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3 **THE BOARD OF TRUSTEES**

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6 **Board Meetings**

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8 **Meetings of the Board must occur at a duly called and legally conducted meeting. "Meeting" is defined**  
9 **as the convening of a quorum of the constituent membership of the Board, whether in person or by means**  
10 **of electronic equipment, to hear, discuss, or act upon a matter over which the Board has supervision,**  
11 **control, jurisdiction, or advisory power.**  
12

13 **Regular Meetings**

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15 **Unless otherwise specified, all meetings will take place in the High School Library. Regular meetings**  
16 **shall take place at 5:00 p.m. on the second (2<sup>nd</sup>) Wednesday of each month, or at other times and places**  
17 **determined by a majority vote. Except for an unforeseen emergency, meetings must be held in school**  
18 **buildings or, upon the unanimous vote of the trustees, in a publicly accessible building located within the**  
19 **District. If regular meetings are scheduled at places other than as stated above or are adjourned to times**  
20 **other than the regular meeting time, notice of the meeting shall be made in the same manner as provided**  
21 **for special meetings. The trustees may meet outside the boundaries of the District for collaboration or**  
22 **cooperation on educational issues with other school boards, educational agencies, or cooperatives.**  
23 **Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision**  
24 **making may only occur at a properly noticed meeting held within the District's boundaries. When a**  
25 **meeting date falls on a school holiday, the meeting may take place the next business day. Meeting**  
26 **duration will be no more than two (2) hours in length unless a majority of the Board agrees through**  
27 **formal action to extend the meeting.**  
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29 **Emergency Meetings**

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31 **In the event of an emergency involving possible personal injury or property damage, the Board may meet**  
32 **immediately and take official action without prior notification.**  
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34 **Budget Meetings**

35  
36 **Between July 1 and August 10 of each year, the Clerk shall publish a notice stating the date, time, and**  
37 **place trustees will meet for the purpose of considering and adopting a final budget for the District, stating**  
38 **that the meeting of the trustees may be continued from day to day until final adoption of a District budget**  
39 **and that any taxpayer in the District may appear at the meeting and be heard for or against any part of the**  
40 **budget. This notice shall be published on the Bigfork School District website, at the Bigfork Elementary**  
41 **School, Bigfork High School and Bigfork District Office.**  
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43 **On the date and at the time and place stated in the published notice on or before August 20, trustees shall**  
44 **meet to consider all budget information and any attachments required by law. The meeting may continue**  
45 **from day to day; however, the Board must adopt a final budget not later than August 25.**  
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4 **Special Meetings**  
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6 Special meetings may be called by the Chairperson or by any two (2) trustees. A written notice of a  
7 special meeting, stating the purpose of the meeting, shall be delivered to every trustee not less than forty-  
8 eight (48) hours before the time of the meeting, except that the forty-eight-(48)-hour notice is waived in  
9 an unforeseen emergency as stated in § 20-3-322(5), MCA. Such written notice shall be posted  
10 conspicuously within the District in a manner that will receive public attention. Written notice also shall  
11 be sent not less than twenty-four (24) hours prior to the meeting, to each newspaper and radio or  
12 television station that has filed a written request for such notices. Business transacted at a special meeting  
13 will be limited to that stated in the notice of the meeting.  
14

15 **Executive Sessions**  
16

17 Under Montana law, the Board may meet in executive sessions to consider matters of individual privacy.  
18 Before closing a meeting, the presiding officer must determine that the demands of individual privacy  
19 exceed the merits of public disclosure and so state publicly before going into executive session. The  
20 Board also may go into executive session to discuss a strategy to be followed with respect to litigation,  
21 when an open meeting would have a detrimental effect on the litigating position of the District. This  
22 exception does not apply if the litigation involves only public bodies or associations as parties. Before  
23 closing a meeting for litigation purposes, the District may wish to consult legal counsel on the  
24 appropriateness of this action. No formal action shall take place during any executive session.  
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26

27	<b>Legal References:</b>	§ 2-3-103, MCA	Public participation – governor to ensure guidelines adopted
28			
29		§ 2-3-104, MCA	Requirements for compliance with notice provisions
30		§ 2-3-105, MCA	Supplemental notice by radio or television
31		§ 2-3-201, MCA	Legislative intent – liberal construction
32		§ 2-3-202, MCA	Meeting defined
33		§ 2-3-203, MCA	Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
34			
35		§ 20-3-322, MCA	Meeting and quorum
36		§ 20-9-115, MCA	Notice of final budget meeting
37		§ 20-9-131, MCA	Final budget meeting
38		10.55.701, ARM	Board of Trustees
39			

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41 **Policy History:**

42 Adopted on: 09/20/2001

43 Revised on: 10/02/2003, 04/29/2009, 11/12/2014

44 First reading on: 9/8/21

45 Second reading on: 10/13/21

46 Third reading/Adopted on: 11/10/21

4  
5 School Board Meeting Procedure

6  
7 Agenda

8  
9 The authority to set the board agenda lies with the Board Chair in consultation with board members and  
10 the administration. The act of preparing the board meeting agendas can be delegated to the  
11 Superintendent.

