

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Auxiliary Services
Statement of Guiding Principles

POLICY NUMBER: 600

EFFECTIVE DATE: Revised January 10, 2001

The Board of Trustees shall, as it deems necessary, make provisions for auxiliary services that will enhance the opportunity for all children to take full advantage of the educational program.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Food Service Management

POLICY NUMBER: 601.1

EFFECTIVE DATE: Revised January 10, 2001

It shall be the purpose of the food service program to provide well-balanced meals that are nourishing at moderate prices in pleasant surroundings. The program also provides a teaching situation in which the foods that children need for proper growth and development are served in an appetizing manner so that they will be readily accepted. The program contributes to the social education of the child by providing an opportunity to practice good table manners.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Eligibility For Free or Reduced Cost Meals

POLICY NUMBER: 601.2

EFFECTIVE DATE: Revised January 10, 2001

The Bear Lake School Board recognizes the responsibility to provide free meals for needy children since the nutrition of all children is an important factor in their educational progress. Therefore, Bear Lake School District #33 will follow the eligibility guidelines that are established by the National Food Service Program.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Vending Machines

POLICY NUMBER: 601.3

EFFECTIVE DATE: Jan. 12, 1988

In order to be in compliance with Federal Regulations and Idaho State Department of Education guidelines the use of all food and pop vending machines on school premises in the Bear Lake School District will not be at the student's disposal until after lunch serving time.

The Board of Trustees recommend that each school set its own guidelines in regards to the consumption of food and pop in areas other than the cafeteria, keeping in mind that spillage and stains on carpets and other surfaces may be damaging and costly to clean or repair.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Wellness and Healthy Lifestyles

POLICY NUMBER: 601.4

EFFECTIVE DATE: August 9, 2006

Goal: To promote and encourage a life-long healthy lifestyle by providing healthful foods, access to nutritional information and opportunities to be physically active.

Bear Lake County School District will encourage curriculum in grades K-12 that instruct and promote good nutrition and eating habits. Elementary grades will introduce nutritional elements in each grade level health classes and will be supported by the staff in the lunch room. Secondary students will receive instruction in their health classes, science classes and PE. Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a healthy and physically active lifestyle.

Bear Lake County School District will continue to support and encourage physical activity by offering regular PE and health programs in grades K-12. Suggestions to move toward more activity include:

1. Movement and activities during inclement weather.
2. Fitness curriculum during Health and PE.
3. Using physical activity as a reward.

Bear Lake County School District will support the Federal USDA guidelines for reimbursable school lunch and breakfast. The schools will offer adequate time for eating and a good environment that is conducive to eating and socializing.

Bear Lake County School District will work with vendors to provide choices and selection for healthy food and beverages in their vending machines, concession stands, and school stores.

Schools will work toward rewarding students with alternative rewards in place of candy and sweets. Non-food rewards will be encouraged.

Bear Lake County School District will evaluate the implementation of the Wellness Policy by designating one or more persons at each school campus to ensure that the school meets the local Wellness Policy.

This wellness committee, consisting of parents, students, Food Service, School Board Members, School Administrators, teachers, and School District Administration, will convene each year to review and revise this Wellness Policy.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: MEALS CHARGED BY STUDENTS

POLICY NUMBER: 601.5

EFFECTIVE DATE: August 9, 2006

Charging for school lunches is to be discouraged at all grade levels. The purpose of the policy is to allow a means by which a student who occasionally forgets or loses his/her lunch money can be provided a meal.

Procedure to follow if meal charges are necessary:

1. Students at the elementary schools will be allowed four (04) charges. An Alternative meal will be provided for four (04) additional days consisting of milk and another one (01) item.
2. Students at the Middle School will be allowed four (04) charges. They will be notified at the point of service when lunch money is needed. It will be the responsibility of the student to notify their parents. Student's accounts may be checked on Power School at ps.blsd.net.
3. Students at the High School will be allowed two (02) CHARGES. They will be notified at the point of service when lunch money is needed. It will be the responsibility of the student to notify their parents. Student's accounts may be checked on Power School at ps.blsd.net.
4. The principal should contact a parent that consistently does not provide money or a lunch for their child, so intervention can occur on behalf of the child.
5. Charges that cannot be collected will be carried over to the next year, with consequences also following.
6. Absolutely no charging will be allowed the last three weeks of the school year.
7. The Meals Charged by Students policy will be placed in the student handbook and given to student's/parents at registration.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Transportation Regulations

POLICY NUMBER: 602.1

EFFECTIVE DATE: Revised January 10, 2001

The school board of each district shall, where practicable provide transportation for the public and private school students within the districts.

