



Transportation – Students

8100-P

1. Bus routes shall be established under the direction of the superintendent or his designee and subject to Board review over the most direct route practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the larger number of patrons more directly. Routes will be designated to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.
2. Insofar as educational requirements permit, school schedules shall be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary school trips with the same fleet of buses.
3. Bus schedules shall be established under the direction of the superintendent or designee in cooperation with the transportation supervisor and subject to Board review. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal services to all patrons. The measure of service shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip.
4. Bus stops shall be established under the direction of the superintendent or designee in cooperation with the transportation supervisor. A bus stop so established will be designated as authorized. The superintendent may not permit drivers to load or unload students at other than authorized bus stops.

Authorized bus stops shall be located at convenient intervals in places where pupils may be loaded and unloaded, cross highways and await arrivals of buses with the utmost safety permitted by highway conditions and under guidelines set forth by the Superintendent of Public Instruction.

Revised: August 2011

Riding Limits

8101-P

The following regulations apply to the establishment of minimum and maximum riding limits for the Sumner Public School students.

1. Guidelines for establishing minimum and maximum riding limits are stated in Board Policy 8101.
 - a. A student whose legal place of residence is a distance greater than two miles from his regular school of attendance will be provided district transportation.
 - b. Bus stops for secondary pupils will be established so that no pupil will walk more than one mile. Bus stops for elementary pupils shall be established so that no pupil shall walk more than one-half mile.
 - c. The superintendent shall be responsible for establishing procedures pertaining to requests for exceptions to the bus regulations.



Riding Limits

8101-P, continued

- d. A student who resides in an area where safety conditions or lack of improvements make pedestrian traffic hazardous will be provided district transportation.
 - e. A student whose condition of physical or mental health limits his capability for traveling to and from school on his own, will be provided transportation under recommendation of a licensed medical practitioner.
2. Transportation needs will be reviewed and analyzed annually by the transportation supervisor and superintendent, and riding limits will be adjusted accordingly.

Revised: August 2011

Request for Change in Bus Service

8111-P

Procedure:

1. Parents or community members may make requests to the District to change bus service.
2. All requests will be submitted in writing to the Transportation Supervisor using the "Request for Change in Bus Service" form from the Transportation Office or on the District Web site.
3. A committee of at least three (3) parents or community members will be selected as the Transportation Committee to consider the unresolved requests for change in bus service.
4. A date will be set and all requestors will be notified that the committee will be meeting to review the request.
6. A copy of each request will be sent to the committee members prior to the hearing.

Revised: August 2011



***Pupil Transportation - Rules for Students Riding School Buses**

8113-P

1. The driver is in full charge of the bus and passengers. The passengers must obey the driver promptly and willingly.
2. When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in their charge. However, the bus driver shall have final authority and responsibility.
3. Passengers shall ride their regularly assigned bus at all times unless permission has been granted by the school principal or transportation supervisor to ride a different bus. Schools shall be aware of the availability of extra seating space and will not give permission for non-regular riders to ride a bus if it will cause standees on the bus. The permission slip will need to be stamped with the school stamp.
4. No student will be permitted to leave the bus except at his or her regular stop unless the student has a note approved by the principal and verified with a school stamp or transportation supervisor.
5. Any passenger may be assigned a seat in which the passenger will be seated at all times unless permission to change is given by the bus driver.
6. Passengers may converse at a low conversational level with other passengers near them.
7. Passengers are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Passengers will not throw refuse out the windows. Eating on a school bus is not permissible except when specifically authorized and supervised by school district personnel.
8. No passengers will smoke, light matches or lighters, or use any type of flame or sparking device on the school bus.
9. Passengers must not have anything in their possession that might cause injury to another such as sticks, breakable containers, any type of firearms or fireworks, chemicals, straps or pins extending from their clothing. No animal, reptile, fish or fowl is permitted on the bus except seeing eye dogs, unless prior permission from the transportation supervisor has been obtained.
10. No illegal or alcoholic substances are allowed on the school bus.
11. Passengers must see that books and personal belongings are kept out of the aisle. Large items which cannot be held in the passenger's lap will not be transported on a school bus unless prior permission from the transportation supervisor has been obtained.
12. No passengers will be allowed to talk to the driver more than is necessary.

*** 10/24/79 (Adopted)**



***Pupil Transportation - Rules for Students Riding School Buses — 8113-P (cont'd)**

13. Passengers are to remain seated while the bus is in motion.
14. Passengers will reimburse the school district for damage to school buses resulting from misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
15. Grade 7-12 students may be refused transportation service if they refuse to properly identify themselves and if there is reasonable suspicion that the rider is not assigned to that bus.
16. Passengers must cross the highway only in front of the school bus and never behind it.



***Nutrition and Physical Fitness**

8225

Procedures

The Sumner School District shall encourage students to make healthy choices in food and fitness decisions. The district will implement the following guidelines:

- a. A variety of healthy food choices will be made available whenever food is sold or served on district property during the school day;
- b. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium, or added sugars; and
- c. Schools shall provide opportunities for appropriate healthy fitness choices.

Nutrition Standards

The district shall provide school breakfasts and lunches which meet the nutritional standards required by state and federal school breakfast and lunch programs. Meals served in school before the end of the last lunch period shall conform to the U.S. Dietary Guidelines for Americans.

Any food sales of an occasional nature must have the prior approval of the building principal.

No food or drink items shall be offered in vending machines unless they have been approved by the building principal and meet district guidelines.

Free and Reduced-Price Food Services

The district shall provide free and reduced-price breakfasts, lunches, and milk to students according to the terms of the National School Lunch and Breakfast programs and the laws and rules of the state. The district shall inform parents of the eligibility standards for free or reduced price meals.

Health and Fitness Curriculum

The district will adopt and implement a health and fitness curriculum consistent with the EALRs. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies.

Suitable adapted physical education shall be included as part of Individual Education Plans for students with chronic health problems, or other disabling conditions, or other special needs that preclude such student's participation in regular physical education instruction or activities.

Co-curricular physical activity programs, including intramural programs and physical activity clubs, may be developed and offered to students in the secondary schools.

5/25/05 (Adopted)



***Energy Savings**

8600-P

Regulations:

1. A program and plan will be developed to conserve utilities at schools and administrative centers throughout the district.
2. This effort will be designed to reduce operating costs and return a portion of that money back into educational and conservational programs.
3. Supportive data will be collected and evaluated on a regular basis to monitor the progress of each site and the overall effect.
4. Each school and administrative center will participate. The degree of participation is to be determined at the local level by the superintendent and/or designee.
5. The form it takes is to be at the discretion of each unit, but subject to approval by the superintendent and/or designee.
6. Energy deconsumption goals, objectives and activities will be established by each site and submitted to the superintendent and/or designee.

***2/11/81 (Adopted)**



***Employee Safety**

8750-P

The safety of every person in the district is of vital importance. Therefore, this statement is being issued to emphasize the need for every manager/supervisor and every employee to accept his full responsibility for safety to himself and his fellow workers at all times.

a. Management Responsibility

The management of the district recognizes and firmly believes in the need for continued development of safe working conditions and that it management's responsibility to do everything possible to provide an effective, accident-free operation. The following regulations are established for this operation and shall be kept up to date and amended as necessary.

b. Departmental Responsibility

The primary responsibility of providing an effective accident-free operation rests with the department. Each department must have a definite plan whereby the organization's safety program will reach and affect every employee in every job. It is the responsibility of each department to effectively enforce the plan toward producing safe working conditions and habits which will result in accident prevention. This plan shall include:

1. Organization of employees within the department, as the departmental supervisor may deem necessary, to advise him/her on matters pertaining to accident prevention. These committees shall serve only in an advisory capacity; both authority and responsibility remain with the supervisory staff.
2. Establishment of channels of communication for safety information. This shall be accomplished through the medium of periodic meetings with responsible persons and other supervisors.
3. A thorough investigation of all work and traffic accidents, with emphasis on preventive measures.

c. Supervisory Responsibility

All supervisors and leadpersons will consider it an essential part of their job to establish safe working conditions. They are responsible for:

1. detecting and correcting unsafe working conditions and practices;
2. training their employees in proper work procedures and organization safety policies;
3. ascertaining that each employee knows, understands, and follows the safety rules pertaining to his job;
4. encouraging safety rules pertaining to his job;
5. completing proper reports on all accidents;
6. keeping informed on new developments which affect them and their employees.



***Employee Safety --- 8750-P -- (cont'd)**

d. Employee Responsibility

Employees who are properly selected, properly placed, properly trained and properly supervised do not have accidents. Sincere belief in this fact is essential to good supervision.

All employees are required, as a condition of employment, to observe all safety rules and practices and to follow the instructions of their supervisors and leadperson. The employee is responsible for his own safety and shall do everything possible to safeguard fellow employees. He shall be alert to unsafe conditions and report them promptly to his supervisor or leadperson.

e. Safety Officer Responsibility

The safety officer shall be responsible for the coordination of safety activities throughout the district. The safety officer will aid supervisors in developing and maintaining an effective safety program; assist in the investigation of accidents; accumulate and distribute accident records and statistics; maintain contacts with safety organizations on safety matters; and provide safety counseling upon request.

It is emphasized that the Safety Officer, as such, cannot prevent accidents. A successful safety program rests with the performance of leadpersons, supervisors, and employees.

f. Safety Committee Responsibility

A site safety committee shall be appointed by management members and supervisors. The committees shall serve as advisory committees to management on all safety matters. The membership of the committees shall select the chairman and schedule meetings to coordinate all safety matters referred to them.

In addition, the committees may consider any other safety matter affecting the welfare of the total district.

The committees may call upon an employee for assistance on safety matters which pertain to that employee's particular skill or training.