

1 **Nampa School District No. 131**

2
3 **STUDENTS**

3570

4
5 Student Records and Release of Student Directory Information

6
7 School student records are confidential, and information from them shall not be released other
8 than as provided by law. Education records include information about a student that is
9 maintained in schools in any recorded way, such as handwriting, print, computer media, video or
10 audio tape, film, microfilm and microfiche. With the exception of
11 a transcript, education records will only be kept for a period of six months after a student
12 graduates, or two years after a student withdraws from the school district. Medicaid-related
13 records will be kept for a period of five (5) years.

14
15 Education records include:

- 16 • Date and place of birth, parents and/or guardian addresses
- 17 • Transcripts, schools attended, and special education records
- 18 • Disciplinary records (severe disruptive behavior)
- 19 • Medical and health records collected and maintained by the school
- 20 • Personal information such as a student's identification number, social security number,
21 and school pictures

22
23 Inspection of Records

24 Federal and state laws grant certain rights to parents and students upon written request, including
25 the right to inspect, copy, and challenge school records. The request will be granted within a
26 reasonable time (not to exceed forty-five (45) calendar days). When an education record contains
27 information about students other than a parent's child or the eligible student, the parent or
28 eligible student may not inspect and review the portion of the education record that pertains to
29 other students. The information contained in school student records shall be kept current,
30 accurate, clear and relevant. All information maintained concerning a student receiving special
31 education services shall be directly related to the provision of services to that child.

32
33 Disclosure of Education Records

34 The district will disclose information from a student's education records only with the written
35 consent of the parent/guardian or eligible student, with the exception that the district may
36 disclose without consent when the disclosure is:

- 37 • To school officials who have a legitimate educational interest in the education records. A
38 school official is:
 - 39 ○ A person employed by the district as an administrator, supervisor, instructor, or
40 support staff member, including health and medical staff.
 - 41 ○ A person elected or appointed to the board of trustees.
 - 42 ○ A person employed by or under contract to the district to perform a special task,
43 such as an attorney, auditor, medical consultant, or therapist.
 - 44 ○ A person who is employed as a school resource officer.

1 A school official has a legitimate educational interest if the official is performing
2 a task that is specified in his or her position description or by a contract
3 agreement, related to a student's education or the discipline of a student,
4 providing a service or benefit relating to the student's family (such a health care,
5 counseling, job placement, or financial aid) or maintaining the safety and security
6 of the campus.
7

- 8 • To officials of another school, upon request, in which a student seeks or intends to enroll.
- 9 • To officials of the U.S. Department of Education, the Comptroller General, the state and
10 local educational authorities, in connection with audit or evaluations of state or federally
11 supported education programs.
- 12 • In connection with a student's request of financial aid to determine the eligibility,
13 amount, or conditions of the financial aid, or to enforce the terms and conditions of the
14 aid.
- 15 • To state and local officials or authorities if specifically required by a state law.
- 16 • To organizations conducting studies for or on behalf of the district.
- 17 • To accrediting organizations to carry out their functions.
- 18 • To parents/guardians of an eligible student if the student is a dependent for income tax
19 purposes.
- 20 • To comply with a judicial order or a lawfully issued subpoena.
- 21 • To appropriate parties in a health or safety emergency.
- 22 • To individuals requesting directory information so designated by the district.

23 24 Record of Requests

25 The district will maintain a record of all requests for information from a student's education
26 records. The record will indicate the name of the party making the request, any additional party
27 to whom the information may be re-disclosed, and the legitimate interest the party had in
28 requesting or obtaining the information. The record may be reviewed by the parent/guardian or
29 eligible student.
30

31 Non-custodial Parent

32 Access to education records and information pertaining to a minor child including, but not
33 limited to, medical, dental, health, and school or educational records, shall not be denied to a
34 parent because the parent is not the child's custodial parent. If the custodial parent requests in
35 writing, the school district will remove information regarding the address of the minor child prior
36 to providing the information to the non-custodial parent.
37

38 Record Amendment

39 If a parent or eligible student believes that the educational records relating to the student contain
40 information that is inaccurate, misleading or in violation of the student's right of privacy, the
41 district may be asked to amend the record. The following procedure will be followed:

- 42 • Parents/guardians or the eligible student must ask the district in writing to amend an
43 educational record. In doing so, they should identify the part of the education record they
44 want changed and specify why they believe it is inaccurate, misleading or in violation of
45 the student's privacy rights.