Transportation will be furnished to all pupils who live one and one-half miles or more from the school they are required to attend.

Transportation shall be furnished for shorter distances if, in the opinion of the Board, the road is unreasonably hazardous relative to the age of the child concerned. Nothing herein contained shall prevent the district from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority by the school board, upon good cause being given in writing to the parents or guardian, or either of them of such students.

Idaho Code 33-1501, 33-1502

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Misc. Bus Rules
POLICY NUMBER: 602.11
EFFECTIVE DATE: Revised January 10, 2001

1. Bus routes will be updated annually no later than the August School Board meeting. Changes will only be made for move-ins and severely extenuating circumstances.
2. Rule of Visibility - Bus drivers will be expected to pick up only those pupils who are clearly visible when approaching a bus stop.
3. Wherever Possible - Coaches and teachers should not be used as regular bus drivers. (Not retro-active).
4. All bus drivers must attend the yearly eight (8) hour inservice workshop provided by the district. Failure to do so without approval will result in dismissal.
5. The district shall complete a driving record check, using the files of the Idaho State Department of Motor Vehicles, for those individuals who are going to drive a school bus during the current year.
6. The district has regulations limiting driving time which do not exceed Bureau of Motor Carrier Safety manual maximums which are fifteen (15) hours of duty of which ten (10) are driving time; eight (8) hours continuous off-duty prior to long trips, no more than sixty (60) hours driving in a week.
7. A supervisor shall ride a minimum of once per year on each route and with each driver for the purpose of evaluating the driver's performance and the safety of the route and bus stops. Documentation of the evaluation shall be retained in the driver's personnel file.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Transportation

POLICY NUMBER: 602.12

EFFECTIVE DATE: Dec. 11, 1991

It is the intent of the Bear Lake School District to provide transportation for students that live at least 1 ½ miles or more away from the school they attend. With this in mind, parents must remember that riding a school bus is a privilege not a requirement for students. The following items are to regulate District Transportation:

1. Students will be picked up at designated bus stops as determined by the School Board.
2. If a student lives ½ mile or more from the main road, as determined by the school transportation department, a bus will be provided to pick them up as long as the following concerns are met:
 - a. The parents must provide an adequate turn around.
 - b. The road must be safe, in good repair, and clear in all weather.
3. Safety busing will be provided to students when in the opinion of the School Board, conditions are unsafe for a student to walk.
4. In certain circumstances as determined by the School Board, payment in lieu of busing may be established for some students living 1 ½ miles from the school or an established bus stop. (Idaho Code 33-1503)
5. Kindergarten busing will be provided when there are five (5) students or more per bus route. Payment in lieu of transportation will be provided to parents that live in areas where there are less than five (5) students. This payment will be from school to home.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Proper Use Of Bus Conduct Report
and Discipline Policy

POLICY NUMBER: 602.2

EFFECTIVE DATE: Revised January 10, 2001

Bus drivers are responsible for good conduct on his or her bus. All major violations must be reported. A Bus Conduct Report will be issued for each offense by the driver.

1. First Offense

The student will meet with the principal for correction and be assigned a front seat for a minimum of five (5) Days.

2. Second Offense

The student, principal and parents will meet for a conference and student will be excluded from riding a bus for up to one week.

3. Third Offense

The student, principal, parents and bus driver will meet for a conference and student may be excluded from riding any bus for the remainder of the school year.

4. In case of a serious infraction, the school district has the right at any time to permanently deny bus riding privileges to a student.

5. The deliberate destruction or defacing of a bus by a student, whether it be the first, second or third offense, will result in immediate loss of bus riding privileges for a minimum of one week or at the discretion of the Principal, up to the remainder of the year. Restitution for damages must be made before the student's riding privileges will be reinstated.

6. A bus driver may remove any student who is endangering the lives of the students on the bus at the nearest safe place. In such cases, he will remove the student and notify the parent, Principal, police, and the Director of Transportation so the child may be picked up and delivered to home and school. In all cases, except emergencies exclusion will come after the parent has been properly notified by the Principal under the above regulations for first, second, and third notices.

The school district Bus Conduct Report must be completed in quadruplicate. One for the parent, one for the Principal, one for the driver and one for the Transportation Department. No driver will allow the student to reboard any bus until the bus conduct Report has been signed by the parent or Principal. The school district expects good conduct and behavior on the school buses. Our drivers will be supported fully in proper disciplinary action by the Board of Trustees.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Rules and Regulations for Students
Riding School Buses

POLICY NUMBER: 602.3

EFFECTIVE DATE: Revised January 10, 2001

In order to insure the safety of students being transported, all must abide by the following rules:

1. Use only the bus and the bus stop assigned to you. When for any reason it is necessary to get off the bus at another stop or ride another bus, the driver will need a note to that effect signed by the child's parent or guardian.
2. You must be on time at the bus stop. The driver is not expected to wait for a tardy passenger.
3. Remain seated facing front when bus is in motion.
4. The driver may assign seats to any or all students.
5. Talk quietly and make no unnecessary noise. Creation of any disturbance that might distract the bus driver is not allowed.
6. Absolute silence is required when approaching a railroad crossing.
7. Fighting, alcohol, tobacco and drugs are not allowed on the bus.
8. No live animals, firearms or other potentially hazardous materials will be permitted on the bus.
9. Orderly behavior is expected at the bus stop.
10. If it is necessary to cross the street, always cross in front of the bus as instructed by the bus driver.

11. Keep head and arms inside the bus. Littering the bus or throwing anything out of the bus is not allowed.
12. Do not play or tamper with the bus or bus equipment.
The emergency door is to be used only in an emergency.

Students who refuse to obey the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: School Bus Driver Responsibility
And Authority

POLICY NUMBER: 602.4

EFFECTIVE DATE: Revised January 10, 2001

The board of trustees or its designee shall be responsible for defining in writing the duties of bus drivers. Duties of school bus drivers (regular route, field trips, activity trips, and substitutes) shall include the following:

- a. The driver shall require each passenger on the bus to be seated in a regular passenger seat. No one shall be allowed to stand.
- b. The driver shall know that vehicle is in safe, proper operating condition. The driver shall be certain to check tires, lights, stop arm controls, and especially brakes each time the driver expects to drive a bus.
 - * The initial pre-trip each day should follow the basic CDL pre-trip requirements for school bus.
 - * Each subsequent pre-trip should, at a minimum, ensure that all safety equipment is in working order, i.e., brakes, tires, lights, steering, horn, first aid kit, body fluid kit, fire extinguisher and emergency reflectors.
- c. The driver will not allow guns or inflammable or explosive substances such as gasoline to be carried on a school bus.
- d. The driver shall regularly check the first-aid kit, body fluid kit and fire extinguisher to see that they contain all necessary items. Anything missing or defective shall be reported by the driver.

- e. 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.
- f. The driver shall load and unload only from the right hand side of the road with clear vision of at least one hundred (100) yards in both directions.
- g. When unloading students the driver shall count the number of pupils exiting the bus and shall account for their whereabouts before moving the bus.
- h. A driver loading or unloading students on a roadway having more than three (3) lanes must load or unload only students who live on the right side except at intersections with traffic control signals.
- I. A driver on a route shall not leave an occupied bus. In case of a breakdown the driver should radio for assistance. If electronic voice communication is not possible, the driver should send a school bus aide, ask several passing motorists for assistance, or two older pupils for assistance, or wait for help.
- j. When necessary for driver to leave an unoccupied bus, the driver shall shut off the motor, set brakes, and remove ignition keys.
- k. The driver shall not remove any student from the bus for discipline reasons except at the school or the student's regular bus stop. A pupil picked up in the morning must be returned to the student's home bus stop unless other arrangements have been made.
- l. On regular to and from school bus routes only aides and those properly enrolled school pupils eligible for transportation may ride. If the local district policy allows, exceptions may be made for passengers other than properly enrolled school pupils to ride the bus when special circumstances exist and space is available. Prior permission must be given in writing by the school district's superintendent or designee before non-pupils may ride. Other persons and teachers who have officially been appointed as chaperones may be allowed on a school bus for field and extracurricular activity trips.
- m. Bus drivers are responsible for the proper discipline of pupils on the bus and must exercise this function in accordance with written policies and instructions of school authorities.
- n. Drivers shall report all accidents to the local school authorities, the appropriate law enforcement agency, and the State Department of Education.

- o. The Uniform School bus Accident Report Form shall be completed by the driver or transportation supervisor and sent to the State Department of Education within fifteen (15) days of the accident.
- p. The time schedule for pickup and delivery of children shall be followed as accurately as is possible.
- q. The school bus driver has complete responsibility for the operation of the bus and care of his passengers. The driver always possesses the final authority.
- r. At no time shall a driver exceed sixty-five (65) miles per hour or a lesser posted speed limit.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Drug and/or Alcohol Testing of Individuals
Required to Secure and Maintain a Commercial
Driver's License

POLICY NUMBER: 602.5

EFFECTIVE DATE: December 14, 1994

The Bear Lake School District adopted a Drug Free Workplace policy in September of 1990. The purpose of the policy is to assure both students and staff of an opportunity to work and learn in a setting that is free of drugs. The policy also establishes procedures for dealing with both students and staff involved in various aspects of drug and/or alcohol use.

Employees who are scheduled to perform a function that requires the use of their Commercial Driver's License must abstain from the use of alcohol for four (4) hours before reporting for duty. Employees are prohibited from using alcohol when on duty and are prohibited from using controlled substances at all times.

The following behaviors are prohibited under the provisions of this policy:

- A. Reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater.
- B. Being on duty or operating a commercial motor vehicle while possessing alcohol.
- C. Using alcohol while performing safety-sensitive functions.
- D. Performing safety-sensitive functions (driving a vehicle owned by Bear Lake School District) within four (4) hours after using alcohol.
- E. Using alcohol during the eight (8) hours following an accident, or until undergoing a post-accident alcohol test, whichever occurs first.
- F. Refusing to submit to a post-accident test, a random test, a reasonable suspicion test, a baseline test, an initial employment test, or a follow-up test.
- G. Reporting for duty or remaining on duty after using any controlled substance, except when the use is pursuant to the instructions of a physician who has

advised the driver that the substances does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

- H. Reporting for duty, remaining on duty or performing a safety-sensitive function (driving a Bear Lake School District owned vehicle), if the employee tests positive for controlled substances.

Employees who are required to secure and maintain a commercial driver's license as a condition of employment are subject to Drug and/or Alcohol Testing as follows:

Initial Employment Testing

All employees who are required to secure and maintain a Commercial Driver's License as a condition of employment will be required to submit to testing for the presence of illegal drugs and/or alcohol immediately after employment or during their pre-employment training and before they are assigned to any driving responsibilities.

All substitute employees who are required to secure and maintain a Commercial Driver's License as a condition of employment will be required to submit to testing for the presence of illegal drugs and/or alcohol before they are assigned to any driving responsibilities.

Baseline Testing

All employees who are required to secure and maintain a Commercial Driver's License as a condition of employment will be required to submit to testing for the presence of illegal drugs and/or alcohol during the first year that this policy is enacted.

Testing Required by State/Federal Agencies

All employees who are required to secure and maintain a Commercial Driver's License as a condition of employment will be required to submit to testing as required by State and/or Federal regulations mandated upon the Bear Lake School District.

Random Testing

All employees who are required to secure and maintain a Commercial Driver's License as a condition of employment will be required to submit to random testing for the presence of illegal drugs and/or alcohol. The random testing may be conducted at any time during their normal work day as well as during the period of time that they are employed by the District for special assignments utilizing their Commercial Driver's License. The procedure for selecting those to be tested will insure that each employee has an equal chance of being selected each time a random test is conducted. Once notified of selection for random testing, the employee must proceed to the test site immediately.

Post Accident Testing

All employees who are required to secure and maintain a Commercial Driver's License as a condition of employment that are involved in a work related accident will be tested for the use of illegal drugs and/or alcohol as soon as possible after the accident. Employees must abstain from alcohol use for eight (8) hours after an on-the-job accident or until a post-accident test is performed, whichever occurs first.

Employees involved in a work related accident are required to remain readily available for testing until the necessary arrangements are made and appropriate testing has been completed.

Employees covered by this policy who are involved in a work related accident must contact either the Transportation Director or the Superintendent of Schools immediately after reporting the accident to the appropriate law enforcement officials (when appropriate) and providing for the safety of their passengers (when appropriate).

Any employee covered by this policy who sustains injuries that prohibit them from being tested by the District or its agent shall authorize the release of relevant hospital reports or other documentation that would indicate whether there were drugs or alcohol in their system at the time of the accident.

Reasonable Suspicion Testing

All employees who are reasonably suspected of committing one of the prohibited acts listed above, except for the prohibition relating to possession of alcohol, will be required to take a reasonable suspicion test. Alcohol tests will be taken only if the observations were made during, just preceding, or just after the period of the work day that the driver was required to be in compliance with this policy.

Return To Duty Testing

Before a driver returns to duty after engaging in conduct that is prohibited by this Policy, the driver shall undergo a return-to-duty alcohol or controlled substances test.

Follow-up Testing

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the employee will be subject to unannounced follow-up alcohol and/or controlled substances testing.

Drug/Alcohol Testing Procedures

When an employee who is covered by this policy is notified that they are to submit to drug or alcohol testing they will be given instructions regarding where and when to report for testing. All specimen collections will be conducted by personnel that have been properly instructed and will be done according to approved collection procedures. All testing will be conducted by a laboratory that has been properly certified and/or accredited. Any specimen that screens positive for the presence of illegal drugs will be confirmed by the Gas Chromatography/Mass Spectrometry confirmation method. Procedures followed by the District will be those mandated by Federal law (49CFRS40).

All specimens will be tested for the presence of illegal drugs. Alcohol testing level will be equivalent of a 0.02 concentration.

Test results will be received by the Superintendent and shared with the Transportation Director who will also share the results with the individual employee. The results will be kept strictly confidential.

No driver shall refuse to submit to an initial employment test, a baseline test, a post-accident test, a random test, a reasonable suspicion test, or a follow-up test. If a driver does so he/she will not be permitted to perform or continue to perform in those job responsibilities that require a Commercial Driver's License. A driver who refuses to take a return-to-duty test will not be allowed to return to duty.

Consequences of a Positive Test Result

Probationary and Substitute employees who test positive will be immediately dismissed from employment with the School District with no opportunity for an appeal or future testing.

Regular, permanent employees may request a retesting of the same specimen within 24 hours of their notification of a positive test result. The retesting shall be at the employee's expense at the same lab where the initial testing was conducted. Regular, permanent employees are also entitled to a hearing with the Transportation Director and Superintendent or their designee. If a hearing is requested, the employee shall be placed on "leave" immediately after a positive test result has been received until a hearing can be held. Appropriate leave would include "personal leave" or "leave without pay".

Employees who engage in one of the actions prohibited by this Policy may be subject to disciplinary sanctions up to and including termination of employment. Disciplinary sanctions may include completion of an appropriate rehabilitation program.

No driver tested who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Self-Referral

Individuals who recognize a problem with alcohol, drug or prescription abuse may refer themselves to the District under the provisions of the "Drug Free Workplace" policy **before** they are tested positive or are involved in a work related accident that resulted from drug and/or alcohol use or abuse. Those individuals will have the opportunity of resolving their problems through the "Drug Free Workplace" policy rather than facing the consequences listed under the "Drug and Alcohol Testing" policy.

Warning

Individuals who are required to take medication (prescription or non-prescription) that **may impair their ability to perform their duties** in a safe and prudent fashion **should not** be working at that particular time. When in doubt, the employee should contact their physician **before** they drive.

The use of alcohol and/or controlled substances may have a negative affect on the employee's personal health as well as the well-being of their family. Since the Bear Lake School District is a "drug free" workplace, the use of alcohol and/or controlled substances may jeopardize the possibility of continued employment.

The District provides an opportunity for employees to gain help to overcome problems in their areas through a self-referral process and the provisions of the District's "Drug Free School Policy". Co-workers are encouraged to intervene when a problem is suspected. Intervention could include personal confrontation, referral through the District' "Drug Free Schools Policy" or a referral to either the Superintendent or the Director of Transportation.

Questions

Questions regarding this policy should be directed to the Superintendent of Schools.

BEAR LAKE COUNTY SCHOOL DISTRICT #33

BOARD POLICY WITH GUIDELINES

SUBJECT: Buses for Non-District Use

POLICY NUMBER: 603

EFFECTIVE DATE: Feb. 12, 1988

Bear Lake School District #33 school buses may be used for group or non-district use. There will be a charge of \$.35 per mile above the prior year's operating costs per mile driven. This includes the salary for one (1) driver which will be provided by the Bear Lake School District. The group will also be charged the additional cost of insurance on the bus. The District's fleet insurance does not cover vehicles used for group or non-District use. The fleet insurance carrier has the right to refuse or allow buses being used for non-school use.

Example: Cook Transportation - Logan, Utah
One (1) bus (47 people) from Montpelier to Provo = \$818.00
(\$17.40 /person)

Bear Lake School District
One (1) bus (40 people) from Montpelier to Provo
422 miles round trip @\$1.12 = \$472.64
Approximate insurance cost + 50.00
(\$13.07 /person) \$522.64

All revenue in excess of operating costs incurred under the law received for leasing school buses shall be placed in the plant facilities fund and designated for the replacement of school buses.

Whenever any Bear Lake School District #33 bus is leased, the lettering designating the vehicle as a school bus shall be covered and concealed and the admonitions to stop while loading and unloading pupils shall not be used in the operation of the vehicle. Idaho Code 33-1512