINSTRUCTIONAL OPERATIONS**

**8430**

#### 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.

For the purpose of this policy, "records" are all documentary materials, regardless of media or characteristics, made or received and maintained by the school unit in transaction of its business. Records include email and other digital communications sent and received.

Records may be created, received, and stored in multiple formats, including but not limited to print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CDs, servers, flash drives, etc.).

The Superintendent will be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval, and disposition of school records. The Superintendent 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. The Superintendent may delegate records-management responsibilities to other school personnel at his/her discretion to facilitate implementation of this policy.

#### ***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.

#### ***Inspections of ESI***

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

#### ***Delegated Authority***

The Board delegates to the Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

1. A description of the procedures through which a parent/guardian or adult student may review personally identifiable information in the student's record and correct erroneous information;
2. A description of the actions the third party shall take to ensure the security and confidentiality of student records, including the designation and training of responsible individuals;
3. A description of the procedures for notifying the parent/guardian or adult student in the event of an unauthorized disclosure of the student's records;
4. Certification and a description of how certification will be verified that the third party shall not retain or access the student records upon completion of the terms of the contract;
5. A description of how the District and third party will jointly ensure compliance with FERPA; and
6. The third party is prohibited against using personally identifiable information in student records to engage in targeted advertising.

The District may impose other restrictions, conditions or provisions in any contract subject to this policy. Nothing herein shall, by itself, absolve a third party of liability in the event of an unauthorized disclosure of student records.

Any contract failing to comply with these requirements and remains noncompliant after notice and an opportunity to cure defects shall be void.

Legal References:	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act
	House Bill 745	Montana Pupil Online Personal Information Protection Act

Cross References: Board Policy 3600

Policy History:

Adopted on:

Reviewed on:

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