

School Operations

1. Food Services

- a) School Food Service Administrator (SFSA) qualifications and resource packet
<https://drive.google.com/drive/u/0/folders/1Cweowe7sA6NDcfSJcfXjWF0EBbsMxbQL>
- b) Program Manager qualifications and resource packet
<https://drive.google.com/drive/u/0/folders/1Cweowe7sA6NDcfSJcfXjWF0EBbsMxbQL>
- c) MDE SFSA Training and Program Outreach:
<https://www.mdek12.org/OCN/TC>
- d) MDE Child Nutrition Website: <https://www.mdek12.org/OCN>
- e) Smart Snacks
 - (1) Information:
<https://www.fns.usda.gov/cn/tools-schools-focusing-smart-snacks>
 - (2) MDE sample smart snack implementation plan
<https://drive.google.com/drive/u/0/folders/1Cweowe7sA6NDcfSJcfXjWF0EBbsMxbQL>
- f) Summer Food Program information:
<https://www.mdek12.org/OCN/SFSP>
- g) Food purchasing and distribution:
<https://www.mdek12.org/OCN/PFD>
- h) School Wellness Policy template
<https://drive.google.com/drive/u/0/folders/1Cweowe7sA6NDcfSJcfXjWF0EBbsMxbQL>

- 2. Transportation - All of the following forms and information can be accessed at the following links: <https://www.mdek12.org/OSOS/PT> and
<https://drive.google.com/drive/u/0/folders/1SMgXWdIZ7tL3iiFS-UFnuQqyRZU56GVz>

- a) General Resources
 - (1) Pupil Transportation Laws
 - (2) 2021-2022 Transportation Directory
 - (3) Approved bus vendors
 - (4) Procedures for loading/unloading pupils
 - (5) MDE Pupil Transportation Handbook
 - (6) Process Standard 29/School Bus checklist
 - (7) Minimum Bus Standards

- b) Pupil Transportation Forms
 - (1) Pre-trip inspection form
 - (2) Pupil transportation directory form
 - (3) Statistical data form
 - (4) Transportation data form for CTE
 - (5) Transportation data form for SPED
 - (6) Request for Motor Vehicle Report (MVR) form
 - (7) Evaluation of Motor Vehicle Report form (driving violations)(MVR Evaluation)
 - (8) School Bus Crash form
 - c) School Bus Purchase Forms
 - (1) New bus purchase form
 - (2) Used bus purchase form
 - d) MDE Entry Level Driver Training Information and MDE Pupil Transportation website: <https://www.mdek12.org/OSOS/PT>
 - e) School Bus Safety: <https://www.mdek12.org/OSOS/SBS>
3. Custodial/Maintenance
- a) Environment Safety/Cleaning
 - (1) EPA Healthy Schools Environments information: <https://www.epa.gov/schools>
 - (2) Asbestos information: <https://www.epa.gov/asbestos/asbestos-and-school-buildings>
 - (3) Indoor Air Quality information and resources: <https://www.epa.gov/iaq-schools>
 - (4) Mold Remediation/Water Damage resources/information: <https://www.epa.gov/mold/mold-remediation-schools-and-commercial-buildings-guide-chapter-1>
 - (5) COVID Cleaning/Disinfection: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Foperation-strategy.html#cleaning-disinfection
 - (6) Playground Safety Handbook <https://drive.google.com/drive/u/0/folders/1gaT5Qfm2sLcFmUsgQD567e00E43sZ8gJ>

(7) Working Safer and Easier for Janitors and Custodians handbook

<https://drive.google.com/drive/u/0/folders/1gaT5Qfm2sLcFmUsgQD567e00E43sZ8gJ>

b) School Facilities

(1) School Facility Safety Assessment Instrument

<https://drive.google.com/drive/u/0/folders/1gaT5Qfm2sLcFmUsgQD567e00E43sZ8gJbn>

(2) Sample Custodial Manual

https://docs.google.com/document/d/1R3YQ7u6paNyCHmoz-aJFz9MCua_KHHY7/edit

(3) Sample COVID-19 Custodial Checklist

<https://drive.google.com/drive/u/0/folders/1gaT5Qfm2sLcFmUsgQD567e00E43sZ8gJ>

(4) Sample Custodial Checklist (daily/weekly/annually)

<https://drive.google.com/drive/u/0/folders/1gaT5Qfm2sLcFmUsgQD567e00E43sZ8gJ>

4. Student Services/Special Education

a) MDE SPED staff: <https://www.mdek12.org/OSE/Staff>

b) District SPED Contact list:

<https://www.mdek12.org/OSE/SES>

c) Policies and procedures: <https://www.mdek12.org/OSE/PP>

d) MDE Mentoring Program for New SPED Directors (contact MDE staff)

e) MDE FAQ Document:

<https://www.mdek12.org/OSE/Information-for-School-Districts/FAQ1>

f) Education Scholarship Account information (used for students who wish to withdraw from public school to use private school services): <https://www.mdek12.org/OSE/ESA>

g) Access for All Guide (Accommodations/Modifications Guide)

<https://drive.google.com/drive/u/0/folders/1u7KHXYMQAn1pfSj2mShOdNi5xl0C8g7G> and

<https://drive.google.com/drive/u/0/folders/1u7KHXYMQAn1pfSj2mShOdNi5xl0C8g7G>

h) Sample MTSS Year Close Out Document

<https://docs.google.com/document/d/1YFnglUlmjbDFf-EqhCzvUaq681c1S-nQ/edit>

i) Gifted Services: <https://www.mdek12.org/OAE/OEER/ALGP>

- j) Intervention Services (MTSS model/Tier Model):
<https://www.mdek12.org/OAE/OEER/InterventionServices>
 - k) Dyslexia: <https://www.mdek12.org/OAE/OEER/Dyslexia>
 - l) English Learners: <https://www.mdek12.org/EL>
 - (1) EL Service Plan template
<https://docs.google.com/document/d/1J1G2wU0gJ3JZENRT37GrKkmJkHimVtyv/edit>
 - (2) ELP Standards
<https://drive.google.com/drive/u/0/folders/1u7KHXYMQAn1pfsJ2mShOdNi5xl0C8g7G>
 - m) Student Support Services through Counselors/Social Emotional Learning/College-Career Readiness/Individual Success Plans: <https://www.mdek12.org/CTE/OCCSS>
5. Human Resources
- a) Job Descriptions
https://drive.google.com/file/d/1_Z-RMck7N3d0vUCTJuWA4gRm6r8D3B9m/view
 - b) Employee Misconduct and Law
 - (1) <https://www.mdek12.org/OEM/Home>
 - (2) [https://www.deltastate.edu/docs/ruralschoolleadership/SchoolLawPrimer%20\(2\).pdf](https://www.deltastate.edu/docs/ruralschoolleadership/SchoolLawPrimer%20(2).pdf)
 - c) Organizational Chart Samples
https://drive.google.com/drive/u/0/folders/1EmvVAGgx8PcJdf0nwE2wUmQgJp2DR_j6
 - d) Employee Evaluation
<https://www.mdek12.org/OTL/OTC/professional-growth-system>
 - e) FMLA Benefits <https://www.dol.gov/agencies/whd/fmla>
 - f) School Start Procedures/ Close out Procedures
 - (1) Superintendent Level
https://www.mdek12.org/sites/default/files/documents/updated_final_weilntk_september_2021.pdf
 - (2) Principal Level
https://drive.google.com/drive/u/0/folders/1EmvVAGgx8PcJdf0nwE2wUmQgJp2DR_j6