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*Policies under construction.

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Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS 8000

Goals

In order for students to obtain the maximum benefits from their educational program, a complex set of support services must be provided by the District. These services are essential to the success of the District, and the staff that provides them is an integral part of the educational enterprise. Because resources are always scarce, all assets of District operations, including non-instructional support services, shall be carefully managed in order to obtain maximum efficiency and economy. To that end, the goal of the District is to seek new ways of supporting the instructional program that shall maximize the resources directly available for students’ learning programs.

Policy History:
Adopted on: 12/4/17
Revised on:
Transportation

The Board of Trustees’ primary concern in providing transportation services to students is the safety and protection of the health of students.

Requirements

The District shall provide transportation to and from school for a student who:

1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest and best route from the junction of the driveway of the student’s home and the nearest public road to the nearest door of the school the student attends or to a bus stop, whichever the case may be;

2. Is a student with a disability, whose IEP identifies transportation as a related service; or

3. In the judgment of the Board, has another compelling and legally sufficient reason to receive transportation services, including the age, health, or safety of the student.

The type of transportation provided by the District may be by a school bus or other vehicle, or by such individual transportation as paying the parent or guardian for individually transporting the student. The Board may pay board and room reimbursements to a parent when a student resides within a non-transportation area (an area of a school district designated by the Board as impractical, by reason of scarcity of students, remoteness, or condition of roads) but is otherwise eligible for transportation and cannot be transported in any authorized manner. The Board may authorize children attending nonpublic schools to ride a school bus provided that space is available and a fee to cover the per-seat cost for such transportation is collected.

Homeless Students

Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act and State law.

Foster Children

The Superintendent or designee shall implement the requirements for ensuring the educational stability for all children in foster care. Each of these provisions must emphasize the child’s best interest determination. A written guideline must provide clarity to each school and staff member governing the transportation protocol for students in foster care. This includes the facilitation of transportation to the school of origin (when in the student’s best interest). Transportation will be
provided, arranged, and funded for the duration of time in foster care. These procedures must confirm the following:

1. Children in foster care needing transportation to the school of origin will promptly receive that transportation in a reasonable and cost effective manner.

2. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:
   a. The local child welfare agency agrees to reimburse the District for the cost of such transportation;
   b. The District agrees to pay for the cost of such transportation; or
   c. The District and the local child welfare agency agree to share the cost of such transportation.

Safety

The District shall provide each new school bus driver with a school bus driver training program before allowing him or her to drive a bus carrying students. The District shall provide all experienced school bus drivers with at least ten hours of refresher school bus driver current practice training each fiscal year. Such training shall meet the requirements described in the *Standards for Idaho School Buses and Operations*. Documented training similar to that required by the District may be used to comply with new school bus driver training hours, unless the driver has a gap of more than four years in their previous driving experience.

The Superintendent or designee shall develop written rules establishing the procedures for bus safety and emergency exit drills, and for student conduct while riding on buses, including for students with special needs.

The District shall ensure that transportation personnel have access to a library of resources to assist them in operating safe and efficient transportation services. These resources shall include:

1. Applicable federal, State, and local laws, codes, and regulations;
2. Applicable manuals and guidelines;
3. Online access to internet and other resources; and
4. Applicable trade journals and organizations’ publications.

Cross Reference: 3060 Education of Homeless Children  
8110 Safety Busing  
8120 Bus Routes, Stops and Non-Transportation Zones

Legal Reference: I.C. § 33-1501 Transportation Authorized  
I.C. § 33-1503 Payments when Transportation Not Furnished  
IDAPA 08.02.03.109 Special Education
20 USC § 6312(c)  Every Student Succeeds Act
Standards for Idaho School Buses and Operations

Other Reference:  Federal Highway Safety Guideline 17
Idaho Department of Education, Idaho’s School Bus Driver Training
Classroom Curriculum

Policy History:
Adopted on: 12/4/17
Revised on:
Extracurricular Transportation

The term “extracurricular” refers to activities or events which are supplements to the regular instructional program and do not involve class credit, including, but not limited to athletics, speech, debate, music, band, student groups and/or organizations, and community activities.

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the District. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

District employees wishing to undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities shall do so only when specifically directed or approved by the Superintendent or his or her designee. District employees will notify the Superintendent or designee of all transportation details and/or arrangements made after authorization. District employees shall not use a personal vehicle to transport students.

Responsibility for extracurricular transportation, when not provided by the District, will remain with the parent who will be required to sign a waiver and release of claims prior to the extracurricular activity or event. Such waiver and release of claims shall remain on file at the school.

At its discretion, the District may charge fees for transportation of students to and from extracurricular activities where attendance is optional.

Transportation to Extracurricular and Co-Curricular Activities Outside of District

The District will provide transportation to all extracurricular and co-curricular school sponsored activities for students participating as individuals or team members representing the District that are scheduled at a location outside of the District. All student participants are required to ride District approved transportation to and from these scheduled events.

If a student participant wishes to ride home with their parent/guardian, arrangements must be made by the parent/guardian with the coach or advisor. The parent will be required to sign a waiver and release of claims, (per event or entire season) prior to the extracurricular activity or event. (Parent Request to Transport Child Home Waiver 3400F3.) Such waiver and release of claims shall remain on file at the school. Under no circumstances will student participants be
allowed to transport themselves or other students to and from the activity, except in the presence of their parent/guardian.

Cross Reference: 3380 Extracurricular and Co-Curricular Participation Policy
8100 Transportation
3400F3 Parent Request to Transport Child Home Waiver

Legal Reference: I.C. § 33-1501 Transportation Authorized
I.C. § 33-512(12) Governance of Schools

Policy History:
Adopted on: 12/4/17
Revised on:
Safety Busing

Safety busing is the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board of Trustees, the age, health, and/or safety of the students warrants such action.

The Board of Trustees will only consider requests for safety busing for students living less than 1½ miles from school when a student walking to school would entail one or more of the following:

1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-level comprehension of complex traffic hazards;
2. Walking along an arterial road and highway permitting 50 mile per hour speeds;
3. Crossing an intersection in competition with a high volume of right-turning vehicles without the benefit of adult supervised crossing;
4. Walking in the traffic lane of an arterial or collector street because of the absence of sidewalks or usable shoulders which are at least three feet wide;
5. Walking beside or over unprotected waterways;
6. Walking routes which are temporarily interrupted by major road construction, building construction, or utility construction;
7. Walking routes interrupted by numerous high traffic volume business driveways; or
8. Other unique circumstances or extraordinary factors.

The existence of any of the above criteria does not automatically qualify an area for safety busing. The Board may also consider evaluation factors including but not limited to traffic count, traffic gap times, posted speed, width of roadway, width of walking area, length of time students would be exposed to area of concern, age of pupils, number of pupils, and traffic control signs and markings as well as written comments from parents, patrons, and school personnel prior to a vote on the issue. Further, the Board shall consider the criteria set out in its measuring and scoring instrument, with an appropriate “cut off” for safety busing purposes when the scoring element used indicates hazards that are “reasonable” for students to encounter during their walk to and from school.

