

ADMINISTRATIVE REGULATION

723 School Security Videos

723.1 Installation of Equipment

School security video devices and systems may only be installed and used with the expressed permission of the superintendent. A request for security video equipment may be made via the work order system. Security video devices may only be installed by qualified personnel as determined by the superintendent. Video cameras and equipment may be installed in either an overt (readily visible) or covert (hidden or disguised) manner, depending on the purpose of the equipment.

723.2 Operation and Use of Equipment

Video Monitors and Viewing

The school principal is the system administrator of the security video system and controls user access to the system in that building. The principal may assign technical system administration duties to a staff member; however, responsibility for the system and its proper use remains with the principal.

Only the district and school administration, school safety personnel, and law enforcement personnel shall have access to video monitors. Video monitors shall be in controlled access areas wherever possible. Records should be privately viewed on a need-to-know basis only.

Persons other than those listed above may view video recordings under the following conditions:

1. When student misconduct is revealed as a result of video recording; students involved in the incident and their parents/guardians may request authorization from the superintendent to view the videotape.
 - a. Requests for viewing must be made within five (5) school days of notification of the recording.
 - b. The superintendent shall grant or deny the viewing within five (5) school days of the request.
 - c. Viewing will be limited to those frames containing the incident of misconduct.
 - d. The school district makes no guarantees as to the availability or condition of any video recordings.
2. School safety employees, and district and school administrators, may view a videotape in order to observe and seek resolution of a specific problem.
3. A viewing shall occur only in the presence of the principal.
4. All persons who view a video recording shall be identified in a log, noting the time and date of the viewing.



ADMINISTRATIVE REGULATION723.2 Operation and Use of Equipment (continued)**Non-Private Areas**

All activity in non-private areas of school district facilities is subject to being observed, recorded, preserved, and examined by means of security video technology. No person shall have a legitimate expectation of privacy with respect to his or her conduct or speech in non-private areas of school district property.

Private Areas

For the purpose of this policy, restrooms and locker rooms are considered a "private area" of the facility and will not be equipped with video equipment.

No Guarantee of Recording

The school district does not guarantee that every non-private location in every school district facility will be equipped with security video equipment, that the video equipment will be in operation at a specific time, that the security video equipment will record specific behavior, or that the quality of the recording will permit identification or other desired uses.

Use of Information Collected

Security videotapes may be used by district and school administrators to investigate and document infractions of district policy and school rules; to detect or deter criminal offenses that occur in view of the cameras; to detect or deter vandalism; and for inquiries and proceedings related to law enforcement. When a copy of a security video is to be used outside of the school district, the superintendent shall retain the original security video.

Approved: September 6, 2005



ADMINISTRATIVE REGULATION724.2 Allergies

See the school district's Allergy Handbook. The handbook may be found on the Nursing Services webpage of the district's website:

<http://www.k12northstar.org/cms/lib010/AK01901510/Centricity/Domain/1139/Allergy%20Handbook.pdf>

Approved: May 20, 2013
Revised: February 3, 2014



Fairbanks North Star Borough
School District
520 Fifth Avenue
Fairbanks, AK 99701

ADMINISTRATIVE REGULATION730 Emergency Plans

- I. Purpose: To provide the procedure for implementing School Board Policy 730: Emergency Plans.
- II. Procedure:
 - A. Each administrator of a school, administrative building, and independently housed program shall develop a crisis management plan and submit it annually to the superintendent for approval. District administration will annually review the best practice recommendations from the federal government and emergency response experts and update the crisis management plan template as needed.
 - B. Each crisis management plan is to include procedures to respond to fire and fire alarms, bomb threats, explosions, intruders, medical emergencies, earthquakes, or other disasters.
 - C. The crisis management plan shall include:
 1. the person in charge and a designated substitute;
 2. the names of the emergency response team members and their specific job functions relating to an emergency based on the incident command system model (ICS);
 3. a communication plan;
 4. protocols for responding to immediate physical harm of students or staff and to traumatic events, including the period after the events have concluded;
 5. disaster and emergency procedures to respond to earthquakes, fire, flood, explosions, or other events or conditions in which death or serious injury is likely;
 6. crisis procedures for safe entrance to and exit from the school by students, parents, and employees, including an evacuation and lockdown plan;
 7. procedures for enforcing school discipline and maintaining a safe and orderly environment during the emergency;
 8. directives for teachers on procedures for accounting for students, designated location, room evacuation procedures, specials class procedure, provisions for students with disabilities, and maintaining a consistent, accessible location for the emergency plan documents;

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ADMINISTRATIVE REGULATION730 Emergency Plans (continued)

9. directives for students on quick and safe evacuation routes, lockdown procedure, designated safe areas, and appropriate behavior;
10. protocols for reuniting students with parents; and
11. a plan of action for:
 - a. conducting an in-service on crisis management plan for staff at the beginning of each school year, and
 - b. planning and executing drill and practice procedures and conducting the prescribed number of drills during the school year (see Policy 730 and see below).

D. Emergency Drills

The principal shall develop an emergency drill plan for his or her building and shall provide training to staff and students to insure their safety and security. Emergency drill plans must include:

- Plans to evacuate the building for fire, fire drills, and other emergency situations in which evacuation of the building is the prudent and recommended response.
- Plans to lockdown the building for intruders, medical emergencies, and other emergency situations in which lockdown is the prudent and recommended response.
- Plans for earthquake drills.

1. Evacuation Drills

- a. Each school shall conduct nine (9) evacuation drills each school year, at monthly intervals as the weather permits.
- b. One evacuation drill must be conducted within ten (10) days of the beginning of classes.
- c. The school shall notify the fire department in advance of the drill.
- d. The drill shall be initiated by activating the fire alarm system.

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ADMINISTRATIVE REGULATION730 Emergency Plans (continued)

- e. Evacuation routes shall be clearly posted in each classroom, teaching area, and work station.
- f. Drills shall be held at varying and unexpected times and under varying conditions to simulate circumstances of an actual fire.
- g. Outdoor assembly areas a safe distance from the evacuated building will be designated that keep each class separate and avoid interference with fire department operations.
- h. Occupants shall be directed to the designated assembly area where efforts shall be made to determine if all occupants are accounted for.
- i. Evacuated occupants may reenter the building only after authorization by the person in charge.
- j. The principal shall maintain records that include the date and time of the drill, problems encountered, weather conditions, time required for complete evacuation, number of occupants evacuated, notification method used, and special conditions simulated.

2. Lockdown Drills

Each school shall conduct an emergency drill each semester that practices the procedures of a lockdown. One drill will practice "Clear the Halls-Sit Tight" and one drill will practice a lockdown.

- a. In "Clear the Halls-Sit Tight" all students remain in the classroom, keeping hallways clear. Classroom activities continue.
- b. In lockdown, all students remain in the classroom, keeping hallways clear. Requirement that staff and students stay on the floor away from doors and windows precludes the continuation of classroom activities.

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ADMINISTRATIVE REGULATION730 Emergency Plans (continued)3. Earthquake Drill

Each school shall conduct an evacuation drill each school year to practice the procedure “Drop, Cover, and Hold On” in the event of an earthquake. The procedure shall include:

- a. Using the intercom or bell system to signal the start of the earthquake.
- b. Occupants dropping down to knees, making themselves small, keeping their bodies under or below the level of desks, tables, or chairs with backs toward windows; covering their face, head, and neck, and holding on for 45 seconds.
- c. Evacuating the building minding the rules of “Don’t Talk! Don’t Push! Don’t Run! Don’t Turn Back!” and assembling in class meeting area, clear of buildings, power lines, trees, light poles, and other dangers.

4. School Bus Drills

Each school that has students transported by school bus shall conduct at least three school bus drills each school year. The drills must instruct students on safe boarding, riding, exiting and emergency procedures. One drill must be conducted during the first three weeks of the school term. The school shall cooperate with the bus company in school bus emergency exit drills.

Legal reference: AS 14.09.030

Reference: AS 14.33.100(b)

Approved: March 11, 1985

Revised: July 20, 2009



ADMINISTRATIVE REGULATION

741 Security of School Property

Purpose

1. To provide for the security of school facilities and property.
2. To establish procedures for securing capital equipment.
3. To establish a system for equipment inventory and accounting.

Procedures and Responsibilities

Daily Security

Building administrators will establish procedures to insure that each room is secured.

Capital Equipment

Building administrators will establish procedures and assign personnel to insure the security of all capital equipment.

Inventory Control

1. Building administrators will establish procedures for verifying and correcting equipment inventories and notifying shipping and receiving of discrepancies.
2. Shipping and receiving will provide each building with a current updated inventory annually.
3. Each building will establish an equipment checkout procedure. Equipment checkout records will be verified quarterly as to location of equipment.

Building administrators will post on the main building entrance, a routinely updated list of maintenance and security personnel to be contacted in case of an emergency. Building staff will be notified annually as to the location of the list.

Districtwide Control and Building Security

Purpose

1. To provide reasonable staff access while providing for the security of school facilities and property.
2. To provide a system of key control and accountability with procedures to cover security and key issuance.
3. To provide security for key storage and summer storage of sensitive items.
4. This regulation is intended to cover interior and exterior doors, padlocks, gates, and other areas requiring security. It is not intended to cover file cabinets, desks, etc.

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ADMINISTRATIVE REGULATION

741 Security of School Property (continued)

Procedures and Responsibilities

1. Personal Key Responsibilities

- A. Keys are issued to individual faculty or staff members and are to be used only by those individuals. Sharing keys with other persons or groups is not permitted. Loaning keys to students is strictly prohibited.
- B. A person or representative of an organization who loses a key through negligence or violation of this policy will be required to pay a charge for each key lost. Any waiver of this charge will be at the discretion of the Superintendent or his/her designee. The loss of any District key(s) must promptly be reported to the building administrator. District employees may be subject to disciplinary action for the loss of any key and/or the failure to promptly report the loss of any key. Non-district groups may have use permits revoked.
- C. A person or an organization signing for the loan of a key, or sponsoring after-hours or weekend activities, is responsible for the security of the building during the activity and at the completion of their use of the building.
- D. Duplication of school district keys is strictly prohibited.

2. Key Control Responsibility

- A. Grand Master Keys – Districtwide grand master keys may only be issued with the approval of the superintendent, facilities management director, or the chief financial officer.
- B. Building Master Keys/ Single Keys/ FOBs - The building administrator/designee shall be responsible for issuing keys to the building staff and for maintaining accurate key control records. The building administrator is responsible for all keys issued from the school.
- C. Building master keys are to be issued only to administrators and custodial staff. Exceptions may be made by building administrators on a case-by-case basis.
- D. Building administrators shall not issue building master keys to non-school personnel.
- E. Keys for construction or maintenance or other non-district vendors may be issued only by Facilities Management.
- F. Guidelines for Building Key Systems:
 1. Building key systems will be designed by Facilities Management around the functions and sub functions within the facility.
 2. Only school district keying systems will be used to secure school district property. Maintenance, repair, replacement, or other alterations of doors, door hardware, locks, and keys are the responsibility of Facilities Management.
 3. Use of building master keys will be restricted as much as possible. The lowest level of keying required by the individual will be used.

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ADMINISTRATIVE REGULATION741 Security of School Property (continued)

- G. All requests for new keys and duplication of existing keys will be submitted to Facilities Management on a work order form. The form will state the identification number and quantity of keys needed, and will be signed by the responsible administrator. Duplication of school district keys is strictly prohibited.
 - H. Each building will have a safe or a steel key cabinet securely mounted in a secure administrative area. All keys in the cabinet will be stamped with the key number and code number. Keys will never be left in desk drawers or otherwise unsecured. Room numbers will not be written or shown in any way on keys or tags. Key cabinet security is the responsibility of the building administrator.
 - I. Informal non-district groups such as athletic, youth, or church groups, or community clubs can obtain permission to use a facility through Building Rentals. Keys will be issued only through the district's Building Rentals.
 - J. Doors will not be propped open with wedges, garbage cans, chairs, etc. Only proper key or door dogging tools will be used to hold down panic hardware and unlock the doors.
 - K. Each school will establish and maintain a standard procedure for use of the building by school activity groups outside school hours. The procedure will include:
 - 1. Designating activity sponsor's responsibilities for building security.
 - 2. Allowing activity participants access but restricting all unauthorized access to the building.
 - 3. Ensuring building security after activities.
- 3. Key Identification Information**
- A. All keys issued by the school district will have a key identification number with four digits and a serial identification number. All keys issued by Facilities Management or individual facilities will be assigned to a specific individual and recorded as such. When occasional use of padlocks to secure doors or exit areas is necessary they may only be issued by Facilities Management. Keys and padlocks may only be issued by Facilities Management to staff or rental groups when determined necessary. At no time will private or personal padlocks be used on school district property, except on personal lockers.

