

# **Moscow School District 281**

## **SECTION VIII**

**(8000)**

# **NON-INSTRUCTIONAL**

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TRANSPORTATION AUTHORITY AND CONDUCT

(Policy Range: 8000 - 8019)

- 8000.00 Basic Policy. To afford all students equal opportunity for attendance in the District, the Board shall provide transportation for public school students. The Board's primary concern in providing transportation to students is the safety of students. The Board abides by all rules and regulations as required by State Board Policy, Idaho State Department of Education Transportation Manual and Federal regulations. *(12-14-04)*
- 8005.00 Student Qualifications for Transportation To and From School.
- 8005.10 "One and one-half miles" Rule. The Superintendent or designee shall offer, where practical, transportation services to district students who live one and one-half miles or more from the appropriate school. In the case of elementary schools, the appropriate school is the school building in the student(s) attendance zone assigned in accordance with the district elementary school boundaries or in accordance with reassignment as a result of student enrollment. *(12-14-04)*
- 8005.20 Dually Enrolled Students. Dually enrolled students upon admission to a school in the District, may ride a school bus on regularly scheduled routes and use established bus stops. No alteration of routes will be made to accommodate a dually enrolled student. The District will not provide transportation for dually enrolled students if space is not available, if the furnishing of transportation causes a deviation or alteration of the regularly established bus routes or stops, or if the furnishing of such transportation would require the purchase of additional or substitute equipment. *(12-14-04)*
- The District is not responsible for transporting a student to and from a post-secondary institution. *(12-14-04)*
- 8005.30 Child Care Facilities. A day care center, family day care home, or a group day care facility, as defined in IC 39-1102, may substitute for the student's residence for student transportation to and from school when the facility meets the transportation requirements outlined above and is in the student's attendance zone. The District will not transport students between child care facilities and home. *(12-14-04)*
- 8005.40 Summer School. The District does not provide transportation for the regular summer school program. The Superintendent or designee may provide transportation for alternative programs or in unusual circumstances. *(12-14-04)*
- 8005.50 Voluntary Attendance Outside School Zone. The parent/guardian of a student who voluntarily attends school outside of his/her attendance zone shall assume the responsibility of providing his/her own student's transportation. *(12-14-04)*
- 8005.60 Paying Riders. A parent/guardian of a student who does not qualify for transportation may pay for his/her student to ride the school bus based on space availability. The student must use an existing school bus stop and must attend a school where the bus is scheduled to stop. The District will not add buses to the fleet or alter routes to

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accommodate paying riders. Fees for transporting a student will be calculated annually based on the District's prior year per student cost. (6-24-08)

- 8010.00 Board Authorization of Pupil Transportation. The Transportation Supervisor or the District's school bus trainer shall evaluate each route a minimum of once per year. Each year, no later than the regular August Board meeting, the Superintendent or designee shall present: 1) recommended bus routes for the coming year, 2) recommended school safety busing zones, 3) recommended school bus backing up locations, and 4) recommended non-transportation zones. (10-23-01)
- 8010.10 Bus Routes. The Board shall approve all bus routes. Bus routes will be established to provide transportation to all qualifying transportation students based on hazardous bus conditions affecting student safety and condition of equipment. Bus routes will be established to reduce, as much as possible, the potential exposure to dangerous areas and natural hazards. (National School Transportation Specifications and Procedures, Identification and Evaluation of School Bus Route and Hazard Marking Systems.) (10-23-01)
- 8010.20 Safety Busing. The Superintendent or designee shall offer transportation of students who reside less than one and one-half miles from the appropriate school when, in the judgment of the Board, the age, health, or safety of the students warrants such action. The one and one-half mile requirement may also be waived for transportation of students with disabilities as determined by the student's Individualized Education Program (IEP). The Board shall consider the criteria set out in its measuring and scoring instrument, which by this reference is incorporated and attached to this policy. Any area that scores 55 or greater for elementary students and 65 or greater for secondary students will qualify for safety busing. (See forms section.) (6-25-13)
- 8010.30 Back-up Locations. The Board shall approve all backing-up locations for District school buses. Backing-up location is defined as a location approved by the Board, which allows backing up of school buses on certain public or private roadways. Because backing of a bus onto certain public or private roadways is hazardous, bus drivers are prohibited from backing up to turn around on all other roadways. (10-23-01)
- 8010.40 Non-transportation Zones. In areas more than one and one-half miles from school where it is not practical to send a bus, the Board may declare an area as a non-transportation zone. A non-transportation zone is defined as an area of the District designated by the Board which is not serviced by District transportation because sparsity of students, remoteness, or condition of roads makes such service impractical and hazardous. The Superintendent or designee may pay the parent or guardian an amount for transporting such pupils to the school or bus stop, as determined by Idaho Code 33-1503 and the Superintendent or designee. The parent/guardian shall sign an agreement stating that they have insurance meeting state requirements. (6-24-08)
- 8012.00 Public Understanding of the School Transportation Program. A feature on Pupil Transportation shall be included in the District's communication plan at least annually. (6-24-08)
- 8015.00 School Bus Conduct. Riding a school bus is a privilege and not a right. It is a privilege that each rider can keep by maintaining appropriate behavior while waiting at the bus stop,

loading, riding, and unloading. Proper conduct by the students contributes greatly to the safety of the pupil transportation program. With this in mind, the Superintendent and designee shall develop appropriate procedures for student bus conduct. Disciplinary action for violation of this policy or Student Bus Conduct Procedures may involve, up to and including, suspension and/or forfeiture of transportation privileges. (10-23-01)

- 8015.10 School Bus Conduct Procedures. The student bus conduct rules are located in Appendix A of this Section and shall include but not be limited to the rules listed. (6-24-08)
- 8015.20 Student Discipline – Elementary Students. The bus driver shall first endeavor to convey to the student the seriousness of the violation of any of the Student Bus Conduct Procedures. Upon continued violation, the driver shall report the incident(s) to the appropriate school principal and the Transportation Supervisor.
- A. On the first offense, the parent/guardian, student, and Transportation Supervisor will have a conference to discuss and resolve the problem. The parent, student, and principal will be advised concerning the action to be taken if the problem continues. This will be considered a first warning and the student may be assigned a seat for forty (40) rides.
  - B. On the second offense, the Transportation Supervisor will contact the parent/guardian and advise the parent/guardian that bus privileges may be withdrawn for five (5) school days.
  - C. On the third offense, the parent/guardian, student, Transportation Supervisor and the principal will have a conference in the principal's office. The student may be excluded from bus transportation a minimum of ten (10) school days, and if the offense is serious enough, for the remainder of the school year. (10-23-01)
- 8015.30 Student Discipline – Secondary Students. Students will be subject to discipline according to the Moscow Middle School and Moscow High School student handbooks. (8-28-12)

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DRIVER REQUIREMENTS AND QUALIFICATIONS

(Policy Range: 8020 - 8059)

- 8020.00 Bus Driver Requirements and Qualifications. Bus Drivers shall observe all federal and state statutes, administrative rules and District policy and procedure governing traffic safety and school bus operations.

Each driver shall meet the qualifications established by IC 33-1509, State Department of Education transportation rules and regulations, and District policies. Drivers shall annually review the District's Pupil Transportation Responsibilities and Operations Manual. (10-23-01)

- 8022.00 School Bus Driver Training. Twenty hours of instruction are required for new drivers and ten hours for returning drivers. All drivers are required to attend annual training sessions; drivers not attending annual sessions will not be retained as bus drivers with the school district. Drivers are required to be trained in CPR skills annually and trained in first aid every three years. (See Policy 1210.00 – 1210.01 First Aid Training.) A pre-employment drug test is required before starting training (see Policy 8040.00, Drug and Alcohol Testing of Prospective and Current Drivers and 8045.00 for the District's Drug Testing Procedure). Time required for drug testing or physical examinations is the driver's responsibility and is not reimbursed by the District. (7-27-10)

Training wages for new bus drivers are at the current District training wage until District minimum standards have been met and the driver has been approved to drive a regular route. (7-27-10)

No driver may begin without signatures acknowledging the Alcohol & Drug Free Workplace Policy, Alcohol & Drug Testing Policy, and the District's Transportation Policy. (10-23-01)

- 8024.00 Bus Driver Authority and Responsibility. The bus driver is responsible for the safety of his/her passengers. The bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action. (6-24-08)

When a teacher, coach, or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. However, the school bus driver shall be the final source of decision, should a disagreement arise about matters that affect the health and safety of the passengers while on the bus.

Each bus driver shall be responsible for reporting any student whose behavior is such as may endanger the operation of the bus, or who damages the bus, or whose language is obscene. Additionally, each bus driver shall report any condition on, or bordering his/her route that constitutes a hazard to the safety of the students being transported. (10-23-01)

- 8025.00 Driver Evaluation. The Transportation Supervisor shall evaluate annually each driver for the purpose of assessing driver performance. Documentation of the driver's evaluation shall be retained in the driver's personnel file. (10-23-01)



- 8030.00 Drug/Alcohol Testing Policy. In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on drivers engaged in the transportation industry, the District has a responsibility to its drivers, and the public at large, to see that its commercial vehicle operators are both drug and alcohol free while on duty. *(10-23-01)*
- 8030.01 The District's Drug and Alcohol Free Workplace policy includes those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382. *(10-23-01)*
- 8030.02 Responsibility. The Transportation Supervisor is the person responsible for answering driver's questions relating to the provisions of this policy. *(10-23-01)*
- 8035.00 Drivers Use of Substances.
- 8035.01 Drivers Use of Alcohol. Drivers of the District are not to consume alcohol within eight (8) hours of reporting to work. Drivers are not to report to work or remain at work while having an alcohol concentration of .02 or greater. Drivers are prohibited from using or possessing alcohol while they are on duty. *(11-12-01)*
- 8035.02 Drivers Use of Illegal Drugs. The District has an absolute prohibition against a driver's use of illegal drugs. This prohibition extends to such use both on and off the job. Evidence that a driver has tested positive for the presence of illegal drugs pursuant to a test given under the terms of this policy will be proof sufficient to establish the driver's violation of this provision and result in termination. *(11-12-01)*
- 8035.03 Drivers Abuse or Misuse of Legal Drugs. The District has an absolute prohibition against a driver's illegal use, misuse, or abuse of prescription medications. *(11-12-01)*
- 8035.04 Drivers Use of Prescription Medications. From time to time, District employees will be taking various prescription medications. When a driver of the District is taking any prescription medication or over the counter medication that may impair physical functioning or performance of job duties, the driver is to inform the Transportation Supervisor of the use of this medication. The Transportation Supervisor will then determine if the driver is in a condition to safely operate a school bus and perform the duties of his/her job. *(11-12-01)*
- 8040.00 Drug and Alcohol Testing of Prospective and Current Drivers.
- 8040.01 Pre-employment Testing. All prospective drivers will be tested for the presence of illegal drugs prior to driving a commercial vehicle for the District. Furthermore, all prospective drivers must disclose to the District all previous employers for whom they have worked as a CDL driver within the past two (2) years. The District will then request from those employees information regarding any incidents where the prospective driver has tested positive for illegal drugs or alcohol, or refused to test within the last two (2) years. In the event the District receives information from a past employer that the prospective driver has tested positive for drugs or alcohol within the last two (2) years, that prospective driver will not be offered employment, or their conditional employment will be terminated with the District. Drivers will be required to sign a consent form authorizing the District to conduct a check of each employer the

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driver has been employed with during the past two (2) year as a CDL driver to determine if the driver has tested positive for illegal drugs or alcohol. (10-23-01)

8040.02 Random Testing. All drivers will be subject to random drug and alcohol testing. Random testing selections shall be made by a scientifically valid method that will result in each driver having an equal chance of being tested each time selections are made. Random testing for alcohol will take place just prior to, during, or just after a driver's duty time. (10-23-01)

8040.03 Post Accident Testing. A driver operating a commercial vehicle for the District that is involved in a reportable accident will be tested for both illegal drugs and alcohol as soon as practical. For term of this policy, a reportable accident means an accident that results in a fatality, or where someone involved requires medical treatment away from the scene, or if one of the vehicles is towed away, or there is a citation issued to either driver in connection with the accident, or if there are damages greater than \$1500. Alcohol testing must be administered within two (2) hours of the accident where possible, but in no case later than eight (8) hours. Drug testing must be administered within thirty-two (32) hours of the accident. (7-27-10)

Any driver required to be tested under this section must remain readily available for such testing and such a driver may not consume alcohol within eight (8) hours of the accident or until they have been tested for alcohol. A driver involved in an accident requiring a drug and alcohol test must notify the District contact of the accident as quickly as possible and comply with those instructions given them relative to their taking a drug and alcohol test. (10-23-01)

8040.04 Reasonable Cause. The District may require a driver to be tested for illegal drugs when there is reasonable suspicion to believe the driver is under the influence of illegal drugs or alcohol while at work. (10-23-01)

### 8045.00 Specimen Collection Procedures and Test Result Notification.

8045.01 Adulteration of Submission of a Concealed Specimen. If, during the collection procedure, the collection monitor detects an effort by the driver to adulterate or substitute a specimen, a second specimen will be immediately requested. If a second specimen is provided, that specimen will be tested. If the request for a second specimen is refused, the collection monitor will inform the District contact of the driver's refusal to submit a true specimen. Such conduct by the driver will be considered as a refusal to provide a true specimen for testing.

In the event that a prospective or current driver submits a specimen that the laboratory later identifies as a diluted specimen, the District will advise the driver of that result and request that the driver submit a second specimen. Such donors will be advised by the District not to drink any fluids prior to the test. (10-23-01)

8045.02 Drug/Alcohol Specimen Collection Procedures. All testing for illegal drugs will be done by the testing of the driver's urine specimen. All such testing will utilize the split specimen collection procedure. Under that procedure, each driver will have his/her urine specimen sealed in two separate containers and both sent to a SAMHSA certified laboratory for testing.

If a driver's first specimen tests positive, that driver may request, within three (3) days of the positive notification, that the other specimen be tested at another SAMHSA laboratory. This second test will be done at the driver's expense unless the second test comes back negative. During the time the second specimen is being tested, the driver may be suspended without pay. Any driver who has a test come back negative on a test of their split specimen will be given back pay for the time of the suspension and will be paid for the cost of the retest.

All specimen collections will be conducted by personnel that have been instructed and trained in collection procedures set by the DOT. All testing for alcohol will be done by the use of DOT approved alcohol testing procedures conducted by trained and qualified alcohol testing technicians. (10-23-01)

8045.03 Notification of Test Results. The District has arranged that all test results, both drug and alcohol, will be forwarded to the District contact through Minert & Associates, Inc., as the representative of the District, and as the representative of the Medical Review Officer (MRO).

Prior to the District being informed that a prospective or current driver has tested positive for illegal drugs, the driver will be offered an opportunity to personally discuss the positive drug test with the MRO or his representative. The MRO will follow up on such information as is appropriate. Any driver who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified, the driver's test result will be reported as negative. If, after consideration of the matter, the MRO finds no reason to doubt the validity of the positive test, that result will be conveyed to the District contact, as well as the identity of the drug.

If the driver cannot be located, the MRO, or his representative, may request that the District contact arrange for the driver to contact the MRO as soon as possible to discuss the results of the positive test. The MRO will communicate a positive result to the District without discussing the result with the driver if the driver expressly declines the opportunity to discuss the results of the test, or the driver is instructed by the District to contact the MRO but fails to do so within five (5) days. (10-23-01)

8045.04 Refusal. A driver operating a commercial vehicle for the District may not refuse to take a drug or alcohol test when requested to do so, consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol. A driver will be considered as refusing to test if he/she expressly refused to take a test when so requested, or otherwise fails to provide an adequate breath or urine sample without a valid medical explanation. Additionally, a driver will be considered as refusing to test if he/she engages in conduct that clearly obstructs the testing process. Refusal to take a drug or alcohol test when requested to do so consistent with the terms of this policy will result in the driver's termination. (10-23-01)

8050.00 Effect of Testing Positive for Drugs or Alcohol. Any prospective driver that tests positive for the presence of illegal drugs will not be hired. Any current driver that tests positive for the presence of illegal drugs or alcohol will immediately be terminated from employment with the District.

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There is no tolerance for an illegal drug. For the purposes of this policy, a driver tests positive for alcohol when that driver's blood alcohol concentration (BAC) is .04 or above. If a driver tests between .02 and .039 BAC, that driver will not be allowed to operate a commercial vehicle for the District for twenty-four (24) hours from the time of the test. A driver that twice tests between .02 and .039 BAC in a year's time will be treated as the equivalent of testing positive for alcohol. *(10-23-01)*

SAFETY ISSUES AND ACCIDENT REPORTING

(Policy Range: 8060 - 8099)

- 8060.00 Emergency Training and Periodic Evacuation Drills for Students. Documentation of all evacuation drills shall be maintained for a period of three (3) years by the District in either a batch file or in the driver's individual file. (10-23-01)
- 8070.00 Instruction in Passenger Safety. The Transportation Supervisor shall work with the principals to provide resource materials and deliver instruction in passenger safety as part of the school's curriculum. (7-27-10)
- 8080.00 Supervision of Loading and Unloading Areas. The District shall provide an adequate number of supervisors for the size of the loading area and number of students present and providing close, continuous, and interactive supervision whenever students and/or buses are present in the loading area. (10-23-01)
- 8090.00 Investigation and Reporting of Accidents and Other Transportation Problems. Drivers shall report all school bus accidents to local school authorities, the appropriate law enforcement agency and the State Department of Education. The Uniform School Bus Accident or appropriate incident form shall be completed by the driver or Transportation Supervisor and submitted to the State Department of Education within fifteen (15) days of the school bus accident. Drivers may be required to submit to a drug test. (See Policy 8040.03 in this section.) (7-27-10)

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TRANSPORTATION CONTRACTING/USE OF OTHER VEHICLES  
(Policy Range: 8100 - 8149)

8100.00 Contracting for Transportation – Basic Policy. If the Board enters into a contract for transportation services, the contractor and its employees shall operate in accordance with District policy and other such rules or laws which are applicable.

The contract shall be in writing on a form approved by the State Superintendent of Public Instruction and a copy of the current contract will be provided to the Supervisor of Pupil Transportation Services in the Idaho Department of Education.

The Board shall select the contractor for transportation services following Idaho Code 33-1510 and District policies. The Board shall award the contract to the lowest responsible bidder keeping the protection of the student health and safety as a high priority. *(1-25-05)*

8110.00 Contracting District Transportation Services. The District can make student transportation services available to non-public or charter school students. These services will be made available only if it does not significantly impact the services to the regularly enrolled students at Moscow School District. *(10-23-01)*

The contract for such services will be in writing and will provide fees that will cover the cost of transporting the non-public or charter school students. The fees will be based on the District's prior year per student actual cost. The contracting schools will pay the non-reimbursed per student or per mile cost as determined by the District for transporting each student. *(7-28-09)*

In order to support community needs, the district-owned buses may be used for non-school activities when it does not interfere with the transportation needs of the District. The District will allow the use of district owned buses for non-school activities only when privately owned and operated transportation is not reasonably available and only in compliance with State Department of Education rules and regulations. When District owned buses are used for non-school activities, the District will charge an amount not less than the total actual cost of operating the buses for the non-school activity. The contracting party will provide a certificate of liability insurance with the District named as "additional insured" or in the cases of the federal government, verification that the governmental entity will assume all liability. The District retains the right to decline to provide transportation with District owned buses. *(6-25-13)*

8120.00 Use of District-Owned Vehicles for Student Transportation. Transportation of students to school-related activities shall be on school buses or insured charter buses only. *(1-25-05)*

8130.00 Field Trips and Activities. The Board approves and encourages the use of school buses for field trips and activity trips. The Board approves the use of charter or commercial transportation for field trips or activity trips beyond a 100-mile radius of the District. Students participating in field trips or other student activities are required to ride the bus to and from that activity. Students will only be released to their parent(s) or guardian(s) upon prior written request from the parent(s) or guardian(s) and approval of the Principal/Activity Director. The Superintendent or designee shall establish procedures for use of buses for such trips *(7-27-10)*

8140.00 Use of Private Automobiles for Transporting Students. The Board does not approve the use of private automobiles for transportation of students by district employees for District field trips and activities. The Board approves the use of school buses and District approved commercial transportation for field trips and activity trips. Students participating in field trips or other student activities are required to ride the bus to and from that activity.

Parents/guardians are responsible for the transporting of students for university classes, teacher training, and job/work experiences. Parents/guardians may be responsible for the transportation of their students to the destination of school activities inside the community if no district transportation is provided, i.e. Higher Ed Day at the University of Idaho or an Environmental Club cleanup at Mountain View Park.

Activity students may be released to their parent(s)/guardian(s) upon prior written request from the parent(s)/guardian(s) and approval of the Principal or Activity Director. Where student schedules conflict with another school recognized activity, prior permission may be granted by the Principal/Activity Director for one parent/guardian to transport his/her student. Students who arrive at an activity under any other arrangement are ineligible to participate and subject to disciplinary action. (1-25-05)

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OTHER TRANSPORTATION TOPICS

(Policy Range: 8150 - 8169)

8150.00 Bus Maintenance. Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall meet or exceed the state inspection requirements. *(10-23-01)*

8160.00 Other Transportation Topics. Other topics germane to transportation may be found in Policy Section III, Financial Management. Some of the topics to be found there include, 1) Liability Insurance, 2) Bids and Purchasing Procedures, 3) Fixed Assets, and 4) Extracurricular Financing. *(7-18-02)*

References: Idaho Code 6-901  
Idaho Code 33-203  
Idaho Code 33-601  
Idaho Code 33-1501-1510  
Idaho Code 39-1102  
Idaho Code 49-301

Administrative Rules of the State Board of Education



FOOD SERVICE

(Policy Range: 8500 - 8599)

8500.00 Food Services. The Board supports the philosophy of the National School Lunch and Breakfast Program. Student health and satisfaction should be the primary concern of the District's food service program. The Superintendent or designee shall provide wholesome and nutritious lunches and breakfasts for District students.

The food service program will meet state requirements and the standards of the National School Lunch and Breakfast Program.

Any decision to enter into a contract with a private food service agency shall require the approval of the Board.

Expenditures for food and supplies should not exceed the estimated revenues. (7-18-02)

8510.00 Meal Prices. The Superintendent or designee shall annually review the meal prices for students and adults to determine if a change is deemed necessary. The meal prices shall be a Board approved administrative procedure. As such, any changes to meal prices require Board approval. (7-18-02)

8520.00 Free and Reduced Price Meals. The District shall provide free and reduced price meals to students according to the terms of the National School Lunch and Breakfast Program. The Superintendent or designee shall inform parents of the eligibility standards for free or reduced price meals. District personnel shall make reasonable efforts to protect the identity of students receiving such meals. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to the Superintendent or designee.

In the operation of the child meal programs, no child will be discriminated against because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap. Anyone who believes he/she is a victim of discrimination or believes another person is a victim of discrimination should immediately report it to a school official. (7-18-02)

8530.00 Food Service Safety. The health and safety of the District's students and employees is among the Board's highest priorities. As such, the Board directs the Superintendent or designee to implement and regularly review the procedures for:

- Ensuring food safety,
- Providing sanitary work conditions,
- Eliminating, to the extent possible, safety hazards, and
- Complying with applicable health regulations. (7-18-02)

8540.00 Diet-related Disability Accommodations. The Board believes all students, through necessary accommodations where required, shall have the opportunity to participate in the school meal program. In some cases, students' disabilities may prevent them from eating meals prepared for the general school population. These students may suffer from extreme allergic reactions, or anaphylaxis.

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(8000-14)

**Definition:** **Anaphylaxis** is a rapid, severe allergic response that occurs when a person is exposed to an allergen, an allergy-causing substance. Anaphylaxis is also known as anaphylactic shock, a medical emergency requiring immediate treatment.

Therefore, the following policies are in force to implement District responsibilities in this area:

- A. Substitutions. Substitutions to regular meals will be made for students who are unable to eat school meals because of the students' disabilities when their needs are certified in writing by a licensed physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.
- B. Physician's Statement. The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to students with diet-related disabilities based upon a licensed physician's signed statement. This statement shall include the nature of the student's disability; typical allergy symptoms; the reason the disability prevents the student from eating the regular school meals; foods to be omitted from the student's diet; indication of the major life activity affected by the disability; the specific diet prescription along with the substitution(s) needed and dosing instructions; and any other pertinent information concerning ways to manage the student's allergy.
- C. 504 Accommodation Plan. The Board recognizes students with documented life-threatening food allergies are considered disabled and are covered by the Americans with Disabilities Act, Public Law 93-112, and Section 504 of the Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" shall be developed and implemented for all such students in which necessary accommodations are made to ensure full participation of identified students in school programs. Such plan shall be signed by the appropriate staff, the parent/guardian of the student, and the student's physician. (7-18-02)

8550.00 Diet-related Disability Accommodations Procedure.

- A. Each school shall establish a method of identifying students with severe allergies and assuring that relevant information regarding these students is transmitted to all supervising persons. Student nutrition staff shall have a "Prescription for Meals At School" form completed by the parent/guardian and signed by the physician for each identified student. (*See forms section.*)
- B. A primary concern of the school should be the prevention and appropriate treatment of anaphylaxis, a severe allergic reaction.
- C. Parents with an allergic child, in cooperation with school staff members, must provide the school with an emergency accommodation plan signed by the student's physician and school nurse.
- D. Students with severe allergies should have some means of identification, such as a medical alert bracelet, provided by the parent/guardian.

- E. Parents should be permitted to review/preview menus in order to select safe foods their child may eat.
- F. Schools should consider the following avoidance strategies due to the fact that risk can never be fully eliminated in the school environment:
  - 1. Parents should be encouraged to instruct their children in how to avoid contact with substances to which they are allergic.
  - 2. Students should be encouraged not to exchange foods or utensils with other students.
  - 3. Food preparation surfaces and equipment should be sanitized of allergy containing foods.
  - 4. Food personnel should be instructed about necessary measures required to prevent cross contamination during food handling, preparation, and serving of food.
  - 5. Hand soap ingredients should be checked to make sure they do not contain peanut oils.
  - 6. Schools should consider a peanut-free table in their cafeteria when they have students with peanut allergies enrolled.
  - 7. Staff members should be educated concerning food allergies and updated as additional information is available.
- G. In schools where a student with a life-threatening allergy is identified, training for staff in proper procedures for using of epinephrine auto injections and resuscitative techniques should be provided.
- H. Epinephrine should be kept in close proximity to students at risk of anaphylaxis and in all cases where it is administered, the student must be sent to a hospital immediately. (7-18-02)

8560.00 Use of Kitchen Facilities. Approval by the Director of Student Nutrition Services must be given if an individual or an organization requests the use of a school kitchen. A food service employee must be hired and on duty for the entire time that the kitchen is open when kitchen equipment is used. (7-18-02)

*(See Policy 7101.00, Use of Kitchen and Cafeteria Facilities, and procedures and fee schedule at the end of Section VII, Community Relations.)*

8570.00 Use of Kitchen Facilities Procedures. A request for rental of kitchen facilities should be referred to the building principal with a copy sent to the Director of Student Nutrition Services.

Any damage to the equipment, facilities, or supplies and the repair and/or replacement will be charged to the sponsoring group. (7-18-02)

8580.00 Use of Kitchen Equipment. If an organization uses the kitchen equipment, a school food service employee must be on duty for the entire time the kitchen facility is open and the following guidelines adhered to:

- A. The food service employee must be paid at the rate set by the District.

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(8000-16)

- B. The food service employee will be responsible to see that equipment is properly used for safety and sanitation. The food service employee will assist as needed, but the primary responsibility for the work remains with the leasing organization.
- C. The food service employee will check to see that storage areas, refrigeration, and freezers are locked and that the kitchen is left in an orderly manner. (7-18-02)

*(See Policy 7101.00, Use of Kitchen and Cafeteria Facilities, procedures and fee schedule at the end of Section VII, Community Relations.)*

MAINTENANCE AND OPERATIONS

(Policy Range: 8700 - 8799)

8700.00 Statement of Maintenance and Operations Policy. The maintenance and operations policy of the Board is to maintain a safe, clean, and sound educational environment, not only for students, staff, and patrons, but also for future generations. The Board will also provide personnel and resources for corrective and preventative maintenance programs for all district facilities.

Routine and corrective maintenance will be accomplished through a system of work orders submitted by administrators, supervisors, faculty, and staff. Work orders will be prioritized and completed as personnel, funding, and time permit. Work orders will record labor, materials, and costs.

Preventative maintenance practices shall be ongoing in regard to all components of the buildings and sites, i.e. heating plants, electrical and mechanical systems, structures, security, and grounds.

An annual report on all aspects of maintenance and operations, including capital outlay and deferred maintenance requirements, will be made to the Superintendent. (7-18-02)

8710.00 Recycling – Basic Policy: The District believes that educating both children and adults about the benefits of recycling will result in increased recycling and the long-term betterment of our world. (7-18-02)

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**Moscow School District 281**  
**EVALUATION INSTRUMENT FOR DETERMINING SAFETY BUSING ZONES**

(Policy 8010.20)

Moscow School District 281						School:						
Location of Area Rated:						Student Count:						
Date Rated:			Time:			A.M.			P.M.			
<b>Rate the following by putting a circle around the appropriate number. The higher the number, the more hazardous the walking route.</b>											Numeric Score	
<b>Vehicular:</b>												
Average Hourly Traffic	550	500	450	400	350	300	250	200	150	100	50	
A.M.	10	9	8	7	6	5	4	3	2	1	0	
P.M.	10	9	8	7	6	5	4	3	2	1	0	
Truck Traffic	Over 100			100-75		74-50		49-25		24-0		
A.M.	5			4		3		2		1		
P.M.	5			4		3		2		1		
<b>Pedestrian:</b>												
No. of Students	>225	225-201	200-176	175-151	150-126	125-101	100-76	75-51	50-26	25-1	0	
	10	9	8	7	6	5	4	3	2	1	0	
Grade Level	Elementary 10			Moscow Middle School 5				High School 0				
<b>Roadway:</b>												
Width of Road	Multi Lane With Turn Bays		2 Lane 2 Way With Passing		2 Lane 2 Way No Passing		R4 Residential		R1 Residential			
Crossing:	10	9	8	7	6	5	4	3	2	1	0	
Exposure Time Walking Along (in minutes)	>30 10	27-30 9	24-27 8	21-24 7	18-21 6	15-18 5	12-15 4	9-12 3	6-9 2	3-6 1	0-3 0	
Shoulder or side-walk "narrow"-under 3 feet "wide" 3 to 8 feet	No shoulder or side-walk	Narrow unpaved shoulder no side-walk	Narrow, paved shoulder no side-walk	Wide unpaved shoulder, no sidewalk		Wide paved shoulder, no sidewalk		Sidewalk all way with no breaks		Sidewalk all way no breaks, shoulder or utility strip		
	10-9	8-7	6-5	4-3			2-1		0	<b>-10</b>		
Accumulative walking area with no sidewalks	50% 10	45% 9	40% 8	35% 7	30% 6	25% 5	20% 4	15% 3	10% 2	5% 1	<5% 0	
Traffic Control signs & markings (score as many as applicable)	No school signs 2		No pavement markings 2		No traffic signals 2		No traffic lights 2		No crossing guards 2			

**SECTION VIII - NON-INSTRUCTIONAL  
(8000-20)**

<b>Environmental:</b>													
Visual obstructions (trees, shrubs, hills, curves, buildings, etc.)	Comments: <hr/>												
Accumulative Exposure - % of Walking Route													
50% 10	45% 9	40% 8	35% 7	30% 6	25% 5	20% 4	15% 3	10% 2	5% 1	<5% 0			
Cross traffic pupil's direction of travel (streets & driveways other than single family home)	Comments: <hr/>												
Accumulative Exposure - % of Walking Route													
50% 10	45% 9	40% 8	35% 7	30% 6	25% 5	20% 4	15% 3	10% 2	5% 1	<5% 0			
Special conditions (extraordinary factors, fences, open waterways, history of crime, etc.)	Comments: <hr/>												
Accumulative Exposure - % of Walking Route													
50% 10	45% 9	40% 8	35% 7	30% 6	25% 5	20% 4	15% 3	10% 2	5% 1	<5% 0			
<b>Accident Rate:</b>													
Accident rate (vehicle & pedestrian)	2 x Average for Facility		1.6 times Average for Facility		Average for Facility		.75 Average for facility		.5 Average for facility				
	10	9	8	7	6	5	4	3	2	1	0		
<b>TOTAL RATING:</b>													
Contacted Agency or Individual Responsible for Making Improvements	Agency or Individual					Contact Person w/Phone Number							
	State Highway District												
	County Highway District												
	City Streets												
	Developer												
	Property Owner												
	Other												
Comments: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>													
Evaluator:						Date Evaluated:							

(12-14-04)



**MOSCOW SCHOOL DISTRICT 281  
DOT (Department of Transportation)**

**DRUG TESTING PROGRAM  
Controlled Substance Testing Consent Form  
(Current Drivers)**

As a condition of my continued employment as a driver of a commercial motor vehicle for Moscow School District 281, I consent to take a drug and/or alcohol test as required by the terms of the District's Substance Abuse Policy 8030.000 - 8050.00.

I understand that if I test positive for illegal drugs or alcohol, I will be terminated from employment with the District.

I further agree that in the event that I am involved in an on-the-job accident (as defined by the terms of the District's Substance Abuse Policy 8022.00, 8030.00 – 8050.00), I authorize the release of relevant hospital reports, or other documentation, that would indicate whether there were any illegal drugs or alcohol in my system at the time of the accident.

I consent to the release of my drug and alcohol test results received by Minert & Associates, Inc., as the representative of the Medical Review Officer, to management officials at Moscow School District 281 and understand that those results will be held in confidence by them.

I have received, read, and understand the terms of the District's Drug Free Workplace (Policy 4937.00) testing program, and agree to abide by those terms.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's Printed Name

\_\_\_\_\_  
Driver's Signature

(10-23-01)

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*(Form will be on District Letterhead)*

**This policy complies with the requirements of P.L. 100-690 Title V, Section 1515**

- 4937.00 Drug Free Workplace Basic Policy. The District is committed to providing a safe and productive work environment and to employing a work force free from the use of illegal drugs and the abuse of alcohol. Illegal drugs and the abuse of alcohol negatively affects and employee's job performance, attendance, morale, and quality of work.
- A. All employees will receive a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace. Such notification will require employee signature and will be placed in each employee's personnel file, verifying notification. (See "Drug Free Workplace Policy Certification" in the Forms section.)
  - B. Employees are required to report to work on time and in appropriate mental and physical condition for work. Any employee who uses drugs or alcohol off duty and reports to work under the influence of drugs/alcohol, smelling of alcohol, or in possession of drugs/alcohol may be disciplined up to and including immediate termination. The decision as to the nature and severity of the discipline imposed is at the sole discretion of the District.
  - C. Employees must advise their supervisors, prior to coming to work, if they are taking drugs prescribed by a doctor that will adversely affect their ability to safely perform the essential functions of their job.
  - D. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, or being under the influence of a controlled substance on the premises of the District of while conducting District business while off of District property is absolutely prohibited and will result in immediate termination.
  - E. The District has the right to inspect or search any personal property on the District's premises. Any drugs that are found may be confiscated and turned over to the proper law enforcement agency.
  - F. Employees are to notify their immediate supervisor of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. The District will investigate and take remedial action whenever there is a reason to believe that the unlawful manufacture, distribution, dispensing, possession or use of an illegal substance is present. Employees in violation of the basic policy or who are convicted under any criminal drug statute for a violation not occurring in the workplace are subject to disciplinary action, up to and including dismissal. Retention of an offending employee is contingent upon satisfactory participation, at employee expense, in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
  - G. District employees whose job duties include the use of a District owned vehicle or the use of a personal vehicle for travel upon District premises or for travel on District business while off of District property must inform their supervisor of any criminal convictions for Driving Under the Influence of Alcohol or any other such similarly related charge within five (5) days of the date of conviction.
  - H. As an owner and operator of commercial vehicles, Moscow School District 281 has an obligation to its drivers, and the driving public at large, to see that its commercial vehicle drivers are free from the harmful effects of drug or alcohol impairment. As part of this responsibility, the District will implement a Substance Abuse Procedure, together with a testing component, to insure that its drivers are drug and alcohol-free. The Substance Abuse Procedure shall be available in the Transportation office and Administration Offices, and shall be reviewed periodically by the Trustees. All District employees with assigned vehicles will be included in the drug and alcohol-free testing program.
  - I. The District prohibits any smoking, of any nature, kind or sort, on District property including district vehicles, in compliance with Title 39, Chapter 55 of the Code of the State of Idaho.
  - J. District employees whose job duties include the use of a District owned vehicle or the use of a personal vehicle for travel upon District premises or for travel on District business while off of District property must immediately inform their supervisor if their driver's license is suspended for any reason. (2-26-02)

*(Form will be on reverse side of District Letterhead)*

**DRUG FREE WORKPLACE POLICY CERTIFICATION**

I hereby certify that I have read the above copy of the Moscow School District’s Drug Free Workplace Policy and understand the terms of the policy.

\_\_\_\_\_ Date

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Employee’s Signature

\_\_\_\_\_ Assignment

**Sign and return to your Supervisor within ten (10) days after you start work.**

(2-26-02)

(Policy 8550.00)

**PRESCRIPTION FOR MEALS AT SCHOOL**  
School Year \_\_\_\_\_

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Disability: \_\_\_\_\_

Major Life Activity Affected: \_\_\_\_\_

**OR**

Non-disabling Medical Condition: \_\_\_\_\_

Diet Prescription (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Increased Calorie - _____ # kcal | <input type="checkbox"/> Ground             |
| <input type="checkbox"/> Decreased Calorie - _____ # kcal | <input type="checkbox"/> Pureed             |
| <input type="checkbox"/> Diabetic                         | <input type="checkbox"/> Liquified          |
| <input type="checkbox"/> PKU                              | <input type="checkbox"/> Tube Feeding       |
| <input type="checkbox"/> Food Allergy                     | <input type="checkbox"/> Liquified Meal     |
| <input type="checkbox"/> Texture Modification             | <input type="checkbox"/> Formula _____ Type |
| <input type="checkbox"/> Chopped                          | <input type="checkbox"/> Other _____        |

Foods to Omit:

Foods to Substitute:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Typical Symptoms: \_\_\_\_\_

Emergency Treatment Plan: \_\_\_\_\_

I certify that the above named student needs special school meals prepared as described above because of the student's disability or chronic medical condition.

\_\_\_\_\_  
Physician or Recognized Medical Authority Signature (circle)      Office Phone Number      Date

\_\_\_\_\_  
Director of Student Nutrition Services

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
**Special Services Director**  
(when student requires a 504 plan)

Copy to: School \_\_\_\_\_ Kitchen \_\_\_\_\_ SNS \_\_\_\_\_

(7-18-02)

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**APPENDIX A**

**Moscow School District 281**

**Student Bus Conduct Rules**

REVISED AND APPROVED  
OCTOBER 23, 2001



### STUDENT BUS CONDUCT RULES

1. Each student shall be responsible for the safety of self.
2. The bus driver is in full charge of all persons riding the bus and has the same status and authority as a teacher insofar as discipline is concerned. Students shall obey the directions of the bus driver promptly and courteously.
3. Students shall board and leave the bus at their established stop, except when they have a request signed by their parent/guardian and approved by their principal to board or leave from another established stop. Students shall ride their assigned bus unless reassigned by the respective school principal or designee.
4. Students shall observe safe pedestrian practices while walking to and from the bus stop. Students shall arrive at their designated bus stop not less than five (5) minutes nor more than ten (10) minutes before the bus is scheduled to arrive. Student shall wait in an orderly manner and shall respect private and public property while waiting at the bus stop.
5. After the bus has come to a complete stop, students shall enter the bus, go directly to an available or assigned seat, and remain seated until the bus stops to unload students.
6. If it is necessary for students to cross the road before boarding or after leaving the bus, the student must walk twelve (12) feet in front of the bus until an all clear signal is given by the driver, then cross carefully. (6-26-12)
7. A parent/guardian or another responsible person shall be available at the bus stop in the afternoon to meet kindergarten, pre-kindergarten and Head Start students. Due to safety concerns, those children will not be dropped off unless a designated person is available, and will instead be returned to their schools. Responsible individuals include parents, guardians and older siblings. With prior written approval from a parent or guardian, students will be released to other designated adults. This rule applies to public and non-public school students who ride district buses, but does not affect students in higher grades.
8. Students shall talk quietly and avoid loud or distracting noises on the bus. Vulgar language is prohibited. Students shall avoid unnecessary conversations with the driver while the bus is moving. Absolute silence is required when the driver stops the bus at a railroad crossing.
9. Students shall not tamper with emergency doors or equipment. Students shall not open or close windows without permission of the driver.
10. Students must keep all parts of their body (hands, arms, feet, head, etc.) inside the bus at all times. No materials are to be thrown inside the bus, from the bus, or into the bus. Eating and drinking is not allowed on the bus except when unusual circumstances exist and prior approval is given by school transportation personnel. Fighting, wrestling or boisterous activity is prohibited on the bus.
11. School district policies and procedures pertaining to drugs, alcohol, tobacco, controlled substances, and weapons are in effect at the bus stop and on the bus.
12. Breakable containers; laser pointers; skateboards; hazardous materials; cigarette lighters; matches; large class or lab projects; animals (other than assistive animals); illegal, dangerous, or disruptive items are not permitted on any school bus. Any items carried on the bus must be small enough to be held on the lap of the student.
13. The deliberate destruction or defacing of the interior or exterior of the bus by a student will result in a disciplinary hearing and may result in immediate loss of bus privileges for a minimum of five (5) school days. It may be required that restitution for damages be made before the student's bus privileges are reinstated.
14. The student shall demonstrate respect for self, peers, and authority.
15. Students who refuse to promptly obey the instructions of the driver or who refuse to obey regulations may forfeit their privilege to ride on the bus. (6-28-11)