Each year, no later than the regular Board meeting in August, the Board shall review and vote on all requests for new safety busing locations. The Board may annually approve the formation of an ad hoc supplemental transportation committee for the purpose of objectively evaluating all hazardous routes less than 1.5 miles from the students’ home to school, using the Board approved measuring instrument. The Superintendent or his or her designee is directed to review all existing safety busing locations at intervals of no more than three years.
Cross Reference: 8100 Transportation
8120 Bus Routes, Stops and Non-Transportation Zones

Legal Reference: I.C. § 33-1501 Transportation Authorized


Policy History:
Adopted on: 12/4/17
Revised on:
Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS

Route Evaluation

ROUTE EVALUATION

School District Name & Number: Coeur d’Alene School District No. 271 Date of Evaluation

Bus No. Route No. Bus Capacity Number Transported

LOADING/UNLOADING AREAS AT SCHOOLS

<table>
<thead>
<tr>
<th>Is there adequate and active supervision at school loading/unloading areas?</th>
<th>Yes No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is bus parking designed so that students do not have to walk between buses to get to parent pick-up areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is other traffic kept away from bus loading area?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

ROUTES

<table>
<thead>
<tr>
<th>Do students have a safe location away from the roadway to wait for the bus?</th>
<th>Yes No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are students required to be at the bus stop before the bus arrives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are students required to cross more than three lanes of traffic?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there at least 100 yards visibility in both directions at each bus stop?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any visual obstructions at intersections or bus stops?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does driver have adequate time to complete each route without rushing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the bus blocking any intersections when stopped to load/unload?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are bus stops at least 40 feet from intersections whenever possible?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

BACKING

List Backing Locations on Private Property Approved by Board for Current Year Are Trained Flag Persons being Utilized Alternatives That Would Eliminate Backing Situations

| 1. | Yes No | Yes No | |
| 2. | Yes No | Yes No | |
| 3. | Yes No | Yes No | |
| 4. | Yes No | Yes No | |

List Backing Locations on Public Roadways Approved by Board for Current Year Alternatives That Would Eliminate Backing Situations

| 1. | Yes No | |
| 2. | Yes No | |
| 3. | Yes No | |
| 4. | Yes No | |

NOTES:

Signature of Evaluator: ___________________________ Date __________________

Signature of Transportation Supv. (if other than evaluator): ___________________________ Date __________________
ACTIONS TO BE TAKEN DURING AND FOLLOWING
THE OBSERVATION OF SCHOOL BUS ROUTES

Supervisory actions that should be taken during and after transportation supervisory personnel completes a
review of bus routes are:

1. Check the route and schedule for accuracy.
2. Determine that loading and unloading occurs only at authorized stops.
3. Check to see that vehicles are operated in compliance with prescribed regulations.
4. Observe the driver/pupil relationship.
5. Check loading and unloading conditions at school centers.
6. Check for evidence of supervision in loading zones.
7. Note hazardous road conditions.
8. Note the nature, frequency and locations of bus stop law violations.
9. Observe conditions of bus, e.g., cleanliness, tires, windows, emergency exit(s), first aid kits, fire
   extinguisher, seats, etc.
10. Observe vehicle inspection guide for evidence of pre-trip inspection.
11. Note driver attitude toward other motorists and pedestrians.
12. Follow the observation with a written report and discussion with the driver (and other, as appropriate).
13. File the written report in the driver's permanent record.

Rev. 09/2008
Hours of Service of Drivers

The maximum driving time for passenger-carrying vehicles shall be as follows, subject to the exceptions and exemptions provided by law. The District shall not permit or require any driver to drive a passenger-carrying commercial motor vehicle:

1. For more than ten hours following eight consecutive hours off duty; or
2. For any period after having been on duty 15 hours following eight consecutive hours off duty.

Additionally, the District shall not permit or require a driver of a passenger-carrying commercial motor vehicle to drive for any period after:

1. Having been on duty 60 hours in any seven consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or
2. Having been on duty 70 hours in any period of eight consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

Drivers shall use Federal Motor Carrier Safety Administration (FMCSA) over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips.

Cross Reference: 8100 Transportation

Legal Reference: FMCSA: § 395.5: Maximum driving time for passenger-carrying vehicles

Other Reference: Idaho Department of Education, Idaho’s School Bus Driver Training Classroom Curriculum

Policy History:
Adopted on: 12/4/17
Revised on:
Bus Routes, Stops, and Non-Transportation Zones

Each year, no later than the regular Board meeting in August, the Superintendent or his or her designee shall present their recommendation for bus routes, school safety busing zones, and non-transportation zones to the Board of Trustees. The Board shall consider student health and safety in considering the recommendations of the Superintendent or designee.

Definitions

“Safety Busing Zone” shall mean the transportation of a student who lives less than 1½ miles from school when, in the judgment of the Board, the age, health, or safety of the student warrants such action. See Policy 8110 Safety Busing.

“Non-Transportation Zone” shall mean an area of the District designated by the Board which is not served by District transportation because of scarcity of students or remoteness, or because the condition of roads makes such service impractical.

Establishing Bus Routes

In order to operate the transportation system as safely and efficiently as possible, the following factors shall be considered in establishing bus routes:

1. School bus routes shall be established with due consideration of the sum total of local conditions affecting the safety, economic soundness, and convenience of its operation including road conditions, condition of bridges and culverts, hazardous crossings, presence of railroad tracks and arterial highways, extreme weather conditions and variations, length of route, number of families and children to be serviced, availability of turn-around points, capacity of bus, and other related factors. Further, the Board of Trustees shall consider the criteria set out in its measuring and scoring instrument. See Policy 8110 Safety Busing, Exhibit 1.

2. School bus drivers are encouraged to make recommendations in regard to establishing or changing routes.

3. Parents should be referred to the Superintendent or designee for any request of change in routes, stops, or schedules.

4. At least once each year, the transportation supervisor or the District’s school bus driver trainer shall evaluate each route for the purpose of assessing the safety of routes and bus stops. Documentation of the route evaluation shall be retained by the District.
Bus Stops

Buses should stop only at designated places approved by school authorities. Exceptions should be made only in cases of emergency and inclement weather conditions. Bus stops shall be chosen with safety and protection of the health of the student in mind.

School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students. The principal of each building is responsible for the conduct of students waiting in loading zones.

Delay in Schedule

The schedule for pickup and delivery of children shall be followed as accurately as possible. The driver is to notify the administration of a delay in schedule. The administration will notify parents on routes and radio stations, if necessary.

Responsibilities - Pupils

Pupils must realize that safety is based on group conduct. Talk should be in conversational tones at all times. There should be no shouting or loud talking which may distract the bus driver. There should be no shouting at passersby. Pupils should instantly obey any command or suggestions from the driver and/or his or her assistants.

A pupil may be denied transportation upon a showing of good cause. The reason for the denial of transportation services shall be provided to the parent(s)/guardian(s) in writing.

Responsibilities - Parents

The interest and assistance of each parent is a valued asset to the transportation program. Parents’ efforts towards making each bus trip a safe and pleasant experience are requested and appreciated. The following suggestions are only three of the many ways parents can assist:

1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
2. Properly prepare children for weather conditions; and
3. Encourage school bus safety at home. Caution children regarding safe behavior and conduct while riding on the school bus.

Safety

The Superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills which comply with State law and Federal Highway Safety Guideline 17, and for student conduct while riding on buses.

If the bus and driver are present, the driver is responsible for the safety of his or her passengers, particularly for those who must cross a roadway prior to loading or after leaving the bus. Except
in emergencies, no bus driver shall order or allow a student to board or disembark at a location other than his or her assigned stop unless so authorized by the Superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct in accordance with Policy 8140 Student Conduct on Buses. Bus drivers are expressly prohibited from using corporal punishment.