12  
13 Any topics requested by Board members or members of the public must first be approved by the Board  
14 Chair before being placed on the agenda. Citizens wishing to make brief comments about school  
15 programs or procedures will follow the public comment procedures in district policy.

16  
17 The agenda also must include a “public comment” portion to allow members of the general public to  
18 comment on any public matter under the jurisdiction of the District, which is not specifically listed on the  
19 agenda, except that no member of the public will be allowed to comment on contested cases, other  
20 adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits  
21 on any “public comment” period to maintain and ensure effective and efficient operations of the Board.  
22 The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on  
23 the agenda, and the public has been allowed opportunity to comment.

24  
25 Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant  
26 supplementary information will be prepared and distributed to each trustee at least forty-eight (48) hours  
27 in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s  
28 office forty-eight (48) hours before a Board meeting. An agenda for other types of Board meetings will  
29 be prepared, if circumstances require an agenda.

30  
31 Consent Agenda

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33 To expedite business at its meetings, the Board approves the use of a consent agenda, which includes  
34 those items considered to be routine in nature. Any item that appears on the consent agenda may be  
35 removed by a member of the Board. Any Board member who wishes to remove an item from the consent  
36 agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be  
37 voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of  
38 all items appearing on the consent agenda.

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40 Minutes

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42 Appropriate minutes of all meetings required to be open must be kept and must be available for inspection  
43 by the public. (Optional) If an audio recording of a meeting is made and designated as official, the  
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4 recording constitutes the office record of the meeting. If an official recording is made, a written record of  
5 the meeting must also be made and must also include:  
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- 7 • Date, time, and place of the meeting;
- 8 • Presiding officer;
- 9 • Board members recorded as absent or present;
- 10 • Summary of discussion on all matters discussed (including those matters discussed during the  
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- 12 • Detailed statement of all expenditures;
- 13 • Purpose of recessing to closed session; and
- 14 • Time of adjournment.

15  
16 If the minutes are recorded and designated as the official record, a log or time stamp for each main agenda  
17 item is required for the purpose of providing assistance to the public in accessing that portion of the  
18 meeting.  
19

20 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled  
21 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an  
22 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be  
23 maintained in the office of the Clerk, to be made available for inspection upon request. A written copy  
24 shall be made available within five (5) working days following approval by the Board.  
25

### 26 Quorum

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28 No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A  
29 majority of the full membership of the Board shall constitute a quorum, whether the individuals are  
30 present physically or electronically. A majority of the quorum may pass a resolution, except as provided  
31 in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.  
32

### 33 Electronic Participation

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35 The Board may allow members to participate in meetings by telephone or other electronic means. Board  
36 members may not simply vote electronically but must be connected with the meeting throughout the  
37 discussion of business. If a Board member electronically joins the meeting after an item of business has  
38 been opened, the remotely located member shall not participate until the next item of business is opened.  
39

40 If the Board allows a member to participate electronically, the member will be considered present and  
41 will have his or her actual physical presence excused. The member shall be counted present for  
42

43 purposes of convening a quorum. The Clerk will document it in the minutes, when members participate  
44 in the meeting electronically.  
45

46 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and  
47 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a  
48 location with the appropriate equipment so that Board members participating in the meeting electronically  
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4 may interact, and the public may observe or hear the comments made. The Superintendent will take  
5 measures to verify the identity of any remotely located participants.  
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7 **Meeting Conduct and Order of Business**  
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9 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may  
10 be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of  
11 proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting  
12 shall be by acclamation or show of hands.  
13

14 **Rescind a Motion**  
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16 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to rescind  
17 must be properly noticed on the Board's agenda for the meeting. It is in order any time prior to  
18 accomplishment of the underlying action addressed by the motion.  
19

20 Cross Reference: 1441 Audience Participation  
21

22 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines  
23 adopted  
24 § 2-3-202, MCA Meeting defined  
25 § 2-3-212, MCA Minutes of meetings – public inspection  
26 § 20-1-212, MCA Destruction of records by school officer  
27 § 20-3-322, MCA Meetings and quorum  
28 § 20-3-323, MCA District policy and record of acts  
29 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*  
30  
31

32 **Policy History:**

33 First reading on: 9/8/21  
34 Second reading on: 10/13/21  
35 Third reading/Adopted on: 11/10/21

**Code of Ethics for School Board Members**

**AS A MEMBER OF MY LOCAL BOARD OF TRUSTEES, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:**

**Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;**

**Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;**

**Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;**

**Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and community;**

**Work with other Board members to establish effective Board policies and to delegate authority for the administration to the Superintendent;**

**Recognize and respect the responsibilities that properly are delegated to the Superintendent;**

**Communicate to the Superintendent expression of public reaction to Board policies, school programs, or staff;**

**Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Montana School Boards Associations and the Montana Association of School Business Officials;**

**Support the employment of those persons best qualified to serve as school staff, and insist on regular and impartial evaluation of staff;**

**Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;**

**Avoid compromising the Board or administration by inappropriate individual action or comments, and respect the confidentiality of information that is privileged under applicable law;**

**Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.**

**Adoption Date: January 20, 2000**

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3 **THE BOARD OF TRUSTEES**

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5 Annual Goals and Objectives

6  
7 Each year, the Board will formulate or review the goals of the District that reflect the district's strategic  
8 plan of education. At the conclusion of each school year, the Superintendent and/or Principal shall report  
9 to the Board information which reflects the accomplishments towards the goals of the District.

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11 The Chairperson may appoint a committee of the Board, to include the Superintendent and/or Principal to  
12 annually review the goals and report to the Board.

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16 Cross Reference: MTSBA Strategic Governance Policy Series – 1000SG

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18 Legal Reference: 10.55.701(2)(a), ARM Board of Trustees

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22 Policy History:

23 First reading on: 9/8/21

24 Second reading on: 10/13/21

25 Third reading/Adopted on: 11/10/21

26

**Field Trips, Excursions, and Outdoor Education**

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips when the educational objectives achieved by the trip clearly outweigh any lost in-class learning opportunities.

Out of state field trips must be approved in advance by the Board. Overnight, in-state field trips must have advance approval of the Superintendent. Building principals have the authority to approve all other field trips.

Building principals shall develop procedures for the operation of a field trip. Each field trip must be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness.

No staff member may solicit students during instructional time for any privately arranged field trip, or excursion without Board permission.

Adoption Date: April 22, 2004

Revision Date: March 23, 2006



**Discretionary Nonresident Student Attendance Policy**

**Except as otherwise provided by law, admission to the District as a nonresident student is a privilege. The Board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria on the discretionary admission of nonresident students:**

- 1. Except as provided by law, admission to the District as a nonresident student is a privilege, unless required by ' 20-5-321, MCA. As such, the District will screen all discretionary nonresident students and only consider those who meet the criteria set forth in this policy.**
- 2. The Superintendent is hereby delegated the authority to approve any student's admission in accordance with this policy. The Board shall have the final decision on admission.**
- 3. All students whose legal residence is outside of the District and who do not qualify for mandatory attendance will be denied enrollment, with the following exceptions:**
  - A. Foreign exchange students, per existing District Policy;**
  - B. Children in the immediate family of nonresident District employees;**
  - C. Students residing outside the District provided they:**
    - § be in good standing with the most recently attended school in terms of academics, conduct, and attendance;**
    - § be able to demonstrate a record free of truancy;**
    - § be able to demonstrate a clean behavior record in the school last attended for a period of at least one (1) year;**
    - § have passing grades in the school previously attended;**
    - § have correctly completed the nonresident student application process; and**
    - § present no other educationally related detriment to the students of the District.**
- 4. The board will not admit any student prior to viewing that student=s records from the student=s previous school districts.**
- 5. The District has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission as set forth by the District.**

6. Every student who attends the District as a nonresident student must re-apply for admission by June 15. Admission in one school year does not imply or guarantee admission in subsequent years.
7. The District will not admit nonresident students, when to do so would require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes.
8. All resident students who become nonresidents due to a move from the District by their parents/guardians may continue attendance for the semester, barring registration in another District. At the completion of the semester, the student must apply as a nonresident student.
9. The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. An entity is defined as either: (1) the parent/guardian; or (2) a school district. Any waiver of tuition must be applied equally to all students whose tuition is paid by the same type of entity (i.e., if the District charges students tuition in those circumstances where the resident district pays, but waives tuition in those circumstances where the parent/guardian is responsible for tuition, the tuition waiver shall be applicable to all students whose parents/guardians bear the responsibility for payment).
10. All nonresident students will be considered ineligible transportees for school transportation services (20-10-101, MCA).
11. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from the schools.
12. The Board will not admit any student who is expelled from another school district unless recommended by the administration and approved by the Board.

Legal References:	' 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	' 20-5-320, MCA	Attendance with discretionary approval
	' 20-5-321, MCA	Attendance with mandatory approval - tuition and transportation
	' 20-5-322, MCA	Residency determination - notification - appeal for attendance agreement
	' 20-5-323, MCA	Tuition and transportation rates

'20-3-324(3), MCA Powers and Duties  
'20-4-402(8), MCA Duties of District Superintendent...  
10.10.301B, ARM Out-of-District attendance agreements

**Policy History:**

**Adopted on: September 20, 2001**

**Revised on: November 10, 2004**

**Form updated on: August 13, 2014**

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7 **Use of Restraint, Seclusion, and Aversive Techniques for Students**

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9 **Conduct of Employees Directed Toward Students**

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11 **The use by appropriately trained District personnel towards or directed at any student of any form of**  
12 **restraint or seclusion as defined in this policy, is prohibited except in circumstances where proportional**  
13 **restraint or seclusion of a student is necessary when a student’s conduct creates a reasonable belief in the**  
14 **perspective of a District employee, that the conduct of the student has placed the student, the employee, or**  
15 **any other individual in imminent danger of serious bodily harm.**

16  
17 **The employee or any employee who is a witness to this event shall immediately seek out the assistance of**  
18 **the school’s administration or, if such administrator is not available, a certified or classified employee**  
19 **with special training in seclusion and restraint, if available. Upon the arrival of such individual, the**  
20 **administrator or if no administrator is available, the most senior trained individual on seclusion or**  
21 **restraint shall take control over the situation.**

22  
23 **Seclusion or restraint of a student shall immediately be terminated when it is decided that the student is no**  
24 **longer an immediate danger to him or herself or to any other third person or if it is determined that the**  
25 **student is exhibiting extreme distress or at such time that appropriate administrative personnel have taken**  
26 **custody of the child or upon such time that the parent/legal guardian of the child has retaken custody of**  
27 **the child.**

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29 **Regardless of employee training status, no District personnel shall use any form of aversive technique or**  
30 **corporal punishment against any student. All seclusion will be in compliance with a student’s IEP or**  
31 **Section 504 Plan.**

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33 **If a situation occurs where a properly trained District employee must use acts of restraint or seclusion**  
34 **against a school student, the following shall occur:**

- 35  
36 **1. The employee shall immediately report to their building principal, in writing, the following**  
37 **information:**
- 38 **A. The date the event occurred;**
  - 39 **B. The circumstances leading to the event;**
  - 40 **C. The student involved; and**
  - 41 **D. Other witnesses or participants to the event.**
- 42  
43 **2. The building principal shall notify the Superintendent’s office of the event, providing the**  
44 **Superintendent’s office with a copy of the report of events.**
- 45  
46 **3. The building principal shall ascertain if any of the school’s video equipment captured the event**  
47 **on a recording. If such event was captured on recording, the principal shall take all best efforts to**  
48 **maintain a copy of the recording and provide such to the Superintendent’s Office for the**  
49 **Superintendent’s official records of the event.**
- 50  
51

4. The Superintendent or designee shall ascertain the special needs status of the student involved in the seclusion or restraint and shall ascertain and maintain documentation as to whether or not such events were consistent with or contraindicated due to the student's psychiatric, medical, or physical condition(s).
5. The Superintendent or designee of the Superintendent shall notify the parent or legal guardian of the subject student of the situation and the event of restraint or seclusion via telephone and provide the parent/legal guardian with the name and telephone contact information of the building principal where the parent may obtain additional information regarding the event.
6. The Superintendent or designee of the Superintendent shall provide the parent/legal guardian of the student with written notice of the event of restraint or seclusion of their student.
7. The building Principal's office shall maintain documentation as to events of restraint and seclusion and the Principal/Superintendent shall prepare any and all necessary reports to legal entities upon whom such reports are or may become due pursuant to State and federal regulations.

#### Training of School Personnel

As part of the training and preparation of each certified administrator, certified teacher, and in-building classified employee of the District, the following shall occur:

1. Training to personnel as to proper situations and events leading to student seclusion and intervention, including possible preventative alternatives to seclusion and restraint, safe physical escort, de-escalation of student crisis situations, and positive behavioral intervention techniques and supports;
2. Training of personnel in crisis/conflict management and emergency situations which may occur in the school setting, including examples and demonstrations of proper activities and techniques and trainers observing employee use of proper activities and techniques in the training setting;
3. Techniques to utilize to limit the possibility of injury to the student, the employee and any other third party in the area;
4. Information as to the school's student seclusion areas in each respective school building to which the employee is assigned; and
5. Provision of the employee with a copy of this policy.

#### Designated Locations

Each school building for which students are present must have a building designated location for student seclusion. It is the responsibility of the building's principal, or designee of the principal, to assure that the building's designated seclusion location is a safe and clean location and that such location has appropriate supervision when any student has been placed into seclusion pursuant to this policy. All seclusion will be in compliance with a student's IEP or Section 504 Plan. Appropriate supervision shall include an adult in the seclusion location which has continuous visual observation of the secluded student.

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4 **Definitions**  
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6 For the purposes of this policy, the following definitions shall apply:  
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8 **Restraint:** The immobilization or reduction of a student’s freedom of movement for the purpose of  
9 preventing harm to students or others through chemical, manual method, physical, or mechanical device,  
10 material, or equipment.  
11

12 **Seclusion:** Involuntary confinement in a room or other space during which a student is prevented from  
13 leaving or reasonably believes that the he or she can leave or be prevented from leaving through  
14 manually, mechanically, or electronically locked doors that, when closed, cannot be opened from the  
15 inside; blocking or other physical interference by staff; or coercive measures, such as the threat of  
16 restraint, sanctions, or the loss of privileges that the student would otherwise have, used for the purpose of  
17 keeping the student from leaving the area of seclusion.  
18

19 **Aversive Technique:** Physical, emotional, or mental distress as a method of redirecting or controlling  
20 behavior including by not limited to corporal punishment.  
21

22  
23 **Policy History:**

24 First reading on: 1/11/23

25 Second reading/Approved on: 2/8/23

## **Bigfork School District #38**

### **STUDENTS**

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#### **Student Health/Physical Screenings/Examinations**

The Board may arrange each year for health services to be provided to all students. Such services may include, but not be limited to:

1. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day.
2. Consulting services of a qualified specialist for staff, students, and parents.
3. Vision and hearing screening.
4. Scoliosis screening.
5. Immunization as provided by the Department of Health and Human Services.

