

Descriptor term:

Descriptor code:

Issue date:

SECTION E
PLANT MANAGEMENT

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 - E.13.1..... KEY ISSUANCE FORM

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EMERGENCY CLOSURES

E.1

2/7/96

The superintendent is empowered to close the schools or to dismiss them early in the event of hazardous weather, hazardous road conditions, or other emergencies which threaten the safety or health of the students or staff.

However, if by 12:00 p.m. the weather moderates and road conditions improve extracurricular activities scheduled on the day of emergency closure may continue as scheduled by authorization of the superintendent.

If only one school is affected by an emergency closure, extracurricular activities may be held in areas not affected by the conditions causing the closure.

When an emergency closure action has been taken by the superintendent, it will be brought to the Board at the next regular meeting for approval.

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TRAFFIC AND PARKING CONTROLS

E.2

8/15/89

Driving and parking on school property are privileges granted by the Board to persons who have reasons to be in the schools or on school property. Persons granted these privileges shall drive in a safe, responsible manner.

The school principal shall develop specific traffic and parking regulations for students which shall be published in the student handbook. Students who fail to follow the regulations shall be subject to disciplinary action.

Middle school students are not permitted to drive vehicles to school.

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LEASING AND RENTING

E.3

8/17/81

The district shall lease a car primarily to be used by the Driving Training Program regulations shall be observed pertaining to the use of the car:

- 1) Permission is to be granted by the superintendent;
- 2) A list of instructions (do's and don'ts to be made up);
- 3) A book of assignments, etc.;
- 4) Check carefully to make sure the use of the vehicle is not abused.

ADOPTED: 5/4/81

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CONTRACTED BUS SERVICE

E.4

9/15/87

To afford more equal opportunity for public school attendance, the Board shall, where practicable, provide transportation for school pupils within the district. The Board shall contract the bus service within the district to an independent contractor(s). The contract shall be reviewed annually and placed out for competitive bid no less than every five years. The superintendent of schools shall be responsible for the transportation program of the district as directed by the Board.

The contractor(s) shall follow the rules and regulations of the State Department of Education as listed in the "School Transportation Manual". In addition, the bus contractor and the contractor's employees shall comply with the policies of the Board of Trustees. All reports, as requested by the superintendent, and requirements of Idaho law shall be completed fully and copies of the reports shall be filed in the district offices.

LEGAL REF.: Idaho Code, 33-1501, 33-1510

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USE OF PRIVATE VEHICLES IN
THE TRANSPORTATION OF
STUDENTS

E.5

8/15/86

33-1503

a. Whenever any pupil lives more than one and one-half (1 ½) miles from any established bus stop, or from the school of attendance, as designated by the board of trustees, and such pupil is regularly transported by private vehicle not under contract with the school district, the board shall pay to the parent or guardian an amount per month not less than ten dollars (\$10.00) per vehicle plus mileage at the current rate established by the state board of examiners for each round trip approved.

LEGAL REF.: Idaho Code, as cited above

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BUS SAFETY

E.6

4/19/88

In operating the system the primary requirements to be observed by the board of trustees are the safety and adequate protection of the health of the pupils. (Idaho Code 33-1501)

The bus operators have a responsibility to assist in the development and implementation of safety instruction programs for pupils. It shall be the duty of each chauffeur to report any condition on, or bordering, his route which constitutes a hazard to the safety of the pupils being transported. (Idaho Code 33-1509) No bus shall be operated in excess of its maximum occupancy as determined by the manufacturer. Occupancy shall at no time exceed three (3) persons in a seat. (Idaho Code 33-1508) The driver shall require each passenger on the bus to be seated in a regular passenger seat. No one shall be allowed to stand. The driver shall know that the vehicle is in safe, proper operating condition. The driver shall be certain to check tires, lights, stop arm, controls, and especially the brakes each time he expects to drive a bus. (Conduct pre-trip inspection.) The driver will not allow guns or inflammable or explosive substances such as gasoline to be carried on a school bus. The driver shall check the first aid kit regularly to see that it contains all necessary items. Anything missing shall be replaced by the driver. It shall be the duty of every school bus driver to report the license number of any vehicle which violates any law endangering school children to his immediate supervisor. The driver shall load and unload only from the right hand side of the road with clear vision of at least one hundred yards in both directions. When unloading students the driver shall count the number of pupils exiting the bus and shall account for their whereabouts before moving the bus. A driver loading or unloading students on a roadway having more than three lanes must load or unload only students who live on the right side except at intersections with traffic control signals. A driver on a route shall not leave his occupied bus. In case of a breakdown he should send a school bus aide or older pupil for assistance, ask a passing motorist for assistance, or wait for help. When necessary for the driver to leave an unoccupied bus, he shall shut off the motor, set brakes, and remove ignition keys. The driver shall not remove any student from the bus for discipline reasons except at the school or his regular bus stop. A pupil picked up in the morning must be returned to his home bus stop unless other arrangements have been made.

BUS CONDUCT

E.7/J.42

1/11/94

PUPIL RULESSupervision and Disciplinary Guidelines

1. Pupil shall follow directions of the driver the first time given.
2. Pupil shall arrive at the bus stop before the bus arrives.
3. Pupil shall wait in a safe place, clear of traffic and away from where the bus stops.
4. Pupil shall wait in an orderly line and avoid horseplay.
5. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction from the driver.
6. Pupil shall go directly to an available or assigned seat when entering the bus.
7. Pupil shall remain seated and keep aisles and exits clear.
8. Pupil shall exhibit classroom conduct at all times.
9. Pupil shall refrain from throwing or passing objects on, from or into buses.
10. Pupil is permitted to carry only objects that can be held on his/her lap.
11. Pupil shall refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.
12. Pupil shall refrain from eating and drinking on the bus.
13. Pupil shall not carry hazardous materials, nuisance items and animals onto the bus.
14. Pupil shall respect the rights and safety of others.
15. Pupil shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
16. Pupil shall refrain from extending head, arms or objects out of the bus windows.
17. Pupil shall refrain from hitching rides via the rear bumper or other parts of the bus.
18. Pupil shall refrain from wearing metal cleats on bus.
19. Pupil shall refrain from marking, cutting, or puncturing cushions or seat backs.

If a student receives a fourth misconduct citation in a given school year a student/parent conference with the principal and bus company representative will be held which may result in the loss of bus transportation privileges. However, if a serious violation of the Pupil Rules occurs a student/parent conference with school and bus company officials can be held without regard to any previous infractions.

VIDEO/AUDIO SURVEILLANCE CAMERAS ON SCHOOL BUSES

The placement of the video cameras will be determined by the bus company manager/supervisor. A bus driver may request that a camera be installed on their bus; however, drivers are not to be notified when a video camera has been placed on their school bus. The cameras will be rotated in an order determined by officials of the bus company and installed by the bus company manager/supervisor or their designee.

Video tapes may be retained by the bus company for the purpose of training drivers in cases the company deems relevant. Tapes are not intended to be used for driver discipline, however, drivers may use tapes to self-critique their individual job performance. Tapes may also be retained to corroborate cases of vandalism, violent behavior, or behavior resulting in an injury.

Tapes may be viewed at a location designated by school district officials and/or bus company officials. Parents of involved individuals, school officials and/or bus company officials will be allowed to view a tape. Bus drivers may also view tapes recorded on their bus.

All school buses equipped with surveillance equipment will be clearly marked in view of the passengers with the following: "This bus is equipped with video/audio surveillance equipment".

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WALKERS AND RIDERS

E.8

8/16/88

SAFETY BUSING

Filer: Children living within 1.5 miles of the school but 1/4 mile and further west of Stevens Street, 1/4 mile and further north of North Street, 1/4 mile and further east of Fair Avenue, and south of Highway 30 may be bused for safety reasons to and from school. **All approved areas will need a score of 50 or higher on the State Safety Evaluation Form.**

Hollister: Children residing on any street except Salmon Street may be bused for safety reasons to and from school.

Specific safety hazards in these areas often include:

- a. Lack of sidewalks, narrow roadside shoulders, winter snow obstructions;
- b. Seasonally heavy agricultural truck traffic going to and from warehouses, heavy commuter traffic on Highways 30 and 93 in the morning and afternoon;
- c. Lack of crossing guards on several busy intersections;
- d. Younger children unaccompanied by older students or adults;
- e. Railroad crossings.

Children living within these boundaries are not subject to these hazards such that they would qualify for safety busing.

NON-RESIDENT STUDENT TRANSPORTATION

Students living outside district boundaries may be required to furnish their own transportation to and from school.

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FOOD SERVICE MANAGEMENT

E.9

4/19/88

The Board shall set the prices to be charged for hot lunches. Prices may vary between grade levels. Adult meals prices may be set higher than student meals.

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FREE & REDUCED FOOD SERVICE E.10

4/19/88

The District shall take part, as feasible, in the federally assisted food services programs which may become available to assure that all children in the district receive proper nourishment.

The administration shall conform to rules, regulations, and procedures established by the state and federal agencies governing the food service programs. Students may be allowed to pay different prices for meals according to such state and federal regulations.

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STAFF INSURANCE PROGRAM

E.11

1/21/90

Benefits in addition to basic wages and salaries are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended the staff shall be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the District.

The district shall provide for employees hospital, surgical, major medical insurance. Benefits for part-time employees are prorated on amount of work day. Should the employee choose benefits in addition to health insurance, payroll deductions will be approved in compliance with board policy. The optional benefits offered in the pool shall be mutually determined by the district and the Association.

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LIABILITY INSURANCE

E.12

8/17/81

The Board authorizes the superintendent to secure liability insurance on the vehicles owned by the district and for tort levy.

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BUILDING SECURITY -
KEYS AND LOCKING SYSTEM

E.13

10/12/93

The security of buildings requires continued surveillance by all employees and proper control of keys and locks. Employees who have been issued keys to any lock for school property in this district must assume responsibility for custody and appropriate use of such keys. School district policy is to maintain the best building security possible.

Distribution of keys will be as follows: Any keys must be requested through the building principal. The principal will then request said key(s) through the maintenance supervisor. Each employee who receives a key(s) will sign for it (them). The receipt will be kept on file by the principal and a notation made when the key is returned. The maintenance supervisor will also maintain a master control chart and file of all keys issued.

Keys are not to be duplicated except by the maintenance supervisor.

Keys are not to be loaned to anyone under any circumstances. **An employee who violates this provision will be held liable for any damages to the building or injuries to people who have entered school district property with the use of the loaned key.**

Employees who have lost a key must report the loss immediately to their building principal and he/she shall then notify the maintenance supervisor. If the employee is unable to find the key(s) within a reasonable time period, the employee will be required to pay for replacement of the key(s), lock alteration, and replacement of other keys to the same lock or building(s) at the following rate: actual cost or \$30 for an inside key, whichever is less; actual cost or \$60 for an outside key, whichever is less; actual cost or \$200 for a master key, whichever is less; actual cost or \$400 for a grand master key, whichever is less.

All employees, except those who will continue their work in the buildings during the summer, should check in their key(s) to the building principal at the close of school each year. An employee who terminates during the school year must return all keys to the building principal or maintenance supervisor at the time of termination.

Edited 1/19/00

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**Filer School District #413
Key Issuance**

All keys will be issued through the building principal who will request said key(s) through the maintenance supervisor.

1. Each key will be coded for the specific building and numbered numerically for issue.
2. All keys issued will be signed for by the individual needing the key.
3. The individual signing for a key shall retain possession of that key at all times. **An employee who violates this provision will be held liable for any damages to the building or injuries to people who have entered school district property with the use of the loaned key.**
4. Loss of a key or keys must be reported immediately to the respective building principal. He/she shall then notify the maintenance supervisor.
5. A person losing a key or keys will be held responsible for the incurred cost or rekeying or recoring to reestablish security to the school(s) involved according to Filer School District policy (E.13).

Name _____

Signed _____

Date _____

Building key code _____

Key # _____

Brand _____

What Does the Key Access _____