Further, 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.

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his or her passengers. Failure to use the system constitutes negligence on the part of the driver.

**Inclement Weather**

The Board recognizes the unpredictability and resulting dangers associated with the weather in Idaho. To achieve the maximum safety for children and efficiency of operation, the Superintendent is empowered to make decisions as to the emergency operation of buses, the cancellation of bus routes, and the closing of schools in accordance with his or her best judgment. The Board may develop guidelines in cooperation with the Superintendent to assist him or her in making such decisions.

Cross Reference: 8110 Safety Busing

Legal Reference:  
- I.C. § 33-1501 Transportation Authorized  
- I.C. § 33-1502 Bus Routes—Non-Transportation Zones  
- I.C. § 49-1422 Overtaking and Passing a School Bus

Other Reference:  
Standards for Idaho School Buses and Operations  
Idaho Department of Education, Idaho’s School Bus Driver Training  
Classroom Curriculum

**Policy History:**
Adopted on: 12/4/17
Revised on:
Transportation of Students with Disabilities

Transportation shall be provided as a related service when a student with a disability requires special transportation in order to benefit from special education or to have access to an appropriate education placement. Transportation needs may include, but are not limited to, the following:

1. Travel to and from school and between schools;
2. Travel in and around school buildings or to those activities which are a regular part of the student’s instructional program;
3. Specialized equipment (such as special or adapted buses, lifts, and ramps) if required to provide special transportation for a student with disabilities; and
4. Other services that support the student’s use of transportation, such as:
   A. Special assistance, such as an aide on the bus and assistance getting on and off the bus;
   B. Safety restraints, wheelchair restraints, and child safety seats;
   C. Accommodations, such as preferential seating, a positive behavioral support plan for the student on the bus, and altering the bus route; or
   D. Training for the bus driver regarding the student’s disability or special health-related needs.

The Child Study Team that develops the disabled student’s Individualized Education Program will determine on an individual basis when a student with a disability requires this related service. Such recommendations must be specified on the student’s IEP. Only those children with disabilities who qualify for transportation as a related service under the provisions of the IDEA shall be entitled to special transportation. All other children with disabilities in the District have access to the District’s regular transportation system under policies and procedures applicable to all students of the District. Utilizing the District’s regular transportation service shall be viewed as a “least restrictive environment.”

Mode of Transportation

One of the District’s special education buses will be the preferred mode of transportation. Exceptions may be made in situations where buses are prohibited from entering certain subdivisions due to inadequate turning space or where distance from school may seriously impact bus scheduling. In such situations, other arrangements such as an individual transportation contract, may be arranged with the parents. Such voluntary agreement shall stipulate in writing the terms of reimbursement.

Cross Reference: 3340 Corrective Actions
Student Conduct on Buses

Legal Reference: 20 U.S.C. § 1400 et seq. Individuals with Disabilities in Education Act (IDEA)
IDAPA 08.02.03.109 Special Education
Idaho Special Education Manual

Policy History:
Adopted on: 12/4/17
Revised on:
Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS 8140

Student Conduct on Buses

Riding the school bus is a privilege for students, not a right. Students are expected to follow the same behavioral standards while riding School District vehicles as are expected on school property and at school activities, functions, and events and additional specific transportation safety rules. All school rules are in effect while a student is riding a District vehicle or at a school bus stop.

The Superintendent shall establish written rules of conduct for students riding school buses. Such rules shall be reviewed annually by the Superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and bus driver shall review the rules with the students at the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the District office and in each building principal’s office.

The bus driver shall be responsible for enforcing the rules, and shall work closely with parent and building principal to modify a student’s behavior. The rules shall include consistent consequences for student misbehavior.

The Director of Transportation is authorized by the Board to suspend bus riding privileges to students who are disruptive or who present a danger to the safe operation of the bus. Temporary suspension of riding privileges shall not exceed ten days per occurrence. The Director shall give cause to the parents or guardian of the suspended student in writing for such suspension. The Director of Transportation may delegate to the bus drivers responsibility for providing written notice. In cases of continued or serious violations, a student may be permanently suspended from riding the school bus.

Recommendations for permanent termination of bus privileges will be referred to the Superintendent or designee for final determination. The termination may be appealed to the Board, after which no further appeal shall be allowed.

A recommendation to terminate bus privileges shall be accompanied by a written record of the incident(s) that led to the recommendation. Said written record shall be provided to the parent/guardian of the student whose bus privileges are being revoked.

The Director of Transportation is authorized to install and use video cameras on school buses to monitor conduct.
Discipline of Students with Disabilities

If a student’s IEP team determines that special transportation is required and documents it on the IEP, all procedures under the IDEA 2004 must be followed with regard to the student and transportation. A suspension from bus transportation depends on whether bus transportation is identified on the IEP:

1. If bus transportation is on the IEP, a suspension from the bus would be treated as a suspension from school. An exception to this is if the District provides transportation in some other way, such as transportation in lieu of, because transportation is necessary.

2. If bus transportation is not on the IEP, a suspension from the bus would not be counted as suspension from school. In this situation, the student and the parent would have the same obligation to get to and from school as a student without a disability who had been suspended from the bus.

If the student’s behavior on the bus results in a suspension from the bus, the IEP team shall consider whether the behavior should be addressed in a Behavioral Intervention Plan (BIP).

Students on a 504 Plan will follow the same procedure, as students on an IEP.

Cross Reference: 3330 Student Discipline 8130 Transportation of Students with Disabilities


Policy History:
Adopted on: 12/4/17
Revised on: 3/5/18
STUDENT BUS SAFETY

1. Students should arrive at the bus stop 5 minutes before bus time.
2. Wait for bus in an orderly line, at least 10 feet back from road/street.
3. Respect the rights and property of others at the bus stop. Students causing problems at a bus stop may be denied bus privileges.
4. If students have to cross road, wait for driver's signal and cross 12 feet in front of bus.
5. Go directly to an available seat.
6. Buckle seat belt when available.
7. Remain seated while riding the bus, facing forward, using a quiet voice, and keeping hands to self. The school bus aisles must not be blocked with feet, personal belongings, etc…
8. Respect the rights and property of others on the bus.
9. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the students responsible.
10. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited.
11. Only items that can be held on lap are allowed on bus without prior arrangements being made with the Transportation Department.
12. Eating, drinking, or chewing gum are not permitted on a school bus. (Danger of choking is present.)
13. Students shall refrain from the use of profane, abusive, or vulgar language. Tobacco/nicotine, alcohol, illegal drugs, use of flame or spark-producing devices, including but not limited to matches, lighters, etc., are prohibited on the bus.
14. Animals, hazardous materials, water devices, skate boards, skis, ski poles or any potentially hazardous items are not allowed on school buses.
15. Keep all body parts and objects inside the bus at all times.
16. Students will not be allowed to randomly change bus stops. They must stay at their assigned bus stop unless they have prior permission from the transportation office to change to a different stop.
17. Students will not be allowed to depart bus at a location different than the pick up location unless the transportation department has a written note signed by a parent/guardian or authorization from the school.
18. The driver is in charge of the bus and student management on the bus. The driver has the right to assign seats at any time. Students shall follow driver's directions promptly.

Riding a school bus is not an undeniable right. Each student is responsible for making the choice to follow the safety rules and have a pleasant ride to school or choosing not to follow the safety rules and take the chance of losing his/her bus riding privileges.

Penalty: Violation of the above rules will render pupils immediately liable for temporary or permanent disbarment from riding.
If a student has an IEP or 504 that includes bus transportation, transportation-related discipline of the student shall be addressed as described in Policy 8140.

Procedure History:
Promulgated on: 12/4/17
Revised on: 3/5/18, 10/1/18, 11/4/19
Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS 8140F

STUDENT CONDUCT ON BUSES FORM

Dear Parent/Guardian,

In a continuing effort to provide the safest ride possible for your children, we have enclosed a copy of the safety rules that students must follow when riding the school bus. Would you please go over these rules with your children? To the school bus driver, any distraction is a safety hazard. With this in mind, we have developed an assertive discipline program for the students that ride the school buses in the Coeur d’Alene School District. The following steps will be followed to maintain a safe environment on the buses.

1st Infraction
Driver gives student a slip (warning only). Student must take slip home to parent/guardian. Student MUST have the slip signed by parent/guardian and return to the driver before the students’ bus riding privileges are re-instated. Student WILL NOT be allowed to ride the bus without the signed return slip.

2nd Infraction
Driver gives student slip to take to parent/guardian. Slip will also be mailed to parent/guardian and principal. Student is denied bus privileges until the student, parent/guardian, student transportation director, bus driver, and principal have a conference. Amount of time off bus will be decided at that time.

3rd Infraction
Driver gives student slip. Slip will also be mailed to parent/guardian and principal. Student is denied bus privileges for 10 days. A conference MUST be held with the Parent/guardian, student, transportation director, bus driver, and principal before students’ bus riding privileges are re-instated at the end of the 10 days.

4th Infraction
Student will be denied bus privileges for the remainder of the school year. Driver will give student slip. Slip will be mailed to parent/guardian and principal. Parent/guardian may petition the Board of Trustees for reinstatement of bus privileges.

Severe Infraction
Student may be denied bus privileges WITHOUT PRIOR WARNINGS until a conference is held with the director, principal, driver, parent, and student. The amount of time the students’ bus riding privileges remain denied will be determined at the conference. Slip will be mailed to parent/guardian.
A severe infraction includes, but is not limited to the following:

1. Fighting
2. Physical harm, threat of physical harm (verbal or written), or verbal abuse to bus driver
3. Physical harm or threat of physical harm to another student
4. Destruction of property
5. Substantial disruption on the bus that distracts or affects the driver

When a student has lost their bus riding privileges, they may not ride any Coeur d'Alene School District school bus. This includes busing for activities and field trips.

If a student has an IEP or 504 that includes bus transportation, transportation-related discipline of the student shall be addressed as described in Policy 8140.

This discipline plan is to help insure that your children have the safest ride possible to and from school. We would appreciate any support you can give in helping your children understand the importance of following the safety rules on the bus.

Sincerely, Transportation Director
Unauthorized School Bus Entry

The Board of Trustees hereby instructs the Superintendent to place the following notice at the entrance to all school buses which warns against unauthorized school bus entry:

NOTICE

A person shall be guilty of a misdemeanor if that person:

(a) Enters a school bus with intent to commit a crime;
(b) Enters a school bus and disrupts or interferes with the driver; or
(c) Enters a school bus and refuses to disembark after being ordered to do so by the driver.

Legal Reference:  I.C. § 18-1522 Unauthorized School Bus Entry—Notice

Policy History:
Adopted on: 12/4/17
Revised on:
Contracting for Transportation Services

If the Board enters into a contract for transportation services, the contractor shall operate such equipment according to District policy and the rules and regulations of the State Board of Education. All contracts for the transportation of students shall be in writing in a form approved by the Superintendent of Public Instruction. The contract shall be in effect for not more than five years. Prior to entering into a contract for transportation services, the District must advertise and bid for such services. The contract shall be awarded to the lowest responsible bidder. In determining what bid is the lowest responsible bidder, in addition to other enumerated specifications, the District will not only take into consideration the amount of the bid. The District will also consider the skill, ability, and integrity of a contractor to do faithful and conscientious work and promptly fulfill the contract according to the letter and spirit. References may be contacted.

A copy of the contract for transportation services will be filed with the Supervisor of Pupil Transportation in the Department of Education

Legal Reference:  I.C. § 33-1501 Transportation Authorized
                 I.C. § 33-1510 Contracts for Transportation Service
                 IDAPA 08.02.02.190.05 Contract for Transportation Services

Policy History:
Adopted on: 12/4/17
Revised on:
District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses, and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

District Bus and Vehicle Maintenance

Buses used in the District’s transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the State Board of Education and inspections as required by law. The Superintendent shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Superintendent.

District-Owned Vehicles Provided to Employees

The District owns vehicles which certain employees use for commuting to and from work and for other District-related travel. Any mileage driven in a District-owned vehicle that is not for official District business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee’s annual salary and will be reported on the individual employee’s W-4.

Records of mileage and use other than official District business must be recorded in a diary or log.

Unauthorized personal use of the vehicles or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a District-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Legal Reference:  I.C. § 33-1506  Inspection of School Buses
IDAPA 08.02.02.160  Maintenance Standards and Inspections
Policy History:
Adopted on: 12/4/17
Revised on:
District-Owned Vehicles

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment, or personal vehicles for official District purposes.

District Vehicles and Equipment

Authorization for Use

Coeur d’Alene District employees shall operate District owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;

2. Holds a valid Idaho operators license for each class of vehicle or piece of equipment they are approved to operate. The District may verify license status by checking motor vehicle records; and

3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle or Equipment Operator

Employees operating District vehicles and equipment shall:

1. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;

2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;

3. Refrain from tobacco/nicotine use. Tobacco/nicotine use shall be defined as the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, smokeless tobacco/nicotine in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices in all District owned vehicles.

4. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
5. Pull off to a safe area and stop driving to use a cell phone in a vehicle;

6. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment;

7. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;

8. Return such vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure;

9. If the vehicle or piece of equipment is taken to the operator’s residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;

10. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;

11. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District’s insurance carrier. All Commercial Driver’s License holders shall comply with federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;

12. Use of District fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;

13. Not allow other persons to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and

14. Be evaluated in connection with their use of District vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating District vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any District vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any District vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Clearly negligent use of District owned vehicles or piece of equipment.

Any employee convicted of any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a District vehicle or piece of equipment, may be permanently prohibited from operating District vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

**Emergency Call Out**

In specific instances, the Superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a District vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the Superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a District vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

**Disposal of Vehicles and Equipment**

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of surplus property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

**Accident Management Procedures**

The Coeur d’Alene School District establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District vehicles and equipment:

1. All accidents/collisions/vandalism (herein collectively referred to as “accidents”) involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver’s supervisor and/or any other identified District personnel. Failure to report an accident shall be cause for disciplinary action;

2. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of Education within 15 days.
3. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;

4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District vehicle or equipment;

5. All accidents shall be investigated by a designated District Safety Coordinator or his or her designee;

6. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed $1,000 shall be reviewed by the Safety Committee.

7. The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
   
   A. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the Committee;
   B. The Committee shall inform the driver of their findings in a timely manner; and
   C. An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the District Grievance Procedure.

8. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
   
   A. If the accident was non-preventable, a statement to that effect shall be included in the employee’s personnel file and no disciplinary action will be recommended.
   B. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.

9. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor’s supervision, as part of the District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Definitions

"Equipment" for purposes of this procedure means utility vehicles, and construction and lawn equipment.

"Vehicle" for purposes of this procedure means buses, vans and passenger vehicles, and maintenance and delivery trucks.
Other Reference: Standards for Idaho School Buses and Operations
Idaho Department of Education, Idaho’s School Bus Driver Training
Classroom Curriculum

Procedure History:
Promulgated on: 12/4/17
Revised on: 11/4/19
Driver Training and Responsibility

Bus drivers shall observe all State statutes and administrative rules governing traffic safety and school bus operation. The District shall, at the beginning of each school year, provide each driver with a copy of the District’s written rules for bus drivers and for student conduct on buses.

Each bus driver shall meet the qualifications established by the State Department of Education, including, but not limited to the following:

1. Be over the age of 18 years of age;
2. Be of good moral character;
3. Not be addicted to the use of intoxicants or narcotics;
4. Possess a valid and appropriate commercial driver’s license and other endorsements required by law, and, if applicable, a waiver for insulin-dependent diabetes mellitus issued by the State Department of Education; and
5. Be medically qualified under the physical examination standards of the federal motor carrier safety regulations; provided, however, that individuals with insulin-dependent diabetes mellitus, who are otherwise medically qualified under the physical examination standards of the federal motor carrier safety regulations, may request a waiver for this condition from the State Department of Education as provided in Idaho Code § 33-1509.

When a teacher, coach, or other certified staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his or her charge. The bus driver shall have final authority and responsibility for the bus. The Superintendent or designee shall establish written procedures for bus drivers.

Legal Reference:
I.C. § 33-1508 Operation of School Buses
I.C. § 33-1509 School Bus Drivers – Definition – Qualification – Duties
I.C. § 49-105 Definition - Drivers Licenses
IDAPA 08.02.02.170 School Bus Drivers and Vehicle Operation
FMCSA 382.105

Other Reference:
Standards for Idaho School Buses and Operations
Idaho’s School Bus Drivers Training - Classroom Curriculum
Idaho’s School Bus Drivers Training - Behind the Wheel Curriculum
Use of Wireless Communication Devices by Bus Drivers

While the Board of Trustees believes the use of wireless communication devices by District bus drivers is important to provide instant communication regarding emergencies as well as to convey other important District information, bus drivers shall be subject to the restrictions outlined in this policy to ensure safe use of personal or District wireless communication devices.

For purposes of this policy, wireless communication device is defined as any device intended to facilitate communication, including but not limited to cell phones, two-way radios, walkie talkies, palm pilots, blackberries, PDAs, beepers, pagers, etc.

Bus drivers shall not place or receive communications on any personally owned wireless communication device while passengers are loading or unloading from the bus or while the bus is in motion.

Under usual circumstances, use of District owned wireless communication devices shall be allowed when used to assist a driver and/or dispatcher in the necessary communications periodically needed to safely deliver children from home to school, from school to school, from school to home, and on activity trips. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except:

1. During an emergency situation;
2. To call for assistance if there is a mechanical breakdown or other mechanical problem;
3. Where a cellular telephone is owned by the District and used as a two-way radio; and
4. When the school bus is parked.

Bus drivers may not use hands-free devices, unless there is an emergency situation. Bus drivers shall under no circumstances place or receive communications unrelated to District business while on duty.

Violation of this policy may subject the driver to disciplinary action up to and including termination.

Legal Reference: FMCSA 49CFR392.82-Wirless Communication Devices

Policy History:
Adopted on: 12/4/17
Revised on:
Emergencies Involving Transportation Vehicles

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures developed by the Superintendent or designee. A copy of the emergency procedures shall be located in each bus. To ensure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The District shall conduct such other drills and procedures as may be necessary.

To allow evacuation in the event of an emergency, items belonging to those riding the bus must be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and emergency exits are kept clear at all times, the Superintendent or designee may issue rules limiting the size or number of items riders may bring with them on the bus.

Reference: Federal Highway Safety Guideline 17

Policy History:
Adopted on: 12/4/17
Revised on:
Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS

District Vehicle Idling

The Board is committed to transporting students on school buses in a safe manner. Further, the Board recognizes that accumulated emissions from school buses can be harmful to students, bus drivers, and others in the area of the idling buses. Unnecessary bus or District vehicle idling emits pollutants, wastes fuel, and wastes financial resources.

District Vehicle Idling Times

1. When school buses arrive at loading and unloading areas to drop off or pick up passengers, the school bus driver should turn off the bus as soon as possible to eliminate idling time and reduce harmful emissions;
2. The school bus should not be restarted until it is ready to depart;
3. School buses should not idle, on or off of school grounds, for longer than five minutes unless:
   A. They are waiting in traffic;
   B. They are loading or unloading students with special needs;
   C. There are safety or emergency situations;
   D. The driver is in the process of receiving or discharging passengers on a public highway or public road;
   E. There are maintenance or mechanical situations, inspections, or repair; or
   F. There are extreme weather conditions and the purpose is to warm the interior of the bus.
4. All District vehicles should follow the above guidelines as applicable.

Reference: Standards for Idaho School Buses and Operations

Policy History:
Adopted on: 12/4/17
Revised on:
Local School Wellness

The goal of this policy is to promote healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The District shall review and consider evidence-based approaches in establishing goals for school based activities to promote student wellness.

Public Involvement

- A Wellness Committee, appointed by the superintendent and/or designee, shall be comprised of District School Board, administration, food service, physical education instructors, school health professionals, community members, students and parents will meet annually to implement, review and update the Local School Wellness Policy.

Nutrition Guidelines

- All foods and beverages available for sale on the school campus during the school day shall meet or exceed the nutritional standards required by the USDA’s National School Lunch Program, the National School Breakfast Program and the Smart Snacks in schools regulations. School day is defined as midnight before to 30 minutes after the end of the instructional day. Water shall be available during mealtimes. Water shall also be available through water fountains and/or water bottle filling stations. Water sales options may also be provided through school vending and concession services.
- Any food item sold in vending machines, school stores, snack bars, classrooms, ala-carte items in the cafeteria during the school day, and intended for consumption at school must meet the requirements of the Smart Snacks in School Regulations, except for exempt fundraisers. Principals and teachers are encouraged to use non-food items or foods meeting District nutrition standards for celebrations and as a reward for student accomplishment.
- The District shall ensure celebrations that involve food during the school day be limited to no more than one party, per class, per month and that each party include no more than one food or beverage that does not meet nutrition standards for Smart Snacks in Schools.

Nutrition Standards

- Any fundraising requires administrative approval. The number of exempt fundraisers held annually may not exceed the number established by the Idaho State Department of Education, unless special permission is granted by the State Department of Education. Any fundraising activity that involves foods not intended for consumption in schools, such as the sale of cookie dough or frozen pizza outside of school, shall also be exempt. Non-food items or food items that comply with Smart Snack restrictions are also exempt.
Food and Beverage Marketing

- Marketing on the school campus during the school day is permitted for the food and beverage items that meet the competitive food requirements. Includes exterior of vending machines, menu boards, posters, coolers, cups, and food service equipment.

Nutrition Promotion

- Students shall have opportunities to select healthy, nutritious food items during the school day. The District may take steps to promote wellness, such as the promotion of health fairs, school gardens, theme days, food tasting, wellness newsletters, and smarter lunchroom strategies theme meals, food tasting. The school environment shall be safe, comfortable, pleasing and allows ample time and space for eating meals.

Nutrition Education

- Age appropriate nutrition education shall be provided to students. Standards based nutrition education shall be integrated into curricula (i.e. cooking classes, food tastings and meals).

Physical Activity

- The District will meet or exceed the physical education requirements for all students as defined by the State Board of Education.
- The District will provide supervised recess time for all elementary students.

Other School Based Wellness Activities Physical Activity

- The District will provide a variety of extra-curricular activities and opportunities for physical activity to meet the needs of all students.
- The District will promote physical activity and healthy eating to students, parents, staff and patrons at all schools.
- This policy will be reviewed with school administrators annually to encourage staff awareness and adult modeling.

Assessment

- Each building Principal will designate one or more persons at each school as the monitor with the operational responsibility for ensuring the school meets the policy. This responsibility includes completing the Idaho Wellness Policy Progress Report, using the smart snack product calculator, ensuring the policy’s guidelines are being met, ensuring that all fundraisers are tracked and ensuring exempted fundraisers do not exceed ten per year, per school.
- Evaluation of the Local Wellness Policy shall be conducted at least once every three years and shall include:
  * The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
  * The extent to which the District’s wellness policy compares to model local school wellness policies; and
  * A description of the progress made in attaining the goals of the wellness policy.
Communication

- The Superintendent and/or designee shall annually inform and update the Board, public, parents, students, and others in the community, about the content updates and assessments of the wellness policy.
- Complete dietary guidelines, latest version of USDA’s Local School Wellness Policy Implementation, the Idaho State Department of Education Wellness Policy Guidelines, smart snack guidelines, and tools may be made available on the District website.

Cross-Reference:

- 2310 Nutrition Education
- 2315 Physical Activity Opportunities and Education
- 3420 Student Fund Raising Activities
- 8200 Local School Wellness
- District Nutrition Committee
- Nutrition Standards
- Water Consumption/ Water Bottle Policy
- School Meals
- Guidelines for Food and Beverage Sales
- Teacher- to Student Incentives

Legal Reference:

- 7 CFR Parts 210 Nutrition School Lunch and School Breakfast Programs: Final Rule
- 7 CFR Parts 210.12 Student, Parent and Community Involvement
- 7 CFR § 210.30 Local School Wellness Policy
- 42 U.S.C. 1751 et seq. National School Lunch Act
- 42 USC § 1758b, Section 204 Healthy, Hunger-Free Kids Act of 2010
- I.C. § 33-512 Governance of Schools
- Smart Snacks in School Regulations by the United States Department of Agriculture
- Smart Snacks in School Policy by the Idaho State Department of Education—Child Nutrition Programs

Other Reference:

- http://www.cdaschools.org/domain/286

Policy History:
Adopted on: 6/4/18
Revised on:
Nutrition Services

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing, and nutritious meals for children in the District's schools. Because of potential liability to the District, the nutrition services program shall not accept donations of food without the approval of the Board and the appropriate agency such as the local public health district and/or the United States Department of Agriculture (USDA). Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all State and local laws have been met and consult with local public health districts before selling the food as part of the school meals.

Community Involvement

The District shall promote activities to involve students and parents in the school lunch and breakfast programs. Such activities may include teaching students about good nutrition practices and involving the school faculty and the general community in activities to enhance the program.

To the maximum extent practical, the District shall inform families about the availability of breakfast for students. Information shall be distributed just prior to or at the beginning of the school year. Additional reminders may be sent throughout the school year and/or posted to the District’s website.

United States Department of Agriculture Foods

The District shall use USDA foods made available under the Federal Food Distribution Program for school meals.

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. Food safety and sanitation will be a key part of the nutrition service program operation. As part of the District’s responsibility to operate a nutrition service program, continuing professional development opportunities may be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. The District may work with the School Nutrition Association for such professional development offerings.
Free and Reduced Price Meal Services

The District shall provide free and reduced price meals to students according to the terms of the National School Lunch Program (NSLP) and the National School Breakfast Program (SBP). The District shall inform parents of the eligibility standards for free or reduced price meals. Identity of students receiving free or reduced price meals will be confidential in accordance with the guidelines for the NSLP and SBP. A parent has the right to appeal any decision with respect to his or her application for free or reduced price food services to a designated hearing official.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

Summer Food Service Program

If more than 50% of a school’s students are eligible for free or reduced-price school meals or more than 50% of a school’s census data, that school may sponsor the Summer Food Service Program.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act
7 CFR Parts 210.12 Student, Parent, and Community Involvement

Policy History:
Adopted on: 6/3/19
Revised on:
Emergency and Disaster Preparedness

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human caused, that could occur while school is in session. This necessitates the development of appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. It is important that students, employees, and parents be knowledgeable about the various emergency plans and procedures and be prepared should such an emergency occur. (See student handbook or school office.)

Development of the District Emergency Operations Plan. (EOP)

The District will develop and maintain an EOP to act as a guide for District Trustees, administration, staff, students, parents, and community members to address potential crisis in the District.

The EOP will provide procedures for the District and for each site, and will be used prior to, during, or after any emergency situation.

The Superintendent or designee shall be responsible for directing the development of a comprehensive EOP. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The EOP will be reviewed annually by the School Emergency Response Plan (SERP) Committee, which shall include representatives of principals and site managers. Each principal and site manager shall receive a copy of the EOP to be included in their buildings specific SERP and shall provide in-service training on plan implementation. The EOP will be maintained by the District Safety and Security Coordinator working in conjunction with the Human Resource Director.

The EOP serves as the foundation for the development, training, and implementation of individual site/program plans.

Legal Reference: IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on: 12/4/17
Revised on: 6/3/19
Emergency and Disaster Preparedness Procedures

Coeur d’Alene School District has developed procedures for dealing with existing and potential District crises. The purpose of the Coeur d’Alene School District Emergency Operation Plan, (EOP) is to guide prevention-mitigation efforts, preparedness efforts, response management, and community and recovery activities.

Emergency Evacuation/Fire/Lockdown/Safety Hold Drills

- Each school building’s principal or designee will implement, schedule, and carry out evacuation/fire/lockdown/safety hold drills in compliance with the School Emergency Response Plan (SERP).
- Evacuation/fire/drills are to be conducted at least once each month when school is in session and are to include the complete evacuation of all persons (all students, personnel and visitors) from the building(s), or portions of the building(s) used for educational purposes.
- Lockdown/safety hold drills will be conducted at least once a quarter. Any of these drills may be done in conjunction with a fire drill or as standalone drills. Identified special needs of students and personnel will be considered, analyzed, and incorporated into the school’s emergency plan.
- The drills must include suitable procedures to ensure that all people subject to the drill are able to participate.
- The drills may be postponed during episodes of severe weather.
- Fire drills are to be conducted in a manner that requires the procedures set forth in the SERP are followed. During the fire drill the orderly evacuation of the building(s) is to be emphasized over the speed of the evacuation. Fire drills are to include a review of the emergency plan and the manner in which personnel completed their assigned duties.
- Fire drills are to be conducted at varying times and simulate the varying conditions that might be encountered in a real fire emergency.

Records

- The results of the evacuation drills will be recorded and evaluated for continued improvement. The superintendent or designee will periodically provide the Board of Trustees with an evacuation/fire/lockdown drill report.
- Records including the time and date of each drill, the person conducting the drill, the time required to evacuate the building(s), and any other information thought to be pertinent to the drill are to be maintained on school premises. Fire drill records are to be made available to the fire department for review.