- 1 • Within thirty (30) days of receiving a request to amend the record, the district shall
2 decide whether to amend the record as requested.
- 3 • If the district determines that the information being contested is inaccurate, misleading or
4 otherwise in violation of the privacy rights of the student, it will amend the records and
5 inform the parent or eligible student of the amendment in writing.
- 6 • If it is determined by the district not to amend the record as requested, it shall inform the
7 parent or eligible student of its decision and the right to a hearing.
- 8 • The parent or eligible student, on request, has an opportunity for a hearing to challenge
9 the contents of the student’s educational records on the grounds that the information
10 contained in the educational records is inaccurate, misleading or in violation of the
11 privacy rights of the student.
- 12 • The district shall hold the requested hearing within a reasonable time after it receives a
13 request for the hearing. Notice of the date, time and place shall be given to the parent or
14 eligible student within a reasonable amount of time prior to the hearing.
- 15 • The hearing may be conducted by an individual, including an employee of the district,
16 who does not have a direct interest in the outcome of the hearing. The hearing shall give
17 the parent or eligible student a full and fair opportunity to present evidence relevant to the
18 issues raised. The parent or eligible student may, at their own expense, be assisted o
19 represented by one or more individuals of his or her own choice, including an attorney.
- 20 • The district shall make its decision in writing within a reasonable period of time after the
21 hearing. The decision will be based solely on the evidence presented at the hearing and
22 will include a summary of the evidence and the reasons for the decision.
- 23 • If the district decides that the information in the education record is not inaccurate,
24 misleading or otherwise in violation of the privacy rights of the student, the district shall
25 inform the parent or the eligible student of the right to place a statement in the record
26 commenting on the contested information in the record or stating why he/she disagrees
27 with the decision of the district, or both.
- 28 • If such a statement is received by the district, it will remain as part of the record for as
29 long as the student’s record is maintained, and the statement will be disclosed whenever
30 the district discloses the portion of the record to which the statement relates.

31
32 Directory Information

33
34 Directory information is defined as information contained in the education records of a student
35 that would not generally be considered harmful or an invasion of privacy if disclosed. This
36 includes the student’s name, parent or guardian name, district-issued email address and student
37 identification number, age, grade level, dates of attendance, most recent school attended, GPA,
38 participation in officially recognized activities and sports, honors and awards, weight and height
39 of athletic team members, and photographs/video used by the district for student recognition and
40 community relations. Sample uses of this released information could include:

- 41
- 42 • A playbill or concert program showing your student’s role
- 43 • The annual yearbook
- 44 • Honor roll, or other recognition lists
- 45 • Scholastic competition winners
- 46 • Graduation or “stepping up” programs

- 1 • Sports activity sheets
- 2 • Course/Class Rosters

3
4 The District may release directory information as permitted by law, but parents shall have the
5 right to object to the release of information regarding their child. Military recruiters and
6 institutions of higher education may request and receive the names, addresses, and telephone
7 numbers of all high school students, unless the parent(s) notifies the school not to release this
8 information.

9
10 Parents who do not want the Nampa School District to disclose any of the above-listed directory
11 information about their child will have an opportunity to indicate that during annual enrollment.
12 If you do not opt out, the district will assume you are giving permission.

13
14 Parents and students may find the district's list of directory information in student handbooks.

15
16 Policy History:

17 Adopted on: April 10, 2018

18 Revised on: December 11, 2018

19

1 **Nampa School District No. 131**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8100

4
5 Transportation

6
7 The Board of Trustees’ primary concern in providing transportation services to students is the
8 safety and protection of the health of students.

9
10 Requirements

11
12 The District shall provide transportation to and from school for a student who:

- 13
14 1. Resides at least 1½ miles from the nearest appropriate school, determined by the nearest
15 and best route from the junction of the driveway of the student’s home¹ and the nearest
16 public road to the nearest door of the school the student attends or to a bus stop,
17 whichever the case may be;
- 18
19 2. Is a student with a disability, whose IEP identifies transportation as a related service; or
- 20
21 3. In the judgment of the Board, has another compelling and legally sufficient reason to
22 receive transportation services, including the age, health, or safety of the student.

23
24 The type of transportation provided by the District may be by a school bus or other vehicle, or by
25 such individual transportation as paying the parent or guardian for individually transporting the
26 student.

27
28 Homeless Students

29
30 Homeless students shall be transported in accordance with the McKinney-Vento Homeless
31 Assistance Act and State law.

32
33 Foster Children

34
35 The Superintendent or designee shall develop and implement clear written procedures governing
36 how transportation to maintain children in foster care in their school of origin when in their best
37 interest will be provided, arranged, and funded for the duration of the time in foster care.

38
39 Safety

40
41 The District shall ensure that each new school bus driver has access to a school bus driver
42 training program before allowing him or her to drive a bus carrying students. The District shall
43 provide all experienced school bus drivers with at least ten hours of refresher school bus driver

¹ A day care center, family day care home, or a group day care facility may substitute for the student’s residence for student transportation to and from school.

1 training each fiscal year. Such training shall meet the requirements described in the *Standards*
2 *for Idaho School Buses and Operations*. Documented training similar to that required by the
3 District may be used to comply with new school bus driver training hours, unless the driver has a
4 gap of more than four years in their previous driving experience.

5
6 The Superintendent or designee shall develop written rules establishing the procedures for bus
7 safety and emergency exit drills, and for student conduct while riding on buses, including for
8 students with special needs.

9
10
11
12 Cross Reference: 3060 Education of Homeless Children
13 8110 Safety Busing
14 8120 Bus Routes, Stops and Non-Transportation Zones

15
16 Legal Reference: I.C. § 33-1501 Transportation Authorized
17 I.C. § 33-1503 Payments when Transportation Not Furnished
18 IDAPA 08.02.03.109 Special Education
19 20 USC § 6312(c) Every Student Succeeds Act Standards for Idaho
20 School Buses and Operations

21
22 Other Reference: Federal Highway Safety Guideline 17
23 Idaho Department of Education, Idaho’s School Bus Driver Training
24 Classroom Curriculum

25
26 Policy History:

27 Adopted on: April 10, 2018

28 Revised on:

1 **Nampa School District No. 131**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8110

4
5 Safety Busing

6
7 Safety busing is the transportation of a student who lives less than 1½ miles from school when,
8 in the judgment of the Board of Trustees, the age, health, and/or safety of the students warrants
9 such action.

10
11 The Board will only consider requests for safety busing for students living less than 1½ miles
12 from school when a student walking to school would entail one or more of the following:

- 13 1. Unsupervised crossing of a heavily traveled multi-lane roadway requiring beyond-age-
- 14 level comprehension of complex traffic hazards;
- 15 2. Walking along an arterial road and highway permitting 50 mile per hour speeds;
- 16 3. Crossing an intersection in competition with a high volume of right-turning vehicles
- 17 without the benefit of adult supervised crossing;
- 18 4. Walking in the traffic lane of an arterial or collector street because of the absence of
- 19 sidewalks or usable shoulders which are at least three feet wide;
- 20 5. Walking beside or over unprotected waterways;
- 21 6. Walking routes which are temporarily interrupted by major road construction, building
- 22 construction, or utility construction;
- 23 7. Walking routes interrupted by numerous high traffic volume business driveways; or
- 24 8. Other unique circumstances or extraordinary factors.
- 25

26
27 The existence of any of the above criteria does not automatically qualify an area for safety
28 busing. The Board may also consider evaluation factors including but not limited to traffic
29 count, traffic gap times, posted speed, width of roadway, width of walking area, length of time
30 students would be exposed to area of concern, age of pupils, number of pupils, and traffic control
31 signs and markings as well as written comments from parents, patrons, and school personnel
32 prior to a vote on the issue.

33
34 Each year, no later than the regular Board meeting in August, the Board shall review and vote on
35 all requests for new safety busing locations. The Board may annually approve the formation of
36 an ad hoc supplemental transportation committee for the purpose of objectively evaluating all
37 hazardous routes less than 1.5 miles from the student’s home to school. The Superintendent or
38 his or her designee is directed to review all existing safety busing locations at intervals of no
39 more than three years.

40
41 Cross Reference: 8100 Transportation
42 8120 Bus Routes, Stops and Non-Transportation Zones

43
44 Legal Reference: I.C. § 33-1501 Transportation Authorized

1 Other Reference: <http://www.sde.idaho.gov/student-transportation/files/forms->
2 [lists/regulations/SISBO-Manual.pdf](http://www.sde.idaho.gov/student-transportation/files/forms-)
3 Standards for Idaho School Buses and Operations
4

5 Policy History:

6 Adopted on: April 10, 2018

7 Revised on:
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1 **Nampa School District No. 131**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8120

4
5 Bus Routes, Stops, and Non-Transportation Zones

6
7 Each year, no later than the regular Board meeting in August, the Superintendent or his or her
8 designee shall present their recommendation for bus routes, school safety busing zones, and non-
9 transportation zones to the Board of Trustees. The Board shall consider student health and safety
10 in considering the recommendations of the Superintendent or designee.

11
12 Definitions

13
14 “Safety Busing Zone” shall mean the transportation of a student who lives less than 1½ miles
15 from school when, in the judgment of the Board, the age, health, or safety of the student warrants
16 such action. See Policy 8110 Safety Busing.

17
18 “Non-Transportation Zone” shall mean an area of the District designated by the Board which is
19 not served by District transportation because of scarcity of students or remoteness, or because the
20 condition of roads makes such service impractical.

21
22 Establishing Bus Routes

23
24 In order to operate the transportation system as safely and efficiently as possible, the following
25 factors shall be considered in establishing bus routes:

- 26
27 1. School bus routes shall be established with due consideration of the sum total of local
28 conditions affecting the safety, economic soundness, and convenience of its operation
29 including road conditions, condition of bridges and culverts, hazardous crossings,
30 presence of railroad tracks and arterial highways, extreme weather conditions and
31 variations, length of route, number of families and children to be serviced, availability of
32 turn-around points, capacity of bus, and other related factors.
- 33
34 2. School bus drivers are encouraged to make recommendations in regard to establishing or
35 changing routes.
- 36
37 3. Parents should be referred to the Superintendent or designee for any request of change in
38 routes, stops, or schedules.
- 39
40 4. At least once each year, the transportation supervisor or the District’s school bus driver
41 trainer shall evaluate each route for the purpose of assessing the safety of routes and bus
42 stops. Documentation of the route evaluation shall be retained by the District.

43
44 Bus Stops

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

5
6 School loading and unloading zones are to be established and marked to provide safe and orderly
7 loading and unloading of students. The principal of each building is responsible for the conduct
8 of students waiting in loading zones.

9 10 Responsibilities - Pupils

11
12 Pupils must realize that safety is based on group conduct. Talk should be in conversational tones
13 at all times. There should be no shouting or loud talking which may distract the bus driver.
14 There should be no shouting at passersby. Pupils should instantly obey any command or
15 suggestions from the driver and/or his or her assistants.

16
17 A pupil may be denied transportation upon a showing of good cause. The reason for the denial
18 of transportation services shall be provided to the parent(s)/guardian(s) in writing.

19 20 Responsibilities - Parents

21
22 The interest and assistance of each parent is a valued asset to the transportation program.
23 Parents' efforts towards making each bus trip a safe and pleasant experience are requested and
24 appreciated. The following suggestions are only three of the many ways parents can assist:

- 25
26 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus;
27 2. Properly prepare children for weather conditions; and
28 3. Encourage school bus safety at home. Caution children regarding safe behavior and
29 conduct while riding on the school bus.

30 31 Safety

32
33 The Superintendent shall develop written rules establishing the procedures for bus safety and
34 emergency exit drills which comply with State law and Federal Highway Safety Guideline 17 for
35 student conduct while riding on buses.

36
37 If the bus and driver are present, the driver is responsible for the safety of his or her passengers,
38 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except
39 in emergencies, no bus driver shall order or knowingly allow a student to disembark at other than
40 his or her assigned stop unless the student has prior written approval from his or her parent or
41 legal guardian. In order to assure the safety of all, the bus driver may hold students accountable
42 for their conduct during the course of transportation and may recommend corrective action
43 against a student. Bus drivers are expressly prohibited from using corporal punishment.

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

4
5 Inclement Weather
6

7 The Board recognizes the unpredictability and resulting dangers associated with the weather in
8 Idaho. To achieve the maximum safety for children and efficiency of operation, the
9 Superintendent is empowered to make decisions as to the emergency operation of buses, the
10 cancellation of bus routes, and the closing of schools in accordance with his or her best
11 judgment.
12
13

14 Cross Reference: 4120 Uniform Grievance Procedure
15 8110 Safety Busing
16

17 Legal Reference: I.C. § 33-1501 Transportation Authorized
18 I.C. § 33-1502 Bus Routes - Non-Transportation Zones
19 I.C. § 49-1422 Overtaking and Passing a School Bus
20

21 Other Reference: Standards for Idaho School Buses and Operations
22 Idaho Department of Education, Idaho's School Bus Driver Training
23 Classroom Curriculum
24

25 Policy History:

26 Adopted on: April 10, 2018

27 Revised on:

1 **Nampa School District No. 131**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8160

4
5 Contracting for Transportation Services

6
7 If the Board enters into a contract for transportation services, the contractor shall operate such
8 equipment according to District policy and the rules and regulations of the State Board of
9 Education. All contracts for the transportation of students shall be in writing in a form approved
10 by the Superintendent of Public Instruction. The contract shall be in effect for not more than five
11 years. Prior to entering into a contract for transportation services, the District must advertise and
12 bid for such services. The contract shall be awarded to the lowest responsible bidder. In
13 determining what bid is the lowest responsible bidder, in addition to other enumerated
14 specifications, the District will not only take into consideration the amount of the bid. The
15 District will also consider the skill, ability, and integrity of a contractor to do faithful and
16 conscientious work and promptly fulfill the contract according to the letter and spirit. References
17 may be contacted.

18
19 A school district may, one time only, renew a contract with the current contractor if the board of
20 trustees, after renegotiation with the current contractor, determine that the terms are satisfactory
21 to the district. The board of trustees may renew the contract for a term not to exceed five (5)
22 years. Renewal of any contract pursuant to this section shall not be granted unless the provision
23 of this section were included, in a substantially conforming summary, within the bidding notice,
24 published pursuant to section 33-601, Idaho Code, of the contract.

25
26 A copy of the contract for transportation services will be filed with the Supervisor of Pupil
27 Transportation in the Department of Education

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29
30 Legal Reference: I.C. § 33-1501 Transportation Authorized
31 I.C. § 33-1510 Contracts for Transportation Service
32 IDAPA 08.02.02.190.05 Contract for Transportation Services
33

34 Policy History:

35 Adopted on: April 10, 2018

36 Revised on:

4
5 Driver Training and Responsibility

6
7 The contracted transportation provider will provide documentation that is has insured that all bus
8 drivers shall observe all State statutes and administrative rules governing traffic safety and school
9 bus operation such as the Standards for Idaho School Buses and Operations (SISBO). The
10 contracted transportation provider will annually review with its drivers the Student
11 Transportation Rules and Regulations before each school year starts.

12
13 Each bus driver shall meet the qualifications established by the State Department of Education,
14 including, but not limited to the following:

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

26
27 When a teacher, coach, or other certified staff member is assigned to accompany students on a
28 bus, such person shall be primarily responsible for the behavior of the students in his or her
29 charge. The bus driver shall have final authority and responsibility for the bus. The
30 Superintendent or designee will work with the contracted bus organization to maintain written
31 procedures for bus drivers.

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

44
45 Other Reference: Standards for Idaho School Buses and Operations

1 Idaho's School Bus Drivers Training - Classroom Curriculum
2 Idaho's School Bus Drivers Training - Behind the Wheel Curriculum

3

4 Policy History:

5 Adopted on: April 10, 2018

6 Revised on:

4
5 Emergencies Involving Transportation Vehicles

6
7 In the event of an accident or other emergency, the bus driver shall follow the emergency
8 procedures developed by the bus organization in conjunction with the office of the
9 Superintendent. A copy of the emergency procedures shall be located in each bus and shared
10 with the district. To ensure the success of such emergency procedures, each bus driver shall
11 conduct an emergency evacuation drill within the first nine weeks of each school semester. The
12 District shall conduct such other drills and procedures as may be necessary.

13
14 To allow evacuation in the event of an emergency, items belonging to those riding the bus must
15 be safely stowed and secured away from any aisle or emergency exit. To ensure that aisles and
16 emergency exits are kept clear at all times, the Superintendent may issue rules limiting the size or
17 number of items riders may bring with them on the bus.

18
19
20 Reference: Federal Highway Safety Guideline 17

21
22 Policy History:

23 Adopted on: April 10, 2018

24 Revised on: