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**AUXILIARY SERVICES
SECTION 700**

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

ADOPTED:
6-13-1977

**POLICY TITLE: Purpose Of School Lunch
Program**

**POLICY NO. 701.1
PAGE 1 of 1**

It shall be the purpose of the school lunch program to provide an opportunity for all students to partake of a nutritious hot lunch, which shall consist of one-third ($\frac{1}{3}$) of the daily food requirements. Type A lunches are served at each of the schools, according to specifications of the National School Lunch Program and the Idaho School Food Service.

ADOPTED:
6-13-1977

**POLICY TITLE: Scope Of School Lunch
Program**

**POLICY NO. 701.2
PAGE 1 of 1**

Each student in Weiser School District 431 shall be eligible to purchase school lunches at a price to be set by the Board of Trustees. Students who bring their own lunches are entitled to buy milk at the cafeteria.

ADOPTED:
6-13-1977

**POLICY TITLE: Financial Support Of School
Lunch Program**

**POLICY NO. 701.3
PAGE 1 of 1**

The school lunch program is operated on a nonprofit basis and is supported by the National School Lunch Program and the costs of lunches to students.

ADOPTED:
6-13-1977

A. Determination: The Weiser School District shall observe the following policy with respect to determining the eligibility of students for reduced-cost or free meals under the National School Lunch Program:

1. The official who has been designated to determine which individual students are eligible for reduced-cost or free meals under the following policy is the School Lunch Director.

2. The School Lunch Director shall provide, to parents of the Weiser School District, forms on which to make application for consideration of eligibility of their children for reduced-cost or free lunches. The completed application, signed by an adult member of the family, shall be returned to the School Lunch Director. It may be mailed or delivered by hand.

a. Upon receipt of the application, the school's official shall permit the student to receive a free or reduced-cost lunch upon approval by the School Lunch Director. All children in the same family are entitled to equal benefits, i.e., all children in the same family shall be entitled to all free lunches or all reduced-cost lunches.

b. Parents shall be notified individually of the acceptance or denial of their applications. Any child whose eligibility for the reduced-cost is challenged shall continue to receive the lunch under the eligibility standards during the time that the hearing is pending and in progress.

c. The hearing procedure to be followed when an appeal is made or when the continued eligibility of any student for a free or reduced-cost lunch is challenged will conform to guidelines prescribed by the United States Department of Agriculture. Hearing procedures and policies shall be on file in the office of the Lunch Director.

d. If application is denied, appeal can then be made to the Superintendent. Parents shall be informed of this appeal procedure.

3. In making collections from students who pay for their meals, and in accounting for the number of reduced-cost or free meals served, the following procedure shall be observed in order that no other student in the school shall be made aware, through the use of such procedure, of the identity of the students receiving reduced-cost or free meals:

a. In all elementary schools, payment for lunch may be made at the Building Principal's office or a location designated by him/her. The cashier shall note on her/his record whether the meal shall be free, reduced-cost or cash.

b. Payment for lunch at Weiser Middle School may be made in the lunchroom. A master list shall be compiled for those students who are entitled to free or reduced-cost lunch.

c. Lunch tickets at the Weiser High School shall be purchased in the lunchroom. Students shall be given the same type of ticket for all lunches.

4. The names of students determined to be eligible for reduced-cost or free meals shall not be published, posted or otherwise announced in any manner whatsoever.

5. Students receiving reduced-cost or free meals shall not be required, as a condition of receiving such meals:

- a. To use a separate lunchroom or section of the lunchroom.
- b. To go through a separate serving line.
- c. To enter the lunchroom through a different entrance than is used by children who are paying the full price for meals.
- d. To eat lunch at a different time from students who pay the full price for meals.
- e. To work for their meals.
- f. To use a different medium of exchange in the lunchroom than is utilized by paying students.
- g. To eat a different meal than is eaten by paying students.

6. The Weiser School District shall utilize the designated income guidelines in determining the eligibility of students for reduced-cost or free lunches. Application for free or reduced-cost lunches shall be accepted at any time during the school year. The determining official shall also consider such factors as:

- a. Number of members in the family.
- b. Seasonal unemployment.

7. The Weiser School District shall announce the lunch policy for free or reduced-cost lunches by means of a letter to parents and a news release at least once each year, at the beginning of school.

Families of students enrolling in school for the first time in the Weiser School District during the school year shall receive the information at the time of enrollment.

8. The Lunch Supervisor shall keep on file for the period of three (3) years a record of any applications and appeals made and the action taken by the Lunch Supervisor.

9. Parents or guardians who believe that their children are unable to pay the full cost of lunches, even though they do not meet the established eligibility criteria, may at any time apply for free or reduced-cost lunches by filling out an application stating in writing why they cannot afford the full cost of the lunch. Eligibility guidelines are available in the School Lunch Supervisor's office.

10. Parents or guardians who believe that they are unable to pay for reduced-cost lunches, even though they do not meet the criteria for further reduction or free lunches, may likewise at any time apply for further reduction or a free lunch by filling out an application stating in writing why they cannot afford the established rate.

B. Appeal and Hearing: The following hearing procedure shall be utilized when an appeal is made:

1. The appellant shall submit the appeal to the School Lunch Director orally or in writing.

2. The hearing shall be held within a month after the appeal is made and the family shall be given two (2) weeks' notice in regard to the time and place of the hearing. The appellant shall be consulted in establishing a mutually convenient time and place for such hearing to be held.

3. The appellant shall be offered the opportunity to:

a. Be assisted or represented by legal counsel or other person designated by him/her.

b. Examine, prior to and during the hearing, the documents and records supporting the decision being appealed.

c. Present oral and documentary evidence and arguments supporting his/her position without undue interference.

4. The family and any designee shall be notified, in writing, of the decision of the hearing official.
5. A written record of such hearing shall be made. This record shall include:
 - a. The decision being appealed.
 - b. Documentation.
 - c. A summary of testimony presented at the hearing.
 - d. The decision of the hearing official, including the reasons for said decision.
 - e. A copy of the notification to all appellant of the decision of the hearing official.
6. The written record shall be preserved for a period of three (3) years and shall be available for examination by the appellant or his/her designated representatives.

ADOPTED:
6-13-1977

AMENDED:
1996

- A. Policy: Inasmuch as approximately two-thirds ($\frac{2}{3}$) of the student population of the Weiser School District live in areas either one and one-half ($1\frac{1}{2}$) miles or more from their respective schools or in areas in which the pedestrian route between home and school is hazardous to the safety of the pupil, it shall be the policy of the Board of Trustees to take every reasonable precaution to provide for these pupils safe, practical and efficient transportation which shall be in accordance with the State Code and the regulations of the State Board of Education.
- B. Objectives: The following major objectives shall subsist as a guide for the management of the school bus program:
1. To furnish transportation to those pupils who live one and one-half ($1\frac{1}{2}$) miles or more from the school or whose health or safety would be impaired or endangered by walking to and from school. The Board of Trustees may require pupils who live less than one and one-half ($1\frac{1}{2}$) miles from the nearest established bus stop to walk or provide their own transportation to such bus stop.
 2. To provide the SAFEST possible transportation in accordance with State law, State Board of Education Regulations and the Weiser School District.
 3. To operate the pupil transportation program efficiently and economically in accordance with State and local regulations.
 4. To adapt the transportation system to the requirements of the Weiser School District's instructional program.
 5. To maintain conditions on the buses which are conducive to the best interests of the pupils; including mental, moral and physical considerations.
 6. To promote a sympathetic public understanding of the entire transportation program, including safety and efficiency.
 7. To provide ways and means for a continuous in-service training program for school bus drivers.
 8. To initiate and/or maintain a cooperative working relationship among all persons sharing the responsibility for the success of the transportation program.
- C. Laws And Regulations: These policies are designed to assist those who may be involved in the administration and management of pupil transportation in the

Weiser School District. In addition to the material contained herein, those concerned with pupil transportation should become entirely familiar with the Idaho State Transportation Laws and the rules and regulations of the State Board of Education.

1. Laws Governing Transportation (Idaho Code):

33-1501. Transportation authorized. To afford more equal opportunity for public school attendance, the board of trustees of each district, including specially chartered school districts, shall, where practicable, provide transportation for the public school pupils within the district, and pupils resident within adjoining districts annually agreed to in writing by the districts involved, under conditions and limitations herein set forth. Nonpublic school students may be transported, where practicable, when the full costs for providing such transportation are recovered. In approving the routing of any school bus, or in the maintenance and operation of all such transportation equipment, or in the appointment or employment of chauffeurs, the primary requirements to be observed by the board of trustees are the safety and adequate protection of the health of the pupils. Nothing herein contained shall prevent any board of trustees from denying transportation to any pupil in any school bus operated by or under the authority of said board, upon good cause being given, in writing, to the parents or guardian, or either of them, of such pupil.

No board of trustees shall be required to provide transportation for any pupil living less than one and one-half ($1\frac{1}{2}$) miles from the nearest appropriate school. A board of trustees may require pupils who live less than one and one-half ($1\frac{1}{2}$) miles from the nearest established bus stop to walk or provide their own transportation to such bus stop. That distance shall be determined by the nearest and best route from the junction of the driveway of the pupil's home and the nearest public road, to the nearest door of the schoolhouse he attends, or to the bus stop, as the case may be. The board may transport any pupil a lesser distance when in its judgment the age or health or safety of the pupil warrants.

A day care center, family day care home, or a group day care facility, as defined in section 39-1102, Idaho Code, may substitute for the student's residence for student transportation to and from school. School districts may not transport students between child care facilities and home. Student transportation between a child care facility and a school will qualify for state reimbursement providing that the child care facility is one and one-half ($1\frac{1}{2}$) miles or more from the school to which the student is transported.

To effectuate the public policy hereby declared, the board of trustees of any school district may purchase or lease, and maintain and operate school buses

and vans, which vans shall not have a seating capacity in excess of fifteen (15) persons; may enter into agreements or contracts for the use of a charter bus or buses; may enter into contracts with individuals, firms, corporations or private carriers; or may make payments to parents or guardians subject to the limitations herein provided, when transportation is not furnished by the district

33-1502. Bus routes-Non-transportation zones. The board of trustees of each school district may establish, and alter, bus routes and establish, and alter, non-transportation zones. Such routes and zones shall be determined for each year not later than the regular August meeting of the board; but nothing herein shall be construed as limiting the board in altering such routes or zones when change in the condition of the roads, or in the number of pupils being transported would justify such alteration.

A non-transportation zone shall comprise an area of a school district designated by the board of trustees which is impracticable, by reason of scarcity of pupils, remoteness, or condition of roads, to serve by established bus routes.

Whenever practicable, routes shall be so established that no bus stop shall be more than one and one-half (1½) miles from the intersection of the driveway of the home of any pupil otherwise eligible for transportation and the nearest public road; except that no board of trustees shall be required to route school buses or other passenger equipment over any road not maintained as a part of a highway district, county, state or federal highway system, or by the state or national forest service; except, that the primary requirements to be observed by the board of trustees are the safety and adequate protection of the health of the pupils.

2. Application For Transportation:

a. In order to determine eligibility for transportation, the Transportation Supervisor shall require from all pupils who believe that they reside one and one-half (1½) miles or more from the nearest appropriate school, a written application for transportation.

b. The Transportation Supervisor shall process the application, supplying the Building Principal of the student's school(s) with a duplicate copy for the Building Principal's file and retaining the original for the Superintendent's files.

c. The Transportation Supervisor is charged with the final responsibility of determining the distance between the pupil's residence and the appropriate school, in accordance with the regulations set forth in the Session Laws of the

State of Idaho, the Revised Idaho School Transportation Manual, and the Weiser School District Regulations. The distance shall be measured with a District-owned vehicle. No other type or means of measurement shall be accepted by the Board of Trustees.

d. The distance shall be determined by the nearest and best route from the junction of the public road and the nearest driveway or the front door of the student's residence and the junction of the school driveway or public road and the nearest door or sidewalk leading to the nearest door of the school.

e. The parent or guardian shall have the right to require a remeasurement of the distance between the home and the school. The Board of Trustees urges parents, if there is doubt about the measurement, to accompany the Transportation Supervisor when the remeasurement is being made.