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ADMINISTRATIVE REGULATION741 Security of School Property (continued)

B. Two-Card Key Control System:

1. Each school will use a two-card key control system, consisting of two colors of 4 x 6 cards. The colors will be stored in separate secured boxes.

Blue control cards designate long-term key loans (in excess of one week). All keys issued to nine and ten-month employees will be signed in at the end of each school year and reissued at the start of each school year. Blue cards will be checked on a monthly basis to ensure no key is out longer than required.

Yellow control cards designate short-term key loans (one week or less). This category applies to staff weekend activities in areas not accessed by their keys or a school organization that has the principal's approval to use the facilities for authorized activities. Yellow cards will be checked on a weekly basis to ensure no key is out longer than required.

2. At the time of issue, persons receiving keys will be required to read and sign the Guidelines: Responsibility For Keys form. A copy will be given to the individual and the original retained with the key card system.

Revised: December 6, 2004



ADMINISTRATIVE REGULATION

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

GUIDELINES: RESPONSIBILITY FOR KEYS*

Keys are issued to individual faculty or staff members and are to be used only by those individuals. Sharing keys with other persons or groups is not permitted. Loaning keys to students is strictly prohibited.

A person or representative of an organization who loses a key through negligence or violation of this policy will be required to pay a charge for each key lost. Any waiver of this charge will be at the discretion of the Superintendent or his/her designee. The loss of any District key(s) must promptly be reported to the building administrator. District employees may be subject to disciplinary action for the loss of any key and/or the failure to promptly report the loss of any key. Non-district groups may have use permits revoked.

The person or organization signing for the key and/or sponsoring after hours or weekend activities is responsible for seeing that the building is secure at all times during and at the completion of their use of the building.

Keys should not be left in desk drawers or in any other unsecured location.

Exterior doors should not be propped open with garbage cans, chairs, etc. under any circumstances. The proper key or door dogging tool will be used. Instructions on proper use will be provided upon request.

By signing below, I agree that I will abide by the District's key control regulations as contained in these guidelines and in Administrative Regulation 741. I am aware that the lost key charges are as follows:

- Each Interior Door Key or FOB..... \$25
- Each Exterior Door Key \$50
- Interior Master Key \$100
- Exterior Master Key \$200
- Maximum Single Loss Liability..... \$250

_____ Date

_____ Employee Signature

* Reference Administrative Regulation 741.

_____ PRINTED NAME

Original: School/ Building Office

Copy: Employee

Revised 12-6-04



ADMINISTRATIVE REGULATION

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
LOST KEY(S)
PAYMENT/DEDUCTION FORM

EMPLOYEE:

DEPARTMENT:

SUPERVISOR:

DESCRIPTION	CHARGE PER KEY	QTY	KEY# & SERIAL#	AMOUNT DUE
Interior Door Key or FOB	\$25			
Exterior Door Key or Interior Multiple-Door Key	\$50			
Interior Master Key	\$100			
Exterior Master Key	\$200			
*TOTAL				

I elect to have the amount due deducted from my payroll check.
Deduct \$_____ amount from the next check OR the next two (2) checks.

Attached is a check for the amount due (*return to the cashier in the business office*).

EMPLOYEE SIGNATURE: _____ DATE: _____

*Maximum single loss liability is \$250

Submit one copy of this form to the Facilities Management Department lock shop.

Approved: 12-6-04
Revised: 10-23-06



ADMINISTRATIVE REGULATION742 Personal Use of School PropertyPurpose

School Board policy encourages community use of school facilities, the requirements of the district Community Schools program, and the accountability of the school administration for proper use of the facilities, so it is reasonable to specify the conditions under which the facilities may be used.

Procedure and ResponsibilitiesInformal Groups or Staff Members

Informal groups, such as those needing an area to engage in athletics or hold a discussion, or to review information, will seek permission to use the facility through the Community Education or Building Rental agencies as per A/R 1160 and Board Policy 1160.

Approved: March 11, 1985



ADMINISTRATIVE REGULATION

743 Vandalism/Fire/Theft/Damage Report

Purpose

1. To provide uniform vandalism/fire/theft/damage reporting procedures for all schools and units within the school district.
2. To help insure all costs due to vandalism, fire, theft or damage caused to the facility are carefully and accurately recorded.
3. To provide an efficient means for the principal or unit manager to expedite repairs and/or replacement of stolen equipment.

Procedures and Responsibilities

1. The principal or unit manager of each building or facility shall be responsible for submitting a properly completed vandalism/fire/ theft/damage report within twenty-four duty hours after the incident is discovered. All questions on the form must be completed, or enter N/A (not applicable). Realistic cost estimates are essential for damage to facilities or when requesting replacement of stolen equipment. Use the replacement value when entering cost data.
2. Principals and unit manager may request assistance when developing estimates for structural damage or equipment costs from either the Physical Plant department or Business Office, as applicable.
3. The Vandalism/Fire/Theft/Damage Report will be completed and distributed as follows: Forward the white copy to the Physical Plant department; the pink copy is retained in the unit file.
4. Minor damage shall be repaired by the unit custodian. Required repairs beyond the capabilities of the unit custodian shall be requested on an individual work order form. A copy of a completed Vandalism/Fire/Theft/ Damage Report shall be attached to the work order. In case of a real emergency, a phone request will be accepted by the Physical Plant department. However, a work order and Vandalism/Fire/ Theft/Damage Report must be submitted within the required specified period of time.
5. To obtain replacement of stolen or vandalized equipment which is beyond fair wear and tear, a purchase order request must be submitted to the Business Office along with the yellow copy of the Vandalism/Fire/Theft/ Damage Report.
6. The principal or unit manager is responsible for notifying the Business Office of any equipment that is found after the Vandalism/Fire/Theft/ Damage Report has been submitted. The Business Office will then take appropriate action to cancel the replacement purchase order.
7. The principal or unit manager is responsible for reporting vandalism or theft in excess of \$100.00 to the proper police authorities. They will also notify the Associate Superintendent of their actions.
8. The Director of the Physical Plant department is responsible for providing information copies of Vandalism/Fire/Theft/Damage Reports, which are estimated in excess of \$500.00 to the Superintendent.

Approved: March 11, 1985



ADMINISTRATIVE REGULATION

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT
VANDALISM/ FIRE/ THEFT/ DAMAGE REPORT**

1. Director, Physical Plant Chief Financial Officer Unit File				2. Date	
3. Unit or Building Submitting Report				4. Telephone No.	
5. Signature of Person Making Report		6. Date of Incident		7. Time of Incident	
9. Concise Description of Incident					
10. Summary of Vandalism or Theft Cost Estimates:					
Description	Inventory Asset No.	Model No.	Serial No.	Initial Cost	Replacement Cost
11. Police Department Notified				11. Date & Time:	
12. Officer's Name:				13. Telephone Number	
14. Signature of Principal/Unit Manager					
15. Remarks:					
16. Special Instructions: a. Fill in all applicable spaces. b. See Administrative Regulation for detailed instructions.					



ADMINISTRATIVE REGULATION744 Traffic and ParkingPurpose

Since driving and parking on school property is a privilege and the safety of students is foremost, it is appropriate to have regulations:

1. To provide for the safety of students through traffic control.
2. To establish parking areas for school employees and visitors.
3. To establish loading and unloading areas

Approved: March 11, 1985



ADMINISTRATIVE REGULATION

760 Student Transportation

This regulation establishes administrative procedures and guidance in providing safe pupil transportation services in a fair, consistent, and cost effective manner.

ESTABLISHMENT OF TRANSPORTATION ROUTES

- A. Pupil transportation routes and services are established based on criteria for those students who reside outside the “walk zone.”
1. The *walk zone* is defined as that area surrounding a school not typically provided transportation services, measured from the closest point of the school property to the closest point of the residence property using a route by which a student could actually walk to the location.
 - For all schools, the walk zone is one and one-half miles (1.5 miles).

Regular Routes

- A. A regular pupil transportation route may be established if fifteen (15) or more students reside outside the *walk zone*.
1. Students will not be required to cross private property without permission of the property owner.
 2. Some roads within the boundaries of the district are not considered safe for school bus operation. The district attempts to establish school bus routes that will serve pupils in a timely manner on all days school is in session. The following requirements must be met before a route is approved:
 - The entire route must consist of regularly maintained roads, having at least a gravel surface.
 - Road(s) must be under the supervision and all-weather maintenance of the Department of Transportation, a public utility district, a borough service area, or any other agency supported by public funds.
 - Adequate turnaround space for transportation vehicles must be available on the route.
 3. Because of the difference in vehicles used for pupil transportation, the district will also consider the following factors when evaluating a road for a bus route: access, grade, recovery area, sharp curves, sight distance, steep embankments, and winter maintenance.
- B. A transportation route and route extensions must be free from duplicate mileage unless:
1. The pickup point requiring the duplicate mileage serves at least three students and is at least one mile, one way, from the main route; or
 2. The pickup point requiring the duplicate mileage serves fifteen or more students under a mile; and
 3. The pickup point requiring the duplicate mileage serves a minimum of one student per mile.

(continued...)



ADMINISTRATIVE REGULATION

Student Transportation (continued...)

- C. The district may discontinue service when:
1. For an existing route, ten or fewer students have been transported on the route for a period of two consecutive months.
 2. For route extensions, the average number of students to be transported falls below one student per mile for a period of two consecutive months.
 3. Route extensions only apply during the school year in which they were established.

Special Education Routes

- A. Special education students must be transported in accordance with the provisions of AS 14.30.347.
- B. If special education students must be transported separately, and if required as a related service in the students IEP, the district may establish separate special education routes. The district may establish separate special education routes for students if the district has determined that it is in the students best interest to be transported separately, based on the recommendation of each students child study team established under 4 AAC 52.140 after consultation with the transportation department. These special education routes must meet the criteria set out in A-2 and A-3 of the Regular Routes section of this administrative regulation.
- C. Special education routes are not subject to the distance restriction. See the Establishment of Transportation Routes section above.

Hazardous Routes

- A. The transportation department may designate those routes within the walk zone of an attendance center, which cannot be safely traveled by children because of traffic or other hazards, as hazardous routes.
- B. Hazardous routes will be identified by the transportation department using *the Profile of Student Walking Conditions*.

IN-LIEU AGREEMENTS

- A. The district may establish agreements with parents to provide reimbursement for transporting their children to the nearest attendance center or bus stop when route segment times do not allow for a route extension or when it is more cost effective than adding an additional route.
 1. Unless the child is handicapped, the students residence must be more than one and one-half miles from both the nearest regular bus route and their attendance center.

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ADMINISTRATIVE REGULATION

Student Transportation (continued...)

2. Reimbursements must be based on the actual miles traveled when the student is in attendance, not the number of students transported. Reimbursement may not exceed one hundred miles daily.
3. When requested transportation services meet the criteria for a regular route extension, reimbursement is based on two daily round trips to the nearest attendance center or bus stop.
4. When requested transportation services do not meet the criteria for a regular route extension, reimbursement is based on one daily round trip to the nearest attendance center or bus stop.
5. The per mile rate may not exceed the federal reimbursement mileage rate as applied to all district employees.

DISTRICTWIDE PROGRAMS AND PRIVATE SCHOOL BUSING

Districtwide programs and private school busing will be at the discretion of the district. These routes will be accommodated when and if they fit into the structure of existing route segments without additional expense to the District.

GENERAL PROVISIONS

- A. General provisions for regular and other conveyance routes, route extensions, and in-lieu agreements.
 1. The passenger capacity of a pupil transportation vehicle is determined based on the manufacturer's rated capacity, calculated using a 13-inch seating space, for elementary school children and two-thirds of the manufacturer's rated capacity for students in middle, junior high, and high school. A school bus may not be loaded at more than ten percent above capacity. Passengers are not permitted to stand while bus is underway.
 2. All vehicles that are used for transporting students to or from school, except those vehicles referred to in the In-Lieu Agreements section, are required to meet:
 - The requirements for school buses.
 - The minimum standards for school buses.
 - The federal motor vehicle safety standards for school buses.

Approved: October 15, 2007



ADMINISTRATIVE REGULATION761 Bus ConductPurpose

To insure consistent bus disciplinary practices districtwide.

Procedures and Responsibilities

The Transportation Coordinator will issue each to building principals rules and practices governing bus misconduct reports. These rules and procedures will include student ridership rules, bus suspension procedures and a means for appealing bus misconduct reports or suspensions.

The District will publish in the Daily News-Miner these rules and procedures at the beginning of each school year. Additional copies will be available for parents at individual school offices and the Central Office.

Approved: March 11, 1985

Updated: April 22, 2008 (removed policy 1045.2 reference)

