

West Jefferson School District Policy Manual

Chapter 7 - AUXILIARY SERVICES

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SERIES 700

AUXILIARY SERVICES

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700 AUXILIARY SERVICES

701 SCHOOL LUNCH PROGRAM

701.1 PURPOSE OF PROGRAM

Section 2 of the National School Lunch Act as amended states, "It is hereby declared to be the policy of Congress, as a measure of national security, to safeguard the health and well-being of the Nation's children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grant-in-aid and other means, in providing an adequate supply of foods and other facilities for the establishment, maintenance, operation, and expansion of non-profit school lunch programs.

Our school lunch program is part of the National School Lunch Program, administered locally by the Board and supervised by the Superintendent and the School Lunch Supervisor, under the guidance of the State Department of Education, School Lunch Division.

The primary purpose of the school lunch program is to serve nutritionally adequate lunches that provide at least one-third of a child's daily food needs. While doing this we are helping the children establish good food habits which will carry over to daily living.

Costs, Charges

School lunch prices, as set by the Board of Trustees, are:

Elementary (1-6): 1.50

Secondary (7-12): 1.75

Adult: 2.50 (anyone not involved in our school lunch program)

Students may charge lunches as needed, provided they reimburse the district within a reasonable time period. Charges, not reimbursed at the end of the school year, will carry over into the following year. Students with outstanding charges at the beginning of any school year will not be allowed further charges until outstanding charges have been resolved. Students will be allowed to charge no more than 10.00. There will be a 10.00 charge on all returned checks.

When, in the best judgment of district staff, a parent or guardian is not providing adequate nutrition, either through the purchase of a school lunch or by supplying an appropriate lunch from home, staff will inform all pertinent local authorities.

Policy History:

Adopted on: July 8, 2004

701.2 LINES OF AUTHORITY

School Lunch employees are responsible to the Supervisor. They must take their lunch room problems to her when they relate to the problems of food, food preparation, financial accounting, etc. The Principal is available to assist with such problems as discipline and facilities. Such other matters as the Supervisor desires the Principal's help, she will request his assistance. If necessary, she will then go to the Superintendent for his/her assistance.

Policy History:

Adopted on: September 19, 1985

701.3 QUALIFICATIONS AND ELECTION

The Supervisor and Manager positions shall require employees to have a basic understanding of housekeeping, food preparation, nutrition, sanitation and record keeping. The regular school lunch cooks shall be employed based on their ability to contribute to the efficient operation of the program. School Lunch Managers shall be employed by the Board upon recommendation of the Lunch Supervisor and Superintendent. School Lunch Cooks are to be employed by the Board upon the recommendation of the Managers, Supervisors, and Superintendent.

Policy History:

Adopted on: September 19, 1985

701.4 HEALTHY SCHOOL ENVIRONMENT (WELLNESS)

West Jefferson School District shall provide nutrition education, physical activity, and other school-based activities that are designed to promote student wellness.

The Superintendent or designee will develop nutrition guidelines promoting student health and reducing childhood obesity for all goods vended or distributed by school employees and/or student organizations.

Guidelines for reimbursable school meals will maintain their current regulations as issued by the USDA.

The Superintendent or designee will establish measures to evaluate the implementation of the Healthy School Environment (Wellness) policy.

Policy History:

Adopted on: February 9, 2006

702 TRANSPORTATION

The primary purpose of providing and operating school buses is to transport district students to school and home again, following school sessions. All other uses of district buses are of lesser priority and will in no way interfere with the bus routes and schedules organized to bring student to school and return them to their homes.

The authority and responsibility for providing and regulating school related transportation is vested in the Board of Trustees by state law in one or more of the following:

Idaho Code:

Section:

- 33-1501 Transportation Authorized
- 33-1502 Bus Routes-Non-transportation zone
- 33-1503 Payment When Transportation Not Furnished
- 33-1504 School Buses-Other Passenger Equipment
- 33-1505 Seller's Warranty
- 33-1506 Inspection of School Buses and Other Passenger Equipment
- 33-1507 Liability Insurance
- 33-1508 Operation and Use of School Buses and Other Passenger Equipment
- 33-1509 Chauffeurs-Definition-Qualifications-Duties
- 33-1510 Contracts for Transportation Services
- 33-1511 State Board of Education-Powers and Duties
- 33-1512 Leasing of School Buses To Non-Profit Organizations
- 33-1513 School Bus Warning Violation

Policy History:

702.1 TRANSPORTATION AUTHORIZED

The Board shall not be required to provide transportation for any pupil living less than one and one-half (1 1/2) miles from the nearest appropriate school. That distance shall be determined by the nearest and best route from the junction of the driveway of the pupil's home and nearest public road, to the nearest door of the school house he/she 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, health, or safety of the pupil so warrants.