D. The Building Principal And The Transportation System: The Building Principal is a very important person in the administration of the school transportation system and he/she is expected to accept it as an integral part of the school program. The following list includes some of the responsibilities which Building Principals are expected to assume:

1. Be certain that all pupils who qualify for transportation privileges are properly instructed in their responsibilities. The teaching of proper safety conduct shall be a continuous educational process.
2. Become acquainted with the bus drivers and give them full consideration in handling discipline problems arising on the buses.
3. Determine the loading zones at the school building and notify the Transportation Supervisor. Keep the zone clear of other vehicles during the time of the loading and unloading of buses.
4. Report to the Transportation Supervisor irregularities arising from the operation of the transportation program.
5. Appoint a professional employee to supervise the loading and unloading of school buses as needed and to approve of bus departures for afternoon runs.
6. Become familiar with the bus routes, as published each year by the Transportation Supervisor. Suggestions for the change of routes for the ensuing year shall be made known to the Transportation Supervisor prior to June 1.

7. Offer suggestions for the improvement of the transportation program. Be alert to possible hazardous conditions in busing. Notify the Transportation Supervisor immediately of any hazardous transportation condition that cannot be corrected by the individual school.
 8. See to it that bus pupils are not detained after school hours unless the parents or guardians are properly notified of the detention.
 9. See to it that school personnel acting as sponsors on school-sponsored bus trips do not smoke or permit smoking on the bus.
 10. Enforce all of the rules and regulations set forth as they pertain to a given school.
 11. See that chaperons are instructed in their responsibilities.
- E. The Pupil And The Transportation System: Proper conduct by the students contributes greatly to the safety of the pupil transportation program. With this in mind, the following rules of student conduct shall be observed:
1. Students shall obey the bus driver's safety suggestions promptly and courteously.
 2. Avoid loud talking or unnecessary confusion. Absolute silence shall be observed when the driver stops the bus at a railroad crossing.
 3. Pupils shall keep hands, arms and heads inside the bus at all times.
 4. Pupils shall be on time to board the bus.
 5. Pupils shall observe good pedestrian practices in approaching bus stops, stay well off the roadway when waiting for the bus and respect the private property at the bus stop.
 6. Pupils shall not try to board the bus until it comes to a complete stop and the door is opened.
 7. Pupils shall remain seated while the bus is in motion.
 8. If it is necessary for the student to cross the road after leaving the bus, he/she shall wait about ten feet (10') in front of the bus until an "all clear" signal is given by the driver, then cross carefully. In crossing the road to board the bus, the student shall wait until the driver gives the "all clear" sign, then carefully cross in front of the bus.

9. Pupils shall board and leave the bus at their home stop, except when they have a request signed by their parents to do otherwise. This must be an existing stop.

10. When assigned to a bus, a pupil shall continue to ride that bus unless reassigned to a different bus by the Building Principal.

11. Pupils shall strive to keep the bus neat and clean. No materials shall be thrown from the bus.

12. No smoking shall be permitted on any bus transporting students to school-sponsored functions.

13. Students shall not bring cumbersome items on the school buses (sleds, etc.).

The bus driver shall first endeavor to convey to the student the seriousness of the violation of any of the foregoing rules of student conduct. Upon continued breach of conduct, the driver shall refer the student to the Building Principal of his/her school. The Building Principal shall seek to impress upon the student the need for improvement in bus conduct. The Building Principal shall suspend the student's bus transportation privileges as follows:

First suspension	Three (3) school days
Second suspension	Five (5) school days
Third suspension	Remainder of the school year

The student shall be in attendance at school on the days his transportation privilege is suspended.

Nothing shall prevent the Weiser School District from denying transportation to any student in any school bus or other transportation equipment operated by or under the authority of the District, upon good cause given in writing to the parents or guardians of each student.

The cooperation of each individual involved in the transportation program is required for safe transportation.

- F. Responsibilities Of The Transportation Supervisor And The Bus Driver: The safety of the students shall be the primary consideration in school bus transportation. The Transportation Department and Board of Trustees shall develop rules governing the responsibilities of the District bus drivers.

LEGAL REFERENCE:

Idaho Code Section
33-1254

SDE Transportation Manual
SBR 08.02.02.180-210.

ADOPTED:

6-13-1977

AMENDED:

1996

It shall be the policy of the Weiser School District that all students living outside the City limits of Weiser, those living on the opposite side of State Street from their school of attendance, those living in areas in which the pedestrian route is declared hazardous to the safety of the student, or those living one and one-half (1¹/₂) miles or more from their school of attendance shall be eligible to ride to and from school on the bus which stops nearest to their homes.

ADOPTED:
6-13-1977

Students receiving transportation on special education buses will be treated according to their special needs. Drivers should work with the Child Study Team in determining individual needs. The driver will keep a copy of the information card on file. Aides will be assigned to buses when necessary. Bus service will be provided in accordance with the Weiser School District 431 Bus Driver Handbook.

ADOPTED:
6-13-1977

AMENDED:
1996

- A. Transportation shall be provided for participants in all duly approved extracurricular activities. With the approval of the Building Principal and the Superintendent, transportation may be provided for boosters. The costs of providing booster's buses may be defrayed by charging a fee to those desiring to attend extracurricular events. The decision of the Building Principal and/or the Superintendent shall be final in determining whether to provide booster buses for extracurricular activities.
- B. The Transportation Supervisor shall notify the Building Principal by ten o'clock (10:00) A.M. on the day of the scheduled activity whether a bus shall be available.
- C. Use of a school bus for a non-school function shall be considered on a time by time basis. This decision will be made by the Superintendent of Schools for the Weiser School District.

If permission is granted the following conditions must be met:

- 1. Bus will be full when taken and must be filled when returned; and
- 2. Bus must be clean when returned; and
- 3. Driver will be a Weiser School District bus driver, and paid by whoever is using the bus for the function. Driver will be paid at the current extra-curricular rate paid by the Weiser School District.
- 4. Organization using the bus must pay the School District a fee of \$0.46 per mile for the use of the bus.

REFERENCE:

Refer to 1004.8 Loan of School Equipment.

ADOPTED:

6-13-1977

AMENDED:

2002

Transportation, within the City limits of Weiser, shall be provided for students attending the Weiser summer program. Stops may be designated as required by the director of the summer school.

ADOPTED:

6-13-1977

Adequate transportation insurance coverage, as determined by the Board of Trustees, shall be carried by the Weiser School District and shall be reviewed annually by the Board of Trustees.

ADOPTED:

6-13-1977

**POLICY TITLE: Purpose Of Health Services
Program**

**POLICY NO. 703.1
PAGE 1 of 1**

The purpose of the administration of health services in the Weiser School District shall be to protect the health of students and to provide early identification of any physical factors which may tend to impede the academic progress of students.

ADOPTED:
6-13-1977

**POLICY TITLE: Scope Of Health Services
Program**

**POLICY NO. 703.2
PAGE 1 of 1**

The Weiser School District shall cooperate with the Southwest District Health Department, the Department of Health and Welfare and the Weiser Lion's Club in providing health services to students. These services include consultative services by the Southwest District Health Department, the provision of medical services and glasses by the Department of Health and Welfare. The Weiser Lion's Club conducts a yearly vision and hearing examination of all students in grades kindergarten through six (K-6) and provides glasses to needy students.

ADOPTED:
6-13-1977

**POLICY TITLE: Financial Support For Health
Services**

**POLICY NO. 703.3
PAGE 1 of 1**

Financial support for health services rendered to students in Weiser School District 431 are provided by agencies outside the District, i.e., Federal, State and local.

ADOPTED:
6-13-1977