The District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, routine physical examination or screening administered by the District is to be conducted which are:

1. Required as a condition of attendance.
1. Administered by the school and scheduled by the school in advance.
1. Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening. Parents/guardians will receive a written notice of any screening result which indicates a condition that might interfere or tend to interfere with a student's progress. Physical examinations will only be performed by a medical doctor or registered nurse licensed in the state of Montana. Emergency or urgent care examinations may be performed by licensed emergency medical technicians.

**Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.**

**All parents will be notified of the requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.**

**Legal Reference: § 20-3-324(20), MCA Powers and duties  
General Education Provisions Act, 20 U.S.C. 1232h(b)**

**Policy History:**

**Adopted Date: November 3, 1994**

**Revision Date: February 3, 2005**



## **Bigfork School District #38**

### **STUDENTS**

3431

#### **Emergency Treatment**

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian.

Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse, emergency medical service personnel, or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

If a child develops symptoms of illness while at school, the responsible school officials shall do the following:

- Isolate the child immediately from other children in a room or area segregated for that purpose.
- Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child.
- Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day.

In the event that the parent cannot be reached, and if in the judgment of the principal or person in charge immediate medical attention is required, emergency medical services may be called, or the injured student may be taken directly to the hospital for treatment. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

Legal Reference: 37.111.825, ARM Health Supervision and Maintenance

#### **Policy History:**

Adoption Date: November 3, 1994

Revision Date: February 3, 2005

1 **Bigfork School District #38**

2  
3 **STUDENTS**

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4  
5 Student Records

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7 Notification to Parents and Students of Rights Concerning a Student's School Records

8  
9 *This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

10  
11 **The District will maintain two (2) sets of school records for each student: a permanent record and a**  
12 **cumulative record. The permanent record will include:**

- 13  
14 **Basic identifying information**  
15 **Academic work completed (transcripts)**  
16 **Level of achievement (grades, standardized achievement tests)**  
17 **Immunization records (per § 20-5-506, MCA)**  
18 **Attendance record**  
19 **Statewide student identifier assigned by the Office of Public Instruction**  
20 **Record of any disciplinary action taken against the student, which is educationally related**

21  
22 **The cumulative record may include:**

- 23  
24 **Intelligence and aptitude scores**  
25 **Psychological reports**  
26 **Participation in extracurricular activities**  
27 **Honors and awards**  
28 **Teacher anecdotal records**  
29 **Verified reports or information from non-educational persons**  
30 **Verified information of clear relevance to the student's education**  
31 **Information pertaining to release of this record**  
32 **Disciplinary information**

33  
34 **The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over**  
35 **eighteen (18) years of age ("eligible students") certain rights with respect to the student's education**  
36 **records. They are:**

- 37  
38 **1. The right to inspect and copy the student's education records, within a reasonable time**  
39 **from the day the District receives a request for access.**

40  
41 **"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and**  
42 **copy their permanent record. Parents/guardians or "eligible" students should submit to the school**  
43 **principal (or appropriate school official) a written request identifying the record(s) they wish to**  
44 **inspect. The principal will make, within forty-five (45) days, arrangements for access and notify**  
45 **the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected.**  
46 **The District charges a nominal fee for copying, but no one will be denied their right to copies of**  
47 **their records for inability to pay this cost.**

48  
49 **The rights contained in this section are denied to any person against whom an order of protection**  
50 **has been entered concerning a student.**

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4 **2. The right to request amendment of the student's education records which the**  
5 **parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or**  
6 **improper.**  
7

8 Parents/guardians or eligible students may ask the District to amend a record they believe is  
9 inaccurate, misleading, irrelevant, or improper. They should write the school principal or records  
10 custodian, clearly identifying the part of the record they want changed, and specify the reason.  
11

12 If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible  
13 student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and  
14 advise him or her of their right to a hearing regarding the request for amendment. Additional  
15 information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or  
16 eligible student when notified of the right to a hearing.  
17

18 **3. The right to permit disclosure of personally identifiable information contained in the**  
19 **student's education records, except to the extent that FERPA or state law authorizes**  
20 **disclosure without consent.**  
21

22 Disclosure is permitted without consent to school officials with legitimate educational or  
23 administrative interests. A school official is a person employed by the District as an  
24 administrator, supervisor, instructor, or support staff member (including health or medical staff  
25 and law enforcement unit personnel); a person serving on the Board; a person or company with  
26 whom the District has contracted to perform a special task (such as contractors, attorneys,  
27 auditors, consultants, or therapists); volunteers; other outside parties to whom an educational  
28 agency or institution has outsourced institutional services or functions that it would otherwise use  
29 employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such  
30 as a disciplinary or grievance committee, or assisting another school official in performing his or  
31 her tasks.  
32

33 A school official has a legitimate educational interest, if the official needs to review an education  
34 record in order to fulfill his or her professional responsibility.  
35

36 Upon request, the District discloses education records, without consent, to officials of another  
37 school district in which a student has enrolled or intends to enroll, as well as to any person as  
38 specifically required by state or federal law. Before information is  
39 released to individuals described in this paragraph, the parent(s)/guardian(s) will receive  
40 written notice of the nature and substance of the information and an opportunity to inspect, copy,  
41 and challenge such records. The right to challenge school student records  
42 does not apply to: (1) academic grades of their child, and (2) references to expulsions or  
43 out-of-school suspensions, if the challenge is made at the time the student's school student  
44 records are forwarded to another school to which the student is transferring.  
45

46 Disclosure is also permitted without consent to: any person for research, statistical reporting, or  
47 planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in  
48 a court order; and appropriate persons if the knowledge of such information is necessary to  
49 protect the health or safety of the student or other persons.  
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4 **4. The right to a copy of any school student record proposed to be destroyed or deleted.**

5  
6 **5. The right to prohibit the release of directory information concerning the parent's/  
7 guardian's child.**

8  
9 Throughout the school year, the District may release directory information regarding students,  
10 limited to:

11 Student's name

12 Address

13 Telephone listing

14 Electronic mail address

15 Photograph (including electronic version)

16 Date and place of birth

17 Major field of study

18 Dates of attendance

19 Grade level

20 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)

21 Participation in officially recognized activities and sports

22 Weight and height of members of athletic teams

23 Degrees

24 Honors and awards received

25 Most recent educational agency or institution attended

26  
27  
28 *Any parent(s)/guardian(s) or eligible student may prohibit the release of all of the above*  
29 *information by delivering written objection to the building principal within ten (10) days of the*  
30 *date of this notice. No directory information will be released within this time period, unless the*  
31 *parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student*  
32 *transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-*  
33 *out, unless the parent or student rescinds the decision.*

34  
35 A parent or student 18 years of age or an emancipated student, may not opt out of directory  
36 information to prevent the district from disclosing or requiring a student to disclose their name  
37 [identifier, institutional email address in a class in which the student is enrolled] or from requiring  
38 a student to disclose a student ID card or badge that exhibits information that has been properly  
39 designated directory information by the district in this policy.

40  
41 **6. The right to request that information not be released to military recruiters and/or  
42 institutions of higher education.**

43  
44 Pursuant to federal law, the District is required to release the names, addresses, and telephone  
45 numbers of all high school students to military recruiters and institutions of higher education  
46 upon request.

47  
48 Parent(s)/guardian(s) or eligible students may request that the District not release this  
49 information, and the District will comply with the request.  
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**7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

**The name and address of the office that administers FERPA is:**

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

**Bigfork School District 38**  
Annual Notice for Disclosure of School Directory Information

Dear Parent/Guardian:

The Family Educational Right and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with District procedures. The District may make available, upon request only, to various organizations, agencies, and institutions the following categories of information regarding students:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph (including electronic version)
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors and awards received
- Most recent educational agency or institution

Examples of circumstances in which directory information is disclosed to the public include:

- School yearbook
- Team rosters and class lists
- Graduation, theater, athletic, and music programs
- Videos of performances, school activities, and athletic events
- Articles about school activities and athletic events
- Lists of those receiving honors, awards, and scholarships

The types of publications listed above will be available to anyone within the school community and to the general public (including the media) unless you complete one or more of the opt out sections. **If the School does not receive this form by October 8th, 2014, we may release your child's Directory Information.**

---

**Parent: ONLY complete and return this entire form IF you DO NOT give consent for release of School Directory Information. Use a separate form for each child and return it to your child's campus counselor.**

**A. OBJECTION TO RELEASE ANY DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT)**

Student's Name: \_\_\_\_\_

*I object to the release of directory information about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in District videotape, audio recordings, television, and still photograph productions, and news media interactions.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. OBJECTION TO RELEASE SPECIFIC DIRECTORY INFORMATION (LIMITED OPT-OUT)**

Student's Name: \_\_\_\_\_

*I object to the release of directory information about my student for the following purpose. Please mark all that apply.*

- Release of Photos and other images in District Productions
- Release of information to Colleges, Universities, or Institutions of Higher Learning
- Release of information to military recruiters

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Bigfork School District #38**

### **STUDENTS**

3600P  
page 1 of 5

#### **Student Records**

#### **Maintenance of School Student Records**

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

Each student's permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

### Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to information found in any student record except under the conditions set forth in this document.
2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. A parent of any student is allowed to view the footage but is not permitted to receive a copy unless the parents of the other involved students provide consent. Consent from parents of students in the background is not required. Access to the records will be granted within fifteen (15) days of the District's receipt of such request.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records without prior written consent to school officials with a legitimate educational interest in the information. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including, but not limited to administrators, teachers, counselors, paraprofessionals, coaches, and bus drivers ), and the board of trustees. A school official may also include a volunteer or contractor not employed by the District but who performs an educational service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of personally identifying information from education records, or such other third



parties under contract with the District to provide professional services related to the District's educational mission, including, but not limited to, attorneys and auditors. A school official has a legitimate educational interest in student education information when the official needs the information in order to fulfill his or her professional responsibilities for the District. Access by school officials to student education information will be restricted to that portion of a student's records necessary for the school official to perform or accomplish their official or professional duties.

4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District may grant release of a child's education records to child welfare agencies without the prior written consent of the parents.
6. The District will grant access to or release information from a student's records pursuant to a court order, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
7. The District will grant access to or release information from any student record, as specifically required by federal or state statute.
8. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
9. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official. School officials may also include those listed in #3 above.
10. Prior to release of any records or information under items 5, 6, 7, and 8, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
11. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the

health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

12. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
14. The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship.
15. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:
  - a. Information released or made accessible.
  - b. Name and signature of the records custodian.
  - c. Name and position of the person obtaining the release or access.
  - d. Date of release or grant of access.
  - e. Copy of any consent to such release.

#### Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

Student's name  
Address  
Telephone listing  
Electronic mail address  
Photograph (including electronic version)  
Date and place of birth  
Major field of study  
Dates of attendance  
Grade level

Enrollment status (e.g., undergraduate or graduate; full-time or part-time)  
Participation in officially recognized activities and sports  
Weight and height of members of athletic teams  
Degrees  
Honors and awards received  
Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

#### Military Recruiters/Institutions of Higher Education

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education upon request. The notification to parents and students concerning school records will inform them of their right to object to the release of this information.

#### Student Record Challenges

The parents may challenge the accuracy, relevancy, or propriety of the records, except: (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:

- The right to present evidence and to call witnesses;
- The right to cross-examine witnesses;
- The right to counsel;
- The right to a written statement of any decision and the reasons therefor;
- The right to appeal an adverse decision to an administrative tribunal or official, to be established or designated by the State Board.

The parents may insert a written statement of reasonable length describing their position on disputed information. The school will include the statement in any release of the information in dispute.

Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R. 99 (2011)
	§ 20-5-201, MCA      Duties and sanctions
	§ 40-4-225, MCA      Access to records by parent
	§ 41-5-215, MCA      Youth court and department records – notification of school
	10.55.909, ARM      Student records

#### Procedure History:

Promulgated on:

Reviewed on:

Revised on:                      September 18, 2013

**Bigfork School District #38**

**PERSONNEL**

**5329**

**Maternity Leave**

It is the policy of the Bigfork Public Schools to allow the use of sick leave for maternity leave including pregnancy, miscarriage, childbirth and recovery therefrom. The District shall comply with the language and intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act and within the scope of applicable law and court rulings in the state of Montana.

Guidelines for use of Maternity Leave are part of the negotiated agreements with the BUC and the BAEA. Employees who are not covered by these agreements will be allowed the same privileges as outlined in the BAEA Negotiated Agreement.

Legal Reference: 49-2-310, MCA  
49-2-311, MCA

Maternity Leave  
Reinstatement to job following Pregnancy

Adoption Date: 1/4/96

**Bigfork School District #38**

**FINANCIAL MANAGEMENT**

7320  
page 1 of 2

Purchasing

Authorization and Control

The Superintendent is authorized to direct expenditures and purchases within limits of the detailed annual budget for the school year. The Board must approve purchase of capital outlay items, when the aggregate total of a requisition exceeds \$20,000 (*cannot exceed \$80,000*), except the Superintendent shall have the authority to make capital outlay purchases without advance approval when necessary to protect the interests of the District or the health and safety of staff or students. The Superintendent will establish requisition and purchase order procedures to control and maintain proper accounting of expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Bids and Contracts

Whenever any building furnishing, repairing, or other work for the benefit of the District or purchasing of supplies for the District is necessary, the work done or the purchase made must be by contract if the sum exceeds Eighty Thousand Dollars (\$80,000). The District will call for formal bids by issuing public notice as specified in statute. Specifications will be prepared and made available to all vendors interested in submitting a bid. The contract shall be awarded to the lowest responsible bidder, except that the trustees may reject any or all bids. The Board, in making a determination as to which vendor is the lowest responsible bidder, will take into consideration not only the amount of each bid, but will also consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to promptly fulfill the contract according to its letter and spirit. Bidding requirements do not apply to a registered professional engineer, surveyor, real estate appraiser, or registered architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims adjuster; or an accountant licensed under Title 37, Chapter 50.

Advertisement for bid must be made once each week for two (2) consecutive weeks, and a second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days before consideration of bids.

The Superintendent will establish bidding and contract-awarding procedures. Bid procedures will be waived only as specified in statute. Any contract required to be let for bid shall contain language to the following effect:

*In making a determination as to which vendor is the lowest responsible bidder, if any, the District will take into consideration not only the pecuniary ability of a vendor to perform the contract, but will also consider the skill, ability, and*

*integrity of a vendor to do faithful, conscientious work and promptly fulfill the contract according to its letter and spirit. References must be provided and will be contacted. The District further reserves the right to contact others with whom a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor's skill, ability, and integrity are set forth in the bid specifications.*

### Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(3), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Legal Reference:	§§ 18-1-101, et seq., MCA	Preferences and General Matters
	§§ 18-1-201, et seq., MCA	Bid Security
	§ 20-9-204, MCA	Conflicts of interests, letting contracts, and calling for bids
	§ 20-10-110, MCA	School Bus Purchases – contracts- bids
	<i>Debcon v. City of Glasgow</i> , 305 Mont. 391 (2001)	

### Policy History:

Revised on: September 18, 2013  
Revised on: June 11, 2014

**Bus Routes and Schedules**

The Superintendent or his/her 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 other related factors.
2. Bus routes shall be planned to eliminate overlapping and empty bus miles insofar as possible.
3. Where alternate routes are considered, preference shall be given to the route more directly serving the largest number of students.
4. Buses shall be routed so that they travel over graded, surfaced (asphalt, gravel) roads only. County maintained roads shall be used for bus routes. Private roads shall not be used for bus routes without prior approval from the Superintendent.
5. Buses shall be routed so as to pass as near to the residence of the majority of their passengers as good, safe, economical travel conditions will warrant.
6. Bus routes will not be approved to drive up to the house of each patron to pick up the children.
7. In exceptional cases, it may be advisable for the bus to leave the main route and the private lanes of individuals, e.g. in emergencies such as stormy weather, illness, to pick up handicapped children, or to turn around at the end of a route.
8. No school child attending an elementary school shall be required to ride the school bus under average road conditions more than one hour without consent of the child's parent or guardian.
9. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.
10. Parents should be referred to the Superintendent or Designee 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.

### **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 the principle of 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. Stops should always be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within the sight distance.

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 station, if necessary.

### **Pupil Responsibilities**

Proper pupil behavior is important. The distraction of the driver can contribute to accidents. Pupils and parents should be made aware of and abide by reasonable regulations to enhance safety. The consequences of unacceptable behavior should be clearly understood. The following will protect the pupil's rights and maintain order on the bus:

- Pupils must be aware that they are responsible for their actions and behavior.
- Pupils must know the rules and procedures and abide by them.
- Pupils must display respect for the rights and comfort of others.
- Pupils should realize that school bus transportation can be denied if they do not conduct themselves properly.
- Pupils should be aware that any driver distraction is potentially hazardous to their safety.
- Pupils should be aware of the dangers involved in and around loading and unloading zones, including the dangers of loose clothing, clothing accessories and other loose personal items.



## Safety

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

The bus 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 Administration. 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.

The system must be used with judgment and courtesy. Its abuse causes resentment on the part of the public. A driver should allow approaching vehicles time to stop or pass before the flashing lights are used.

- **Cellular Phone Use**

- Drivers are not to operate cell phones while driving a bus route. If there is an emergency, the driver should use the bus radio, or if the situation warrants, pull the bus over in a safe location and use the cell phone.
- If a driver needs to be contacted because of a personal emergency, the message will be relayed through the District Transportation Office.
- Cell phones may be kept on during activity trips, but are not to be answered by the driver while operating the bus. The driver may have an adult chaperon answer the phone or wait until at the trips destination and check the voicemail
- The driver of the Special Education bus may use the phone while on the bus at stops or waiting at the schools, but the aide should answer the phone if the driver is driving.

## Eligible Transportees

To qualify as an eligible transportee a student must meet the following criteria:

- The student must reside at least 3 miles from the nearest operating public school or school bus stop

- The student is considered to reside with his or her parent or guardian who maintains legal residence within the boundaries of the district furnishing the transportation regardless of where the eligible transportee lives when attending school.
- Transportation for the student must be listed as a related service I their Individual Education Plan (IEP). If this is the case, they are eligible even if they live within the three miles.
  - Note: Not all students receiving special education service are considered eligible riders. Only those students with transportation listed as a related service in their IEP are automatically eligible. Preschool children between the ages of 3 & 6 are always eligible even if the IEP does not address specialized transportation.
- The student must be between the ages of 5 and 21 or be a preschool child between the ages of 3 and 6 with a disability.

### Incllement Weather

The School Board recognizes the unpredictability and resulting dangers associated with the weather in Montana and with other acts of God. To achieve the maximum safety for children and efficiency of operation, the Superintendent of Schools 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 School Board may develop guidelines in cooperation with the Superintendent to assist him/her in making such decisions.

Legal Reference: 20-10-106, MCA  
20-10-132, MCA  
20-10-121, MCA

Adoption Date: August 14, 1995  
Revision Date: May 24, 2005

**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 five days of each school semester. All students shall participate in an evacuation drill whether or not they ride a regular route bus. The district shall conduct such other drills and procedures as may be necessary.

**Policy History:**

**Adoption Date: August 14, 1995**

**Revision Date: August 12, 2004**

## **Bigfork School District #38**

### **NONINSTRUCTIONAL OPERATIONS**

**8132**

#### **Activity Trips**

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

Any driver or chaperone may request their own children be transported under the following guidelines.

1. Have written approval of the building principal
2. Children under the age of four year old must be properly restrained as required by Montana Law for passenger cars.
3. In the case of a full load, the child cannot occupy the seat of an eligible transportee.

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.

#### **Policy History:**

**Adoption Date: August 12, 2004**

**Revision Date: September 9, 2015**