Non-school personnel are not authorized to ride the bus except for those persons requested by the Principal for supervision or participation in a school activity.

Bus Drivers are not to let students leave the bus at any place except the student's home or the school without WRITTEN permission from the parent or the building principal.

Legal Reference:
Idaho Code 33-1501

Policy History:
Adopted on: September 19, 1985

702.2 PAYMENT IN LIEU OF TRANSPORTATION

Payment in lieu of transportation may be made to parents who transport their own children more than 1 and 1/2 miles to the school or closest bus route. Any special consideration concerning such situations shall be made to the Board.

Policy History:
Adopted on: September 19, 1985

702.3 BUS ROUTES

District school buses are not authorized to travel private roads, which are not maintained by the highway district or the county. When any road becomes too rough, muddy, or hazardous, the route may be discontinued until the situation is corrected.

District buses are to be operated on regular time schedules and should not arrive at the last school more than 10 minutes before school begins unless the transfer of students require earlier scheduling.

Adequate space must be available for buses to turn around if service is provided. Suitable stopping places must be available at any given place if the bus is to stop for loading or

unloading of students.

It is contrary to the intent of this policy to provide duplicate bus routes (meaning two buses traveling the same road to pick up students). An exception to this is in those situations in which two buses must travel the same main highway; in such cases, the transportation supervisor is authorized to schedule stops to balance loads and minimize trip times. Parents who make an alternative transportation request as a matter of personal choice will have to transport their student(s) to and from the nearest regular stop of the bus they wish their student to ride, providing space is available.

The Board, and only the Board, is empowered to alter a bus route when, in the judgment of the Board, circumstances and conditions warrant.

Policy History:

Adopted on: September 19, 1995

Revised on: April 8, 2010

702.3.1 SAFETY BUSING

It is the policy of the West Jefferson School District #253 Board of Trustees to provide safe and efficient transportation for those students. Idaho Code 33:1501 states, "The board may transport any pupil a lesser distance (meaning less than 1.5 miles from school) when in its judgment the age or health or safety of the pupil warrants." Consequently, Students living within one and one-half (1 ½) miles of school who would have to walk along State Highway 33 to arrive at school may be provided District bus transportation.

Adopted on: October 11, 2012

702.4 DUTIES AND RESPONSIBILITIES OF STUDENTS RIDING DISTRICT TRANSPORTATION AND DISCIPLINARY MEASURES TO BE FOLLOWED

Student passengers are expected to conduct themselves as good citizens while on the bus by:

1. Behaving in a manner so as not to bring harm or danger to themselves or other passengers, and so as not to distract the driver.

- a. Be courteous to fellow students, bus drivers, and other persons connected with student transportation, remembering that all are working to promote safety.
- b. Remember that loud talking, unnecessary confusion, or distraction can divert the driver's attention, which could result in a serious accident.
- c. By law, all passengers on school buses must be seated while the vehicle is moving. Further, all

passengers will keep heads and arms inside the bus at all times.

d. Students will not bring any device, object, or substance on to the bus, which could cause harm or injury to anyone. (firearms, knives, etc.)

2. Helping to keep the bus clean and sanitary:

a. By not eating food or drinking beverages while aboard district buses.

b. By not bring any materials or substances aboard which would litter.

3. Respecting the bus equipment and treating it as if it were furniture in his/her own home, and thereby preventing undue damage and expense to buses and equipment.

4. Entering the bus and reaching the assigned seat without disturbing others and remaining seated while the bus is moving, until the bus stops at either the school or bus stop.

5. Using decent and civil language in conversing with others.

6. Students are also expected to wear appropriate clothing, suited to weather conditions.

7. Obeying the driver's requests:

a. Because the driver is the responsible officer representing the school district, and because the driver is instructed to maintain the order and discipline to make the bus a clean, safe, and pleasant place to ride, student-passengers are expected to obey any reasonable request by the driver, promptly and courteously.

b. Because bus schedules are geared to school schedules and other bus schedules, passengers are expected to be ready to load buses without delay, both at home bus stops and at school loading zones. BE ON TIME. Student passengers who are consistently late will be left. The district will make every effort to maintain schedules as closely as possible, with the desire to maintain not more than a five-minute variation.

c. Students wishing to ride a bus other than the bus, which the student normally rides must present a signed note from the parent or principal, to the driver, requesting permission to ride on the new bus.

d. Students desiring to ride buses to non-school activities (birthday parties, scouts, 4-H, etc. may ride if, in the judgment of the driver, all the following conditions are met:

(1) Student has a signed note expressing parental consent, preferably presented a few days in advance.

(2) Additional students will not cause the bus to be overloaded.

(3) Where more extra passengers are involved, the driver should know several days in advance.

(New faces on a bus create excitement)

8. The responsibility of the school district begins when the passenger leaves the home in the morning and ends when the student passengers are unloaded at the same bus stop in the evening. Certain precautions are expected in this unloading area:

a. Students are to wait for the bus before attempting to cross a road.

(1) Stay on the side of the road that the student lives on and wait for a signal from the driver before proceeding across.

(2) Cross in front of the stopped bus, after the driver's signal.

(3) Where passengers must cross the road after unloading, the passenger should wait for a signal from the driver and cross in front of the bus.

b. The following actions may be taken where student passengers fail to obey district policy.

(1) The bus driver may suspend any student from riding the bus for failure to follow the driver's instructions or for bad behavior.

(a) Such students will be given a Student Conduct violation ticket on which the offense will be stated. This ticket is intended to be a communication between the driver and parent. (White copy to parent; pink copy to principal; yellow copy stays in driver's file)

(b) The student will not be allowed back on district buses until the violation ticket is read and signed by the student's parent, and returned to the issuing driver. Depending on the nature and severity of a violation, a first offense could result in denial of transportation.

(2) The second conduct violation ticket will be handled in the same manner as the first, except that the principal of the school to which the student is registered will advise the offender, and notify the parents by letter that a third violation will result in denial of transportation services. Further, if the offense is of such nature and severity to warrant corrective action (in the principal's judgment), such action will be taken.

(3) The third conduct violation ticket will result in suspension of bus service. The student will be delivered to the home the day of the offense, and transportation service will stop at that time.

(4) Reinstatement of service will be made by the district office. Responsible guardians/parents must contact the district office for arrangements.

(5) Student passengers causing damage to the bus and/or bus equipment will be responsible for such damage and transportation service will be denied until proper restitution is made.

(6) Patrons and parent's having grievances concerning school bus problems may request a hearing with the Board of Trustees, after conferring with district administrative officials.

Policy History

Adopted on: September 19, 1985

702.5 BUS TRIPS: EDUCATIONAL AND EXTRA-CURRICULAR

All school sponsored trips must be approved by the district office and are to use district school buses unless authorization is secured by the principal of the involved school. District and/or private cars may be authorized in view of distances, and the equipment or materials involved. Requests for buses are to be submitted on BUS REQUEST forms at least three (3) days prior to the day of the event and an EDUCATIONAL FIELD TRIP REQUEST must be submitted for educational field trips five (5) days prior to the event to allow review and approval or disapproval.

When private cars are involved, the driver must submit a REQUEST FOR EXPENSE REIMBURSEMENT five (5) days prior to the event to the district office.

1. Educational Field Trips:

Educational field trips are an extension of the academic classroom studies intended to provide students with visits to on-the-scene demonstrations, exhibits, and actual exposure/experiences not attainable in the classroom. These educational field trips are to be related to specific class studies and are not intended for recreation and entertainment purpose.

a. Mileage Allocations: Please note: Due to financial constraints, effective July 8, 2010, educational field trips will be limited to those that are self funded. Self-funding includes paying for fuel costs and for the driver's salary and related benefits or securing the services of a qualified volunteer. All other language in this section will be suspended until further notice. Each district school will be allocated a given number of bus miles each year to provide students with field trip opportunities. The allocation of bus miles to the district's schools is based on a number of factors.

(1) The overall district philosophy relating to expenditures of district funds along with energy and fuel conservation must be considered.

(2) Those schools located further from most field trip interest points will be given a more weighted mile factor.

(3) The number of field trips taken in the past will also be used to determine basic needs.

(4) The type of the school and the number of classes are weighed for maximum bus utilization.

In larger schools, buses can be more effectively used for a given field trip. Elementary students can be seated 3 per seat whereas most secondary students can be seated 2 per seat. (A 66 passenger bus will usually seat 66 elementary students or 44 secondary students)

b. Costing Field Trip Miles

Based on the average cost per school bus mile funds will be set aside to finance trips.

Extra Field Trip Miles

Schools desiring to take field trips involving more than allocated may use funds from the school's operational budget to pay for such trips.

d. Availability of Fuel Should fuel shortages exist or come about, allocations would be subject to reduction or elimination unless the school involved has access to an independent fuel service.

e. Priorities of Trips

Closer trips involving more students for the most part would better serve district needs. Priorities shall be established to insure that more critical needs are met first.

2. Extra-Curricular/Interscholastic Trips (See 503.1 and 503.2)

Extra-Curricular/Interscholastic trips are for those competitive activities (athletics, debate, music, speech, etc.) with schools from other districts. Such transportation is authorized when approved for those students competing or performing who represent their schools. Coaches, instructors, trainers, and approved chaperones are also authorized such travel and expenses. They must submit a REQUEST FOR EXPENSE REIMBURSEMENT five (5) days prior.

a. District Funded Transportation for Interscholastic Activity Trips

(1) Bus Transportation for authorized Sixth and Seventh District extra-curricular activities will be funded as follows:

The District will provide buses; Students are responsible for paying for the cost of fuel through an established travel fee. Qualified volunteers will drive the bus. In absence of a qualified volunteer, the district will not provide transportation to and from extra-curricular activities. Immediate family members (spouse, children ages 3 and older, and parents) of volunteer drivers may ride the bus to and from the activity/sporting event.

(2) Scheduling of Class Activities:

Every effort shall be made to schedule activities closer to home so that excess miles, and wear and tear on buses can be conserved.

Policy History:

Adopted on: July 8, 2010

702.6 BUS TRIPS: EXTENDED TRIPS (See 702.5)

All extended field trips and educational excursions must have Board approval. Extended trips include those trips, which cannot be made during school time. (9:00 a.m. - 3:00 p.m.) Board approval should be secured prior to formulating definite plans for financing, lodging, travel, etc. Overnight trips are discouraged.

Policy History:

Adopted on:

702.7 BUS DRIVER RESPONSIBILITY

Bus drivers (this policy applies to both paid and volunteer drivers) are required to secure a health certificate and a valid chauffeur's license. This must be completed prior to the first pay day after employment each year.

Drivers are in close daily contact with students and therefore, must refrain from using profane or improper language and shall prohibit the same among students. Drivers are not to smoke on the school bus, nor are passengers to be permitted to smoke on the bus.

Drivers will be employed by the Board with recommendation from the Transportation Supervisor and the Superintendent. Maximum age for drivers employed initially will be 65, and the minimum age will be 21³.

Drivers are to abide by all laws pertaining to the operation of the school bus and are responsible for all violations of the law.

Safety of the students is to be of first consideration of all drivers. Rules governing maximum limits are as follows:

1. No driver shall drive a bus at a speed greater than is reasonable and prudent under the conditions and having regard for the actual and potential hazards then existing.
2. Where no special hazard or condition exists that requires lower speed for compliance with #1 above, the driver shall drive a bus the posted speed limit and in no case faster than the following maximum limits:
 1. Thirty-five (35) miles per hour or a lesser posted maximum on any residential, business, or urban road.
 2. Fifty (50) miles per hour or a lesser posted maximum on any county road.
 3. Sixty-five (65) miles per hour or a lesser posted maximum on state highways.
 4. Sixty-five (65) miles per hour or a lesser posted maximum on interstate highways.

All accidents involving a school bus are to be reported immediately to the Transportation Supervisor, who will advise the Superintendent. All report blanks are to be completed, including the report for the Department of Law Enforcement, the insurance company, and the Administrative Office.

A master roster of students transported shall be completed at least once a semester for the Administrative Office. Also, each driver is to prepare a map of the route he/she drives as requested. The monthly transportation report for the Administrative Office is due by the 5th of the following month. Daily or weekly reports of the number of students more than 1 and 1/2 miles shall be submitted to the Transportation Supervisor as requested.

Policy History:

Adopted on: April 8, 2010

Revised on: July 8, 2010

702.8 BUS MAINTENANCE GARAGE

Only District vehicles are to be serviced in the school district garage.

Only District owned or sponsored vehicles are to receive gasoline, oil, grease, or anti-freeze from the district's supply stations.

All school owned vehicles are to remain on District property during the night except those specifically authorized to be housed elsewhere. Exception approved: Pickup for building and grounds supervisor and school buses which remain at the driver's home overnight as part of the regular bus routes.

Policy History:

Adopted on: October, 1994

702.9 DEVIATION FROM APPROVED BUS ROUTES (See 702.3)

Bus routes are designed to be as economically efficient as current conditions will allow and still provide reasonable, practical, and convenient service to district students eligible to ride district buses. These routes may change from year to year because of students moving in or out of the area and thus, routes will be modified to make efficient and effective use of district buses to meet current needs.

Prior to the beginning of each school year and after routes have been studied and designed, all proposed bus routes and drivers are submitted to the school board for review and approval. Those routes once approved remain in effect unless modified by the board at a later time. District buses will travel the approved route and will not deviate from the route to serve any non-school special desires of student passengers. The purpose and responsibility of bus transportation is to transport eligible students to school and home.

The following guidance is given to clarify the route deviation policy:

A. Drivers operating bus routes that pass by a non-school activity such as a church, during the course of an approved route may stop and discharge student passengers (providing the students have prior parental consent) at that church, but bus drivers are not to deviate from the approved route so as to pass by that church or any other non-school activities after school hours so as to accommodate students desiring to attend such activities and/or events.

Further, that students desiring to attend non-school activities (church, piano lessons, birthday parties, scout meetings, etc.) may not transfer to or ride a bus that does pass by that activity on an approved route because with bus routes being designed to make maximum use of bus capabilities, additional passengers would cause illegal overload conditions.

Policy History:

Adopted on: September 19, 1985

702.10 Transportation Management

702.11 Work Week

Work Week: The work week for non-exempt transportation employees shall be from 12:01 AM on Saturday to 12:00 Midnight on Friday.

702.12 Scheduling Work Hours

Scheduling Work Hours: It is understood that the district may combine driving positions with other positions to meet the needs of the district and, where possible, to maintain full time employment for affected employees.

702.13 Overtime

Over Time: In general and when work assignments are combined, hours should be scheduled to, where possible, minimize overtime.

702.14 Counting Driving Time

Counting Driving Time: Drivers should report their actual time from the beginning of the pre-trip inspection to the end of post-trip inspection. Consequently, time may vary from trip to trip based upon the number of students riding and road and weather conditions.

702.15 Criteria for daily route assignments

Criteria for daily route assignments: Daily route assignments are made on the following basis:

- * Geographic location to driver's home and/or that which minimizes the total number of miles and time that a given bus will be driven.
 - * If two drivers' are in a similar situation (same miles and route time), the route will be assigned to the driver with the most seniority.
-

702.16 Criteria for Activity Trip Assignments

Please note: Due to financial constraints, this policy is suspended effective July 8, 2010.

Criteria for Activity Trip Assignments: Activity trips will be assigned on the following basis:

- * First option will go to drivers needing the trip to reach 30 hours of employment in order to qualify for insurance. (This only applies to drivers employed previous to August 17, 2009.)
- * Second option will go to drivers needing the trip to reach 40 hours of employment.
- * Third option will be to assign trips so as to match an individual driver's 2008-09 total earnings and then from that point to minimize the number of overtime hours assigned to any one driver.
- * Fourth option: after meeting the responsibilities represented by options 1-3, additional trips will be allocated in an effort to balance available over-time hours among interested drivers.

Assignments will be made in rotation. The rotation schedule will reflect driver seniority, with most senior driver first on the list and so forth to the driver with the least seniority.

Policy History

Adopted on: August 17, 2009

Revised on: July 8, 2010

702.17 Determining drivers' base pay

Step 1: Determine actual daily driving time of regularly scheduled trips to and from school.

_____ hours _____ minutes

Step 2: Multiply the answer to step one by the number of student days. _____

Step 3: Determine the number of hours lost due to five K-6 collaboration days, parent/teacher conferences, etc. and subtract those hours from the total of Step 2. _____

Step 4: Multiply the total hours in step 3 by the driver's hourly salary. _____

Step 5: Establish the average number daily hours worked in a second assignment. _____

Step 6: Multiply step 5 by the number of scheduled school days that the employee will work. _____

Step 7: Multiply the total of step 6 by the employee's hourly salary for the second position. _____

Step 8: Add the total of steps 4 and 7 together. _____

Step 9: Determine the number of annual overtime hours represented in the answers of step 3 and 5. _____

Step 10: Multiply the answer to step 9 by .5, then by driver's hourly salary, and the total to step 8: _____

Step 11: Divide the answer to step 10 by 12 months to determine monthly base salary. _____

Please note: The base salary identified in step 11 will be adjusted up or down based upon actual work performed. Where possible, needed adjustments should be prior to the November pay day.

702.18 Payment of income earned in excess of base pay:

* Employees shall be paid for income earned in excess of base pay in the pay period in which the income was earned

* When earnings do not equal the base pay, that amount will be deducted in the pay period in which the shortfall occurred.

* Employees shall have the option of two electronic transfers of their pay check. For example, the employee may have the base pay placed in a checking account and income in excess of base pay in a savings account.

702.19 Overnight Trips

Drivers are allotted eight hours per day for overnight trips or actual time, if actual driving time exceeds eight hours.

702.20 Parking of buses

* The basic guideline is that buses will be parked in those locations that minimize the number of miles they travel without student riders.

* Buses may be parked at the driver's home when his/her route starts before he or she drives past the bus garage. An exception to this rule is if the beginning of the bus route is closer to the bus garage than to the driver's home.

* In those cases where the bus is parked at the driver's home, the district will provide a stipend to cover to cost of electricity.

* When the driver must pass the bus garage to begin his/her route. The bus is to be parked at the bus garage.

702.21 Fueling

Fueling: The transportation supervisor will assign fueling responsibilities. Assignments should be based upon the time management principles noted in Sections 702.13 and 702.16

702.22 Pre and Post Trip Responsibilities:

1. Full Pre-trip inspections should be completed prior to AM and PM routes. Actual time not to exceed 15 minutes of paid time is allowed for this responsibility.
2. Trips internal to the school day on a bus that completed an AM route should be inspected for horn, lights, and a walk around for tire condition and fluid leakage. Actual time not to exceed 10 minutes is allowed for this responsibility.
3. Post trip inspections include a bus walk through, trash pick-up, and a walk around to check tires and for fluid leakage. Actual time not to exceed 10 minutes is allowed for this responsibility.
4. Activity trips using buses that have not been driven that day require a complete pre-trip inspection (see #1 above). Activity buses that were on a PM route are inspected as number two above both before leaving the school and before returning to the school. Pre and post trip duties are counted as part of the total trip time. Pre-trip inspections can be conducted while students are loading. The driver should count actual time that is required to clean the bus following an activity trip.
5. Additional duties such as bus and/or windows washing, cleaning lights, thorough interior cleaning, etc. are to be assigned and approved by the Supervisor of Transportation managing driver time as noted in Sections 702.13 and 702.16.

Adopted: November 19, 2009

703 HEALTH SERVICES

703.1 PURPOSE OF PROGRAM

The goal of a school health program is to help children attain maximum mental and physical health and well being as well as the ability to develop into responsible adults able to meet their own health needs. This goal implies more than just "doing" for a child. It requires planning and concerted effort by all school, medical, dental, and nursing personnel, and citizens groups, to provide an educational experience which will fulfill this goal.

A. Local Aspects:

1. Refer to "School Laws of the State of Idaho".

2. It is wise to remember that a child's health is primarily the responsibility of his/her parents. Beyond first-aid in the case of a true emergency, no one outside the family should assume responsibility for treatment or medication.

The nurse as a professional person is liable under the law for malpractice. He/She should, therefore, not administer any internal medication, including aspirin, unless he/she has a written order from the child's physician. External medication is administered according to standing orders, never on the nurse's judgment alone.

Policy History:

Adopted on: September 19, 1985

703.2 OBJECTIVES

1. To appraise the health status of pupils and other school personnel.
2. To counsel pupils and parents concerning appraisal findings.
3. To encourage correction of remedial defects.
4. To assist in the identification and education of handicapped children.
5. To help prevent and control disease.
6. To provide policies and instruction concerning emergency service for injury or sudden illness.
7. To promote coordination of school health services with other community and related resources.
8. Promotes pre-school physical examinations.
9. Helps parents and teachers recognize deviations from normal health.
10. Instructs teachers in methods of health appraisal techniques, i.e. weighing, measuring, vision testing, posture, etc.
11. Promotes the use of health records, which will make pertinent health data available.

Policy History:

Adopted on: September 19, 1985

703.3 RESPONSIBILITIES OF PUBLIC HEALTH NURSE IN SCHOOL

May include the following:

1. To follow up on children with specific health problems.
2. To guide parents in obtaining such assistance as they may need to solve family health problems.
3. To interpret the school health program to the family in the home and to bring about a close liaison between the home and the school in all health matters.
4. To assist in the promotion of health for all members of the school child's family.
5. To serve as a consultant to administrators and school personnel, parents, and children in regard to health needs of pupils.
6. To cooperate in the training of teachers and volunteers through demonstration of techniques for observing children for signs of illness, vision, auditory screening and other health responsibilities.
7. To review with the teacher, as needed, records of each child's health and to interpret his/her health needs to teachers, parents, and others.
To assist teachers in selecting children to be referred to physicians from examinations.
9. To acquaint school personnel with community health problems and community resources.
10. To be a resource person in matters of health when teachers are planning their curriculum.
11. To participate in school health councils and to give consultation to other school and community groups concerned with health.
12. To promote periodic medical supervision of all children and to encourage parents to be present when the family physician examines their children.
13. To recommend for adoption, first aid and illness policies, procedures and equipment consistent with good health practices and medical approval.

Frequency of Visits: Approximately 20% of Public Health programming can be devoted to school health.

Priority and need for services will govern the amount of time spent in each school, but the following guideline is recommended:

School Population	Time Allotted
50-200	1/2 day per month
200-350	1 day per month
350-500	Full day-Twice each month
500-850	1/2 day per week
850 and up	1 day per week

Should referrals to the nurse be lacking and school located programs not be planned, the nurse need not be physically present in the school building during the time allotted. He/She will, however, report to the school and at all times inform the school of her whereabouts for the time assigned to a particular building. (There may be home visits or other community contracts

necessary toward providing services to school children). School health service is carried on in the community for twelve months of the year.

The school may contact the public health nurse concerning questions and for information at any time during office hours of the health department, 8:00 a.m. to 5:00 p.m., Monday through Friday. Except in cases of extreme urgency, however, the public health nurse will not make unscheduled visits to the school because of mileage and other commitments.

"The School Health Manual for Idaho" published jointly by the Departments of Education and Health in November, 1970, will be considered the basic guidelines for school health service by the District 7 Health Department.

A policy and procedure manual will be compiled by District 7 Health Department for approval by administrators of participating schools. Allowance will be made for option of individual school districts to add or delete portions as desired. This manual is not completed at the present time; therefore, policies and procedures presently being used in each school district will be followed.

Policy History:

Adopted on: September 19, 1985

703.4 RECOMMENDED MEDICATIONS POLICY

The decision as to whether aspirin is needed is a form of diagnosis and the dispensing of this product is a form of treatment. Neither diagnosis nor treatment are within the responsibilities of the school, nor are school personnel trained to make these decisions. It is for these reasons that it is recommended that the school not give medication to pupils.

The recommended policy on medications specifically concerns pupils with long-term chronic illness or disability requiring medication during the school day. Only in those cases where failure to take the prescribed medications would jeopardize the child's health should the school or its designated personnel administer or supervise the administration of a prescribed medication. Such administration should follow the guidelines below:

1. Failure to administer medication would jeopardize the health of the pupil.
2. Pupils requiring medication should be identified by parents and physician to the school staff.
3. Written statements shall be required from:
 - a. The physician, who shall indicate the necessity of medication during school hours and the specific directions as to its administration. Duplicate bottles of the prescriptions are helpful, one to be at home and the other at school.
 - b. The parents, who shall request and authorize the designated school personnel to give said medication in the dosage so prescribed by the physician (and) thereby releasing the school personnel from liability should adverse reaction occur as a result of medication.

4. Administration of medication shall be regularly supervised by one individual according to the schedule which the physician has indicated.

Policy History:

Adopted on: September 19, 1985

703.5 FIRST AID POLICIES AND EMERGENCY

1. In every school, it is desirable that there be at least one person trained in first aid to whom is assigned the responsibility for emergency care in the absence of the community nurse. A school child should not administer first aid treatment at any time.

2. The community nurse will be in charge of the first aid cabinet. It should be clean and well-arranged at all times.

3. The supplies in the first aid cabinet are intended for first aid only. They should not be used for the continuing treatment of an injury or infection.

4. Plan for notification of parents:

a. In case of serious injury, the parents should be notified immediately. Also call the community nurse.

b. In all cases, where first aid for minor injuries has been given at school, the parents should be notified and advised that it is their responsibility to obtain any further treatment which may be required.

5. Plan for calling physician:

At the beginning of every school year, the school should determine for each pupil, the physician to be called in case of emergency. Parents should be asked to name a physician to be called when they cannot be reached or when the emergency is urgent. A form signed by the parents is filled out and available at each school in most cases.

6. Plan for taking children home:

In case of illness or emergency, the school should have a plan for taking children home. Professional personnel should not be used for this purpose unless professional attendance is required en route.

7. Nurses, Principals, or Teachers do not diagnose illnesses, prescribe or give any medication.

8. The recommended policy on medications specifically concerns pupils with long-term chronic illness or disability requiring medications during the school day. Only in those cases where failure to take the prescribed medications would jeopardize the child's health should the school or its designed personnel administer or supervise the administration of a prescribed medication. Such administration should follow the guidelines listed below.

- a. Failure to administer medication would jeopardize the health of the pupil.
- b. Pupils requiring medication should be identified by parents and physicians to the school staff.
- c. Written statements shall be required from:
 - 1. The physician, who shall indicate the necessity of medication during school hours and the specific directions as to its administration.
 - 2. The parents, who shall request and authorize the designated school personnel to give said medication in the dosage so prescribed by the physician (and thereby releasing the school personnel from liability should adverse reaction occur as a result of the medication.)
- d. Administration of medication shall be regularly supervised by one individual according to the schedule which the physician has indicated. (A School Health Manual for Idaho, p. 42)

Policy History:

Adopted on: September 19, 1985

703.6 INFECTIOUS DISEASES

Students with contagious or infectious diseases who are diagnosed or suspected as having a contagious or infectious disease or those who are not immune and have been exposed to contagious disease may be excluded from school. Schools may be closed if an order of closure is received from the State Board of Health.

In the case of a suspected terminal infectious disease, the student may be excluded from school until cleared to return to school by the District 7 Health Department.

Policy History:

Adopted on: November 21, 1985

703.7 AIDS POLICY (ACQUIRED IMMUNO DEFICIENCY SYNDROME-HTLV III VIRAL INFECTIONS)

For the purpose of the guidelines set forth in this policy, the terms "infectious individual" included "infected students" and "infected employees". These terms are defined as having AIDS or ARC (Aids Related Complex) and to persons who are asymptomatic carriers who have a virologic or serologic evidence of infection.

The determination of whether an infected student (employee) shall be permitted to attend classes and participate in school activities with other students shall be recommended by an evaluation team on a case by case basis to the Board of Trustees. The Board of Trustees shall consider the evaluation teams' recommendation and make a nonprecedential determination. The evaluation team shall be composed of public health personnel, student's physician, the student's parents or

guardian, school district legal counsel, and appropriate school personnel as determined by the Board of Trustees. In making this recommendation, the team shall consider in each case: (1) the behavior, neurological development, and physical condition of the student; (2) the expected type of interaction with others in the school setting; and (3) the risks and benefits to both the infected individual and others in the school setting.

Policy History:

Adopted on: November 8, 1988

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