

Poplar School District

NON-INSTRUCTIONAL OPERATIONS

8301

District Safety

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with Montana Safety Culture Act and the Montana Occupational Safety and Health Act. Injuries and accidents will be reported to the District office.

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

School Closure

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

Hazardous and Infectious Materials

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

Cross Reference:

Administrative Procedures
Emergency Operations Procedures

Legal References:

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

Policy History:

Adopted on:

Revised on: 11 July 2016

**Poplar School District
Administrative Regulation**

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AR 8301

District Safety

Emergency School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event that weather conditions or other emergency circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 7:00 a.m. and contact the public media for broadcast to the community and will initiate the emergency decision tree communication procedure to all administrators.

Work Schedules and Responsibilities for School Closures:

Superintendent

Only the Superintendent or the designated representative if the Superintendent is absent or unavailable shall have the authority to modify school starting or ending time or to close schools. The Superintendent will be on duty throughout any existing or potential emergency situation.

Administrative Personnel

Administrative personnel, as determined by the Superintendent, shall be expected to report for duty on their assigned shifts in the event of any school closure insofar as is safely possible. If it is absolutely impossible for an administrator to report for duty, the administrator may take the day as a personal leave day or vacation day with the permission of the Superintendent.

Key Support Staff

All key support staff, as identified by the building-level administrators, shall report for duty per their normal shifts or as otherwise directed each day during the school closure, insofar as is safely possible.

Classified Employees

If schools are closed for weather or other conditions, classified employees (excluding key support staff) are not expected to report for duty, unless directed otherwise. Classified employees who do not report to work shall complete a District Leave Form to declare the full or partial “emergency” day as either personal leave, vacation or leave without pay, according to provisions of employee handbook(s) and/or collective bargaining agreement(s), as applicable.

Certified Employees

If schools are closed for weather or other conditions, certified employees are not expected to report for duty unless directed otherwise. Certified employees do not submit a District Leave Form. In cases of school closures, certified employees will fulfill their contract day(s) with “make up” day(s) as determined by the Board of Trustees.

Emergency Late Start

The Poplar Public Schools will run a late start schedule for all schools on severe weather days as determined by the Superintendent or designee. The late start schedule provides the flexibility to begin school two hours later than normal, allowing time for roads to be cleared and temperatures to rise. This alternative eliminates a situation where severe weather in the early morning leads to a decision to close schools for an entire day when it is not warranted.

Keeping safety as the district’s top priority, all schedules will remain as close to a regular day as possible. In the event of a late start, the following will apply:

- Bus transportation will run routes with student pick-up times as close to a two-hour (2 hour) delay as safely possible
- School start times will be adjusted by the two-hour delay
- Breakfast may be served
- All personnel will report to work as scheduled insofar as is safely possible within the two-hour delay. In other words, attempt to be present at work as close to the normal starting time of the shift as possible.