Legal Reference: IDAPA 08.02.03.160 Safe Environment and Discipline
Automated External Defibrillators

The Coeur d’ Alene School District Board of Trustees recognizes the need to make Automatic External Defibrillators (AEDs) available in its buildings. Early access defibrillation has been recognized as a significant factor in the survival of incidents of sudden cardiac arrest. Therefore, it is the policy of the District that the implementation and use of AEDs is authorized in the buildings of the District in accordance with Idaho Code §5-337.

Legal Reference: I.C. § 5-337 Immunity for Use of Automated External Defibrillator (AED)

Policy History:
Adopted on: 12/4/17
Revised on:
Automated External Defibrillators

Identify the AED Team

The Superintendent will identify a District AED Coordinator who will oversee the CPR-AED program activities and training. Local emergency medical services will be notified of the District CPR-AED program. The school nurse at each building in which an AED is installed shall be responsible for AED maintenance and record-keeping.

AED Operation, Maintenance and Record-Keeping

The placement of the AED(s) will make it accessible from any part of the building or campus within 2-3 minutes. AED(s) will have clear signage. The AED(s) will be checked for performance readiness at least monthly or per manufacturer’s directions and documented each time. A first responder kit will be kept near or attached to the AED which includes: CPR barrier device, scissors, gloves, razor, and towel.

Training

Building CPR-AED training will be updated annually or every 2 years. A system will be in place to track retraining. All faculty and staff know where the AED(s) are located and how to access them. All faculty and staff have annual awareness training on sudden cardiac arrest (warning signs, recognition, communication procedures, other staff roles, etc.).

After AED Use

When the AED is used an incident debrief meeting will occur. AED maintenance should occur within 24 hours. The AED incident form should be completed and returned to the District AED Coordinator.

Legal Reference:  I.C. § 5-337 Immunity for Use of Automated External Defibrillator (AED)
## Automated External Defibrillators

### AED Monthly Maintenance Checklist

*Refer to your AED manufacturer’s maintenance recommendations*

<table>
<thead>
<tr>
<th>Defibrillator Unit Make/Model:</th>
<th>School/Location:</th>
<th>Unit Serial Number:</th>
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</thead>
</table>

*ZOLL AED Plus Unit Batteries are replaced every (3) years according to manufacturer’s recommendations*

*Philips HeartStart AED Unit Batteries are replaced every (4) years according to manufacturer’s recommendations*

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Recommended / Corrective Action</th>
<th>Date / Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check readiness display for: <em>OK Green check mark indicator</em> <em>Blinking Green Light</em></td>
<td>If the AED pads are not connected the AED will display a red X in the status window</td>
<td>Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul</td>
</tr>
<tr>
<td>2. Check and note expiration date on electrode pads: <em>Adult</em>: 5 years/2 years <em>Peds (if applicable)</em>: 3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Check additional supplies: <em>Extra Adult Electrodes</em> <em>Pouch</em>: scissors, blob (mask), razor, gloves, antiseptic towelette</td>
<td>Replenish as needed</td>
<td></td>
</tr>
<tr>
<td>4. Examine the AED, case, cables and connectors for: <em>Damage or Cracks</em> <em>Foreign Substances</em></td>
<td><em>Example: Contact authorized service provider</em> <em>Clean the device with soap and damp cloth</em></td>
<td></td>
</tr>
<tr>
<td>5. Wall cabinet: <em>Case is intact, no tampering has been noted</em> <em>Alarm battery (if applicable)</em></td>
<td><em>Example: 9-volt battery to be changed annually in June, prior to the end of school year by custodial staff</em></td>
<td></td>
</tr>
</tbody>
</table>

### AED Maintenance Inspectors

Name / Initials ____________________________

Name / Initials ____________________________

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Project ADAM National Affiliates, Updated November 2016

For an up-to-date version, please visit www.projectadam.com
Inspection of School Facilities

To ensure the safety and health of children and staff, the District shall, at least once a year subject the facilities of the District to an independent inspection for the purposes of determining whether such facilities comply with safety and health standards and other codes and requirements of Idaho law. The safety inspection will be conducted by a professionally qualified independent inspector or done pursuant to Title 39, Chapter 80, Idaho Code. The safety inspection report shall be provided to the Board of Trustees and to the administrator of the Division of Building Safety and to the Director of Maintenance and Facilities for review.

After having the opportunity to review the inspection report, the Board shall identify any unsafe or unhealthy conditions and take the necessary steps to abate such conditions. Should any unsafe and unhealthy conditions remain beyond the school year in which such conditions were reported, the Board shall identify such conditions as not having been abated and take all necessary steps as soon as is practical to abate such conditions.

Each school principal or assigned designee will inspect exit facilities daily to ensure that stairways, doors, and other exits are in proper working condition. Any condition likely to interfere with the safe egress should be corrected immediately. If not possible, then the condition should be reported at once to the proper authority. Particular attention should be given to:

1. Keeping doors that protect evacuation paths closed; under no circumstances are they to be blocked open;
2. Keeping outside stairs and fire escape stairs free from all obstructions and clear of snow and ice; and
3. Keeping outside exit doors free from any materials that would interfere with rapid escape from the building(s).

For purposes of this policy, the term “facilities” means school buildings, administration buildings, playgrounds, athletic fields or any other facilities or property used by schoolchildren or school personnel in the normal course of educational services.

Emergency Evacuation Plan

The District’s emergency plan may include the following:

1. Procedures for reporting emergencies to the proper responding agencies;
2. Procedures for notifying, relocating, or evacuating students, personnel, and other occupants of the building(s);
3. Assigned staff duties during emergencies;

4. Floor plans including the locations of portable fire extinguishers, other fire extinguishing equipment, manual fire alarm pull stations, and fire alarm control panels; the primary and secondary evacuation routes for each classroom and other areas of occupancy; and locations of interior refuge; and

5. Site maps identifying the designated exterior assembly area for each evacuation route.

The District shall ensure the safety and health of students and staff by having in place at all times an Emergency Evacuation Plan. The District will cooperate and coordinate with city, county, and State emergency personnel. The District shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan.

Cross Reference: 8300 Emergency & Disaster Preparedness 8510 District Safety 9400 Safety Program

Legal Reference: I.C. § 33-1613 Safe Public School Facilities Required IDAPA 08.02.03.160 Safe Environment and Discipline

Policy History:
Adopted on: 12/4/17
Revised on:
Property Damage

The District shall maintain a comprehensive insurance program which shall provide adequate coverage, as determined by the Board, in the event of loss or damage to school buildings, equipment, or other school property, including motor vehicles.

The comprehensive insurance program shall maximize the District’s protection and coverage while minimizing the costs for insurance. This program may include alternatives for sharing the risk between the District and the insurance carrier, and through self-insurance plans.

If, as a result of loss on real property, the District receives less than $5,000, such proceeds may be credited to the general fund.

Privately-Owned Property

The District shall not assume responsibility for the maintenance, repair, or replacement of any privately-owned property brought to a school or District function unless the use or presence of such property has been specifically requested in writing by the administration.

Legal Reference:  I.C. § 33-701   Fiscal Year – Payment and Accounting of Funds

Policy History:
Adopted on: 12/4/17
Revised on:
Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS 8600

Records Management

A fireproof, waterproof vault will be provided for the retention of public records, including but not limited to minutes, annual audit reports, etc. and for employment and student records.

The Clerk and others designated by the Superintendent shall be the Public Records Custodian(s) under the supervision of the Superintendent, and the Acting Clerk shall be the alternate custodian(s) of records.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining or copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District Policy 4260.

Record Safety

The Superintendent or designee, shall create and enforce a procedure in an effort to keep the District’s data and vital records safe and secure in the event of a possible disaster. Examples of vital records include personnel files, student records, fiscal documents (financial and insurance), etc.

In creating the procedure, the Superintendent or designee shall consider the following:

1. Physical security;
2. Backup storage security;
3. Backup schedule;
4. Rotate backups;
5. Remote access;
6. Personnel authentication;
7. Backup infrastructure security;
8. Duplicating records for off-site storage; and
9. Storing computer tapes and disks in fire/waterproof safes.

The procedures should provide for a written comprehensive disaster recovery plan. Such a plan ensures that vital records are backed up daily and that the District will be able to recover operations quickly. In the event of a disaster, the identification and protection of vital records is of great importance.
Legal Reference: Title 74 Chapter 1 Public Records Act
Policy History:
Adopted on: 12/4/17
Revised on: 9/10/18
Retention of District Records

In compliance with Idaho Code, the Board of Trustees recognizes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school’s servers and computer systems.

The District’s Public Records Custodian(s), in conjunction with the Superintendent or designee, is responsible for the maintenance, safeguarding and destruction of the District’s records. Performance of such duties shall be in cooperation with the District’s Business Office, Directors of Maintenance and Transportation, Technology Department, the Principals at the school’s buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District’s records, electronic or otherwise, consistent with the chart below.

The District’s Public Records Custodian(s) shall work in conjunction with the District’s Technology department to assure that the school’s staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District’s public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District’s employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District’s routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

Method of Destroying Official Records

The District’s official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal.

Destruction of Electronic Mail/e-mail

The District will store electronic mail/e-mails for 12 months. All email will be automatically deleted from the District’s system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee’s failure to retain
District documents accordingly could serve as a basis for discipline, up to and including possible termination.

**Suspending of Destroying Official Records**

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

1. If the District receives a Request for Public Records;
2. If the District believes that an investigation or litigation is imminent; or
3. If the District is notified that an investigation or litigation has commenced.

The Public Records Custodian(s), Superintendent, or Designee is responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District’s Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

**Legal References:**
- I.C. § 33-407 Return of Canvass of Elections
- I.C. § 33-508 Duties of Clerk
- I.C. § 33-701(8) Fiscal Year—Payment and Accounting of Funds
- I.C. § 56-209h Administrative Remedies
- I.C. § 74-119 Agency Guidelines
- SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E
- SDE Administrator’s Handbook 1.43
- Federal Regulation

**Policy History:**
- Adopted on: 12/4/17
- Revised on: 10/1/18
Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS 8610

Health Insurance Portability and Accountability Act

The Board has determined that it meets the definition of a hybrid of covered entities under the Health Insurance Portability and Accountability Act (HIPAA) since the district offers health-care provider programs and services that include electronic billing for the reimbursement of services under Idaho Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA. In all electronic transactions involving student education records information, the district will adhere to the transaction requirements of HIPAA and the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA).

Additionally, if the District were to self-insure a health plan and self-administer an Internal Revenue Service Section 125 plan it also will meet the health plan definition under HIPAA. Accordingly, the district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law designed to ensure the security of projected health information of employees and student education record information created or received by the district.

In order to meet the notice requirements under the health-care provider provisions of the law, information will be provided to students and parents of their rights under FERPA in accordance with established procedures.

The superintendent will designate an individual responsible for responding to HIPAA inquires, complaints and for providing adequate notice of employee rights and district duties under the health plan provisions of the Act. Notice will include the privacy provisions of the law, and uses of employee protected health information and disclosures that may be made by the district.

Training will be provided to all current staff and new employees determined by the district to have access to the protected health information of employees and student education records. Training will be provided within a reasonable period of time after the individual’s hiring, and to those employees when their duties may be impacted by a change in the district’s policy and/or procedures.

Individuals who believe their privacy rights have been violated may file a complaint in accordance with established district procedures. Employee complaints may also be filed directly with the U.S. Secretary of Health and Human Services. There shall be no retaliation by the district against any person who files a complaint or otherwise participates in an investigation or inquiry into an alleged violation of an individual’s protected privacy rights. All complaints received will be promptly investigated and documented, including their final disposition.
The superintendent will ensure that satisfactory assurance has been obtained from any business associate performing HIPAA-covered activities or functions on behalf of the district that the protected health information it receives from the district will be protected. Such assurance will be in the form of a written agreement, or may be included as a part of the district’s contract with the business associate.

Employees in violation of this policy or procedures established to safeguard student education records information and the projected health information of employees will be subject to discipline up to and including dismissal.

The superintendent is directed to ensure an assessment of district operations is conducted to determine the extent of the district’s responsibilities as a covered entity under HIPAA and to develop internal controls and procedures necessary to implement this policy and meet the requirements of the law. The procedures shall include provisions for record keeping, documentation of the district’s compliance efforts and appropriate administrative, technical and physical safeguards to protect the privacy of student education records and employee protected health information and to ensure that any request is limited to information reasonably necessary to accomplish the purpose for which the request is made.

In the event of a change in the law that may impact this policy or established district procedures, the superintendent shall ensure appropriate revisions are recommended for Board approval, necessary changes are implemented and notification is made to staff and others, as appropriate.

This policy and any other policies, procedures, or directions relating to the implementation of the Health Insurance Portability and Accountability Act of 1996 are to be documented in written form. This documentation may be electronic. Such records are to be retained for at least six (6) years following their creation or last date effective, whichever is later. These documents will be made available to those responsible for implementing the procedures to which the documentation pertain.

This documentation shall be reviewed periodically, and updated as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

Cross Reference: 3570F FERPA Notification to Parents


Health Insurance Portability and Accountability Act of 1996, 29 C.F.R 164.316b

Policy History
Adopted on: 12/4/17
Revised on:
Law Enforcement Units & Law Enforcement Records

The Board of Trustees recognizes, in accordance with Federal Regulation, the need for Law Enforcement Units, for the purpose of creating and retaining Law Enforcement Records.

The Superintendent or designee will assign the role of Law Enforcement Unit to District and contracted personnel as guided by the Family Educational Rights and Privacy Act. The designated District Law Enforcement Unit will maintain a list of current and previous Law Enforcement Units and will be responsible for managing the Law Enforcement Records in accordance with the Retention of District Records policy.

Cross Reference: 8605 Retention of District Records


Policy History:
Adopted on: 12/4/17
Revised on:
Coeur d’Alene School District No. 271

NONINSTRUCTIONAL OPERATIONS

Computer Software

The unauthorized copying of any computer software which is licensed or protected by copyright is theft. Failure to observe software copyrights and/or license agreements may result in disciplinary action by the District and/or legal action by the copyright owner.

No District-owned computing resources should be used for unauthorized commercial purposes. Illegal copies of copyrighted programs or media may not be made or used on school equipment. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

The Superintendent or designees are the only individuals who may approve license agreements for software or applications for the schools.

Cross-Reference: 2150 Copyright
5330F Staff Technology Use Agreement

Policy History:
Adopted on: 12/4/17
Revised on: