

CAPITAN MUNICIPAL SCHOOLS BOARD OF EDUCATION

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| <h2 style="margin: 0;">SECTION E SUPPORT SERVICES</h2> |
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E.1 Support Services Goals/Priority Objectives

The CMS Board of Education recognizes that District support services are essential in attaining Educational Plan for Student Success (EPSS) goals. Support services shall establish procedures to enhance coordination, communication, and cooperation for attaining educational goals. Support services shall:

- Ensure the proper operation and maintenance of buildings, vehicles, equipment and services; set high standards of safety, promote the health of pupils and staff; reflect the expectations of the community; and provide classroom environments conducive to learning.
- Ensure the adherence to generally accepted management principles and applicable laws and regulations in implementing the responsibilities delegated to support service functions.

Adopted: December 2009

E.2.0 Environmental and Safety Program

The Superintendent will establish procedures to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

Safety is a critical facet of the instructional plan of the District schools by virtue of educational programs such as driver education, fire prevention, and emergency procedures appropriate for students at different grade levels. General areas of emphasis shall include, but not be limited to: in-service training, accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; and emergency procedures and traffic safety problems relevant to students, employees and the community.

Adopted: December 2009

E.2.1 Areas of Responsibility for the Environmental and Safety Program (oversight by Superintendent in absence of specified personnel)

Maintenance Supervisor: Maintain an overall safety program in maintenance and operation of buildings and grounds.

- Provide specialized assistance as requested by school administrators.

Principals:

- Schedule regular inspections.
- Post required state and federal safety regulations and maintain appropriate safety records.

Transportation Supervisor:

- Ensure standards for certification of school bus drivers.
- Ensure standards for periodic inspection and maintenance of school buses.
- Ensure standards for school bus operation.
- Ensure standards for personnel operating and using school vehicles.

Other Employees:

- Report promptly to the Principal or Superintendent any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.
- Take reasonable precautions for the safe use of buildings, grounds, and equipment by students.

Students:

- Report promptly to the Principal of the school or other appropriate school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, students, or other persons.

Other Individuals Using School buildings:

- Refrain from abusing safety equipment, such as fire extinguishers, alarm systems, et cetera.
- Report promptly to the Superintendent or another school employee any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of students, employees, or other persons.

Adopted: December 2009

E.2.2 Pesticide Application

In accord with 6.30.2.10 NMAC, the district shall:

- Use no pesticide or device except those currently registered for legal use in the state of New Mexico.
- Have no pesticide applied except by a person certified in the applicable category and currently licensed by the state.
- Apply pesticides only when the property will not reasonably expected to be occupied for at least six (6) hours from time of the application.
- Maintain written records of pesticide application.

The District shall provide notice prior to the date and time the application of pesticides is to occur and provide the following information:

- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide to be used.

Notice will be provided to those persons so requesting and signs will be posted indicating the location of the application of pesticides. In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the office shall provide oral and, if possible, written notice, with posting of the area to be treated.

The Superintendent shall prepare regulations for the implementation of this policy.

Adopted: December 2009

E.2.2-A District Regulations Regarding Pesticide Application

The building administrator, through the Superintendent, shall be the contact person for providing information regarding pesticide application activities at the school, including but not limited to giving oral and written notifications, supervising the posting of notifications as required, and maintaining records of pesticide application notifications.

Oral and Written Notice:

All oral and written notification shall contain, at a minimum, the date and time of the pesticide to be applied. During the regular school session, and not less than twenty-four (24) hours prior to pesticide application, notification shall be provided in the manner indicated below.

- Oral notification to all students and school employees shall be provided by means of:
 - School public address system; or
 - Assembly communications; or
 - Staff meeting announcements; or
 - Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

- Written notification to the parents/guardians of enrolled students shall be provided by means of:
 - Newsletters; or
 - School Messenger system; or
 - Special Notices sent home; or
 - Any similar means reasonably calculated to provide sufficient notice in advance of pesticide application.

Posting of Notice:

No less than twenty-four (24) hours prior to pesticide application, signs shall be posted to identify pesticide application areas. The signs shall display:

- The words “warning – pesticides.”
- The date and time of the application.
- The phone number of the school contact person.

The signs shall be placed at:

- The main entrance to all buildings where a pesticide is to be applied.
- Playing fields where a pesticide is to be applied.

The signs may be removed no less than twenty-four (24) hours after the pesticide is applied.

Adopted: December 2009

E.2.3 Accident Prevention and Safety Procedures

Accidents are undesirable, unplanned occurrences that may result in tragic consequences; bodily harm; loss of school time; property damage; legal action and even fatality. To guard against such occurrences, the CMS Board of Education intends for the District to take every precaution to protect the safety of all students, employees, visitors and others while on district property or at school-sponsored events.

The Superintendent shall develop administrative procedures to meet the intent of this policy in areas that include, but are not limited to:

- Plant inspection.
- Fire Prevention.
- Traffic and parking safety.
- Accident record keeping.
- Inclement weather conditions.
- First aid and emergency care.
- Student supervision.

Adopted: December 2009

E.2.4 Accident Report Filing

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the District of insurance coverage.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

Injury accidents should be promptly reported to the district's liability carrier. The District's insurance carrier will define the meaning of *promptly* as it applies to an accident with injuries.

The administration shall establish procedures for filing accident reports, and shall make sure reports include details that (1) might be helpful in preventing similar accidents in the future, (2) are needed for filing insurance claims, and (3) might be important in case of litigation.

Adopted: December 2009

E.2.4-A Student Accident Reports

Employees are to report to the nurse or school administrator any accident involving a student who is at school.

For any student who is injured on school grounds, in a school building, or in connection with a school-related or approved activity, an accident report form is to be completed by an employee who is at the scene of the accident.

A written report of an accident shall be received by the Superintendent not later than noon of the school day following the incident. The insurance carrier shall be notified as appropriate.

A student who is ill should be sent to the nurse's office or school main office for a referral to the nurse. If a student is sent home, the teacher will be notified. Students are released to go home only from the main school office and must follow school sign-out procedures. No student is sent home without parent/guardian knowledge.

Any special health concern should be reported to the nurse.

Adopted: December 2009

E.2.5 Emergencies

Emergencies can be created by humans or the result of natural causes and can occur with little, if any warning. Thus, it is the intent of the Board to create a systematic means to minimize the negative impact of any disaster on students, employees, visitors, and others while on District property or at school-sponsored events. To this end, the Superintendent, with staff and community input, shall develop a school safety plan (tactical emergency response plan) which will include, but not be limited to the threat of:

- Chemical, biological, and nuclear incidents.
- Bomb threats.
- Building collapse.
- Hostage situations.
- Conditions of nature.
- Arson.
- Civil disturbances.
- Explosions.
- Vehicular accidents.

The school safety plan shall meet the requirements and format guidelines provided by the New Mexico Public Education Department. Sections of the plan determined to be tactical response areas shall not be released to the public.

Adopted: December 2009

E.2.5-A: Emergency Drills

Emergency drills will be scheduled and conducted at least once each week during the first four (4) weeks of the school year and at least once each month during the school year by the building administrator. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to a designated position or location.

Two (2) drills shall be shelter-in-place drills, one (1) shall be an evacuation drill and the remainder shall be fire drills.

The following rules and procedures will be complied with in all schools:

- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
- A distinct alarm signal will be used for emergency drills only; another signal will be established by the Principal for return to class.
- No student or staff member is to remain in the building during emergency drills.
- All persons should exit according to their posted evacuation routes and proceed to assigned locations a safe distance away from the building.
- It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
- The teacher will be responsible for:
 - Maintaining order during the evacuation.
 - Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the Principal, who shall promptly notify the Superintendent.
- A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.
- The fire department can be requested to attend for instruction and constructive criticism.

E.2.5-B First Aid

If a student is injured or becomes ill during the school day or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance and to summon aid. First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment.
- At the time of the emergency, the school has the responsibility for:
 - Caring for the student
 - Notifying the student's parents/guardian, or if these cannot be reached, following directions given on the student's Medical emergency authorization form.
 - In extreme emergency, getting the student to professional care with or without family permission.
- In the absence of family transportation or ambulance service, an authorized District employee may have to take the sick or injured student home, to the physician's office, or to the hospital. District employee must follow procedures for student transportation in a private vehicle.
- In case of any serious injury or illness, the parent or responsible person should always be notified as soon as possible. Emergency care of the student has priority.
- Medication administered by any school personnel, shall be in compliance with Board policy and school regulations.

- A written report of an accident shall be made by the school principal/designee to the Superintendent as soon as possible and not later than noon of the next school day.

Adopted: December 2009

E.2.6 Weather Related and Emergency Closings

The decision to delay opening of school or to dismiss school early will be made by the Superintendent.

E.2.6-A Delayed Opening

If the Superintendent decides to delay the opening of school, an emergency call will be made to all parents/guardians utilizing the School Messenger system. Local broadcast media will also be notified as well as local law enforcement. With a delayed opening of school, employees will delay their arrival time to correspond with the delay. For example, if there is a two (2) hour delay, staff would be expected to arrive at school at 9:30 AM rather than 7:30 AM.

E.2.6-B School Closing

If the Superintendent decides to cancel class for the day, families and staff will be notified with the School Messenger system. Local broadcast media and law enforcement will also be notified. All cancelled days must be rescheduled in compliance with state law.

E.2.6-C Early Dismissal

If the Superintendent decides to dismiss school early, the procedure shown below will be followed:

- Students will only be released from school following a specific directive from the Superintendent or the Superintendent's designee.
- All principals will remain at their building until all students have departed that building.

Adopted: December 2009

E.3.0 Security

The Superintendent will develop plans and procedures that will:

- Enhance the security of district property.
- Minimize fire hazards.
- Provide for the keeping of records and funds in a safe place.
- Protect against vandalism and burglary.
- Provide for and encourage employee responsibility for furniture, textbooks, reference material, and other District materials, equipment, and supplies assigned to the employee's care.

Adopted: December 2009

E.3.1 Access to Buildings

Access to school buildings and grounds will be established by the Superintendent in accordance with the following:

- Unlimited access – the Superintendent and maintenance supervisor.
- Limited access – school principals, teachers, custodians to their assigned buildings, and extracurricular sponsors, counselors, and supervisors for their respective areas or activities.

Possession of keys shall be in accordance with the following principles:

- A log of key assignments shall be maintained at the district office.
- Unassigned duplicate keys shall be maintained in safe or a secured box.
- Individuals assigned keys may not duplicate or loan them.
- All keys must be surrendered when no longer needed or upon request by the Superintendent or Superintendent's designee.
- The loss of a key must be reported to the immediate supervisor upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.
- Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.
- A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or the Superintendent's designee.
- Employees will sign a receipt for keys.

Adopted: December 2009

E.3.2 Vandalism

Any school administrator, teacher, or other school employee who observes or has direct knowledge from a participant or victim of an act of vandalism to public school property shall file an incident report describing the incident with the building administrator or Superintendent. This report should include the name(s) of those responsible for the vandalism if known. A person who files an incident report shall not be discriminated against in any manner or discharged by a superintendent because of the filing of that report.

Adopted: December 2009

E.3.3 Replacement/Restitution of Personal Property

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.

Adopted: December 2009

E.3.4 Building and Grounds Maintenance

Adequate maintenance of buildings, grounds, and property is essential to efficient management of the District. The Board directs a continuous program of inspection and maintenance of school buildings and equipment. A preventive maintenance plan will be implemented as appropriate.

Adopted: December 2009

E.3.5 Energy Conservation

Capitan Municipal Schools is committed to efficient use of natural resources. All employees, students, and school volunteers are expected to actively contribute to energy savings and efficiency. The Superintendent shall direct each building administrator to implement procedures and monitor activities that promote energy conservation.

Energy conservation education and education regarding conservation behaviors will be available for staff and students.

Adopted: December 2009

E.4 Maintenance and Control of Instructional Materials

Students using district-provided textbooks, subject-matter materials, supplementary books, or instructional computer software are responsible for loss of or any damage to these items. Accurate records of distribution or assignment of material or textbooks to students shall be maintained.

Adopted: December 2009

E.5.0 Transportation Services

In the budgeting process, the Board may grant appropriations for transportation.

Transportation of students is a privilege extended to students residing in the District, and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in the respective individual education programs.

The responsibility for operation of student transportation shall be vested in the Superintendent. Reasonable efforts shall be made to eliminate any particular hazard that might adversely affect the safety and welfare of any student.

Adopted: December 2009

E.5.1 SCHOOL BUS SERVICE

- School bus transportation for students of the Capitan Municipal Schools shall be provided by the District.
- The District shall maintain a file containing a current driver salary schedule
- Random alcohol and drug testing of bus drivers is a mandatory requirement. Testing must meet federal requirements. (See D.O.T. Drug and Alcohol Compliance Policy 11.18)
- The District will ensure that driver-training requirements are met (6.41.4.13 NMAC).
- The District shall be subject to all federal and state laws and regulations, which govern school transportation.
- The Capitan Municipal Schools Board of Education shall comply with the procedures established by the State of New Mexico Public Education Department for the purchase and replacement of school buses.
- Should the district choose to enter into a fleet service contract with a private owner, any agreements shall be in writing on forms approved by the Public Education Department.

Adopted: October, 2013

E.5.2 Bus Routes and Transportation Distances

All school bus routes shall require approval by the Capitan Municipal Schools Board of Education. Bus routes will not be maintained for distances less than:

- One mile, one-way, for students K through grade six;
- One and one-half miles, one way, for students in grades seven through nine; and
- Two miles, one-way, for students in grades ten through twelve.
- Exceptional children whose disability requires transportation may be transported shorter distances.
- Hazardous walking conditions may necessitate a shorter transportation distance.
- Students will be transported only from their own pick-up and delivery site. The district will not provide alternative pick-up or delivery services except in special cases as deemed appropriate by school administration and transportation department. Procedures are outlined in Board Policy E.5.11.

Adopted: December, 2009

E.5.3 BOUNDARY AGREEMENTS

The Capitan Municipal Schools Board of Education shall enter into formal agreement with adjoining school districts, upon approval of the Public Education Department, to provide to and from transportation for students to attend school out-of-district. The purpose is to allow designated students to attend school as near to their homes as possible in order to minimize the adverse effects of riding long school bus routes and to insure the maximum level of attentiveness necessary for optimum learning.

The agreement shall be in writing and shall specify the legal boundaries within which the out-of-district bus may travel to pick up students. The agreement may also specify the names of

students which are authorized by the agreement to attend the Capitan Municipal Schools or to attend an adjoining district.

The agreement must be reviewed annually by the local boards. If changes in the terms of the agreement occur, the agreement must be revised and approved by the local boards and the Public Education Department.

Adopted: December 2009

E.5.4 PER CAPITA FEEDER ROUTES

The Capitan Municipal Schools Board of Education may provide per capita or per mile reimbursement to a parent or guardian in cases where regular school bus transportation is impractical because of distance, road conditions or sparseness of population, or in cases where the Capitan Municipal Schools Board of Education has authorized a parent to receive reimbursement for travel costs incurred by having a child attend a school outside the child's attendance zone.

When per capita feeder services are utilized, the Capitan Municipal Schools Board of Education must approve the agreement with the parent or guardian, which defines the terms of the agreement for service, the contract amount, and the responsibilities of the parent. The mileage rate shall be established annually and reimbursement shall be for actual mileage and student transported. Payment shall not be made until services have been rendered. Reimbursement shall not be made for students living outside the Capitan Municipal Schools district except with approval of the State Transportation Director.

The parent or guardian must provide vehicle registration, driver's license, and proof of insurance when entering into a per capita agreement. Insurance must be maintained for the term of the agreement. There will be no reimbursement or back payment for time lapsed if the participant's insurance expires. If the identity of the vehicle or driver changes, this change must be reported to the District transportation director.

There will be no reimbursement for a day the student is not in school.

Adopted: December 2009

E.5.5 Bus Safety

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation. Toward that end, all District transportation department personnel, bus operators, and bus passengers shall comply with the applicable regulations and shall immediately report to the Superintendent any violation of rules or state statutes that threatens the safety of a passenger. The following minimum standards shall be followed:

- Bus evacuation drills shall be conducted at least twice every school year at the school and shall include every passenger who rides a school bus and is in school on the day of the evacuation drill.
- All vehicles used to transport students shall be maintained in such condition as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure. Buses shall be replaced at such intervals as will provide good equipment at all times.
- In addition to the regular state inspections, each school bus shall be inspected by the driver daily, before each use, to ascertain that it is in safe condition and equipped as required by all provision of law, and that all equipment is in good working order.
- Each school bus owned by, or contracted to, the District will conform to all applicable federal and state requirements as proved by the commercial Motor Vehicle Safety Act of 1986.
- Each driver of a school bus will conform to all requirements of the Commercial Motor Vehicle safety Act of 1986 and such statutes as may govern the operation of the vehicle.

Adopted: December 2009

E.5.6 Bus Driver Requirements, Training, and Responsibilities

Bus drivers employed by the District or employed by contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and shall meet the requirements of New Mexico Standards for Providing Transportation for Eligible Students (6.41.4 NMAC). In addition to meeting these standards, the following are required by the CMS Board of Education:

- All drivers shall be approved by the Superintendent and presented to the Capitan Municipal Schools Board of Education.
- Bus drivers must attend all in-service training classes, safety meetings and all other required meetings as required by the bus contractor, local school Board, State and/or Federal regulations, policies, and procedures.
- Bus drivers shall keep their assigned buses clean and safe at all times.
- Bus drivers shall maintain order and discipline on the bus at all times.
- Bus drivers shall be in their assigned bus when school is dismissed to receive students. No students shall be allowed to leave the bus after entry to play on school grounds.
- Bus drivers shall be held responsible for the students from the time they enter their assigned bus until they reach their destination.
- Bus drivers shall make every attempt to carry out the contents of their agreement with the contractor.
- Bus drivers are part-time employees of the District.
- School employee's benefits are not available to bus drivers due to part-time status.
- All drivers shall maintain current First Aid and C.P.R. certification.
- School bus drivers will maintain a current student roster. The student rosters will contain the following information:
 - First and last name of each student on the bus.
 - The physical location of each student's assigned pick-up and drop off point(s).

- Each student's home phone number.
- Two (2) emergency contact names and phone numbers.

The school bus driver will update student rosters to reflect any changes in students riding the bus as the school year progresses and will supply this information to the CMS Transportation Director. Information contained in student roster sheets will remain confidential and in the school bus. Student rosters will be made available to school officials and law enforcement officers upon request. Student rosters will be reviewed at all school bus accidents.

Adopted: December 2009; Revised: October, 2013

E.5.7 Drug and Alcohol Testing of Transportation Employees

The District is committed to the establishment of a drug and alcohol misuse prevention program that meets or exceeds all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act). Each employee who is required to have a commercial driver's license (CDL) for performance of job functions shall be prohibited from:

- Reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater (49 CFR 382.201).
- Being on duty while possessing alcohol. This includes the possession of medicines containing alcohol (prescription or over-the-counter) unless the packaging seal is unbroken (49 CFR 382.204).
- Using alcohol while on duty (49.CFR 382 205).
- Using alcohol within four (4) hours following an accident or prior to undergoing a post accident alcohol, whichever comes first (49 CFR 382.299).
- Refusing to submit to an alcohol or controlled substance test as required un post accident, random, reasonable suspicion, or follow-up testing requirements in DOT rules (49 CFR 382.211).

A driver will inform the supervisor of any therapeutic drug use (49 CFR 382.213).

All drivers shall be subject to pre-employment/pre-duty drug and alcohol testing, including reasonable suspicion, random, and post accident testing in accord with the regulation of the Omnibus Act. If applicable, return to duty and follow up testing shall be required in accord with regulation of the Omnibus Act.

Adopted: December 2009

E.5.7-A Maintenance of Records for Drug/Alcohol Testing

The Capitan Municipal Schools Business Office shall maintain the following records:

- Records relating to the collection process
- Records relating to a driver's test results
- Documentation of any other violation of controlled substance use or alcohol misuse
- Records relating to education and training
- Records relating to drug testing

Adopted: December 2009; Revised: October 2013

E.5.8 Student Conduct on School Buses

All school rules of conduct also apply on school buses. Students are expected to follow directions given by the bus driver and to behave with respect and responsibility. The bus driver has responsibility to maintain orderly behavior of students on school buses and shall report misconduct to the District Director of Transportation. The Director will notify the student's Principal.

A student who demonstrates disciplinary problems on the bus may lose bus-riding privileges. Parents/Guardians of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their child (children) faces the loss of school bus riding privileges. Students should remember that misconduct or carelessness not only endangers their own safety, but also the safety of other students on the bus. A student may forfeit their bus privileges on all regular route buses and/or all activity buses if their violation(s) of the school bus safety rules creates a safety hazard for any passenger.

Adopted: December 2009

E.5.9 School Bus Discipline

When a principal/designee receives a school bus incident report, the administrator will follow the plan outlined in the Student/Parent Handbook approved by the Board of Education.

Whenever a student's behavior is a threat to the safety of other passengers, the bus driver will inform the transportation director and Principal and the student may be immediately removed from the bus. In such a case, bus-riding privileges can only be restored by the Principal following a conference with the parents/guardians. Should the Principal determine that the student continues to be a threat to the safety of the other students; the student may be denied bus privileges for the remainder of the school year. Threats to safety may include, but are not limited to the following:

- Physical harm to any student.
- Physical harm to the driver.
- Physical harm to the bus.
- Possession of a weapon, drugs, or alcohol.
- Any form of sexual harassment.

Legal action may also be pursued. When property damage has occurred, the student and/or the parent/guardian may be asked to compensate for damages.

Adopted: December 2009; Revised: October 2013

E.5.10 Delivery of Students

Bus drivers will not leave elementary students or older students as specifically designated by the District unattended. These students must be delivered into the care of the parent, guardian or designated adult/family supervisor. The District will attempt to contact the student's

parents/guardians at phone numbers that have been provided, or call emergency contacts that have been provided to the school.

While attempting to make contact, the driver may proceed on the designated route to deliver other passengers then return to the student's delivery location.

If unable to make contact with the parents/guardians or other contacts, the driver will make an effort to transport the student back to the school. Staff will continue to attempt to contact the parents/guardians or other contacts

If unable to contact parents/guardians or the emergency contacts, the students may be referred to the appropriate personnel for Child Protective Services.

Adopted: December 2009; Revised: October, 2013

E.5.11 Bus Stops and Routes

- Notes from parent/guardians must be given to the school Principal if a parent wants the bus driver to drop off a student point different from the regular bus stop. The Principal will provide the Transportation Director a copy of this request. Both the principal and the Transportation director must approve the request. The Transportation Director will let the driver know if the request has been approved.
- Only assigned students may ride a bus. Permission for other students to ride a bus can only be granted by the school Principal in conjunction with the Transportation Director. The request must be in writing and provided to the District the day before or in the morning prior to an afternoon request. Permission will only be granted if there is sufficient room on the bus and the circumstance warrants the provision of transportation. The District Transportation department should not be considered a taxi service for personal convenience.
- If a student is at an a.m. bus stop but is ineligible for transportation, the student will be given a ride to school and the driver will notify the Transportation Director.
- Complaints regarding route schedules or school bus stops will be addressed in writing to the Transportation Director.
- Complaints regarding discipline on board school buses will be addressed to the Transportation Director who will work with Principals to address concerns.
- The driver may grant permission for school, transportation, emergency, or law enforcement personnel to board the bus.
- The driver has the authority to assign students to seats.
- Live animals, unless specified in a student's IEP or 504 Accommodation Plan, will not be transported.
- Toys, items in glass containers, or other dangerous objects, as well as large articles which might block the aisles, the emergency door, or the service doors of a school bus, will not be permitted. Instruments and other large items, which might be transported, must meet guidelines.

Adopted: December 2009; Revised: October 2013

E.5.12 Transportation of Large Items

The following will apply when transporting large musical instruments, school projects, or other large articles:

- No item will be permitted that will block the aisle or exits of the bus.
- No item will be placed in the driver's compartment
- All items carried by a student will be under his/her control at all times.
- The item size should be such that it can be carried on the student's lap or placed on the floor of the bus and not extend beyond or above the height of the seat in front of the student.

Adopted: December 2009

E.5.13 Transportation of Out-of-District Students

Out-of-District students will be transported only if there is room on the bus based on the number of eligible riders assigned to that bus. Requests for transportation must be submitted in writing to the Superintendent. These students will not be counted as "eligible" students for transportation funding purposes.

Adopted: December 2009

E.5.14 Inclement Weather Schedule

The most common use of the abbreviated day schedule occurs when severe weather causes road conditions which would endanger the safety of students going to school. The abbreviated day schedule is a shortened school day which begins two (2) hours later than the regular schedule and ends at the regular time. Morning pick-up times will also be two (2) hours later.

The decision to institute an abbreviated schedule will be made and announced by 6:00 AM. Should conditions worsen to the point that it is necessary to close the schools, the announcement will be made by 8:00 AM.

Adopted: December 2009

E.5.15 Activity Trips Using Buses

Capitan Municipal Schools shall use an activity school bus anytime the school sponsored activity involves 18 or more passengers in accordance to 6.41.1.9K NMAC. Buses will not be allowed to travel overnight or out of state without prior written approval of the Superintendent.

The following policies shall govern activity trips:

- All school activity bus drivers shall meet the same requirements as regular route drivers.
- All laws and regulations applicable to regular school buses shall apply to all activity trips.
- The following maximum driving and on-duty time shall apply to drivers of school activity buses:

- A driver operating a school bus for the purpose of transporting students to or from a school sponsored activity shall not have more than ten (10) hours total driving time, or more than eight (8) hours continuous driving time.
- A driver shall not be permitted to be on duty a total of more than fifteen (15) hours in a twenty-four (24) hour period.
- The following conditions shall be met in order for a driver to be considered “off duty”:
 - The driver is relieved of duty and all responsibility for the care and custody of the bus, its accessories, or any cargo or passenger.
 - The duration of the driver’s relief from duty is a specified, adequate period of time to allow the driver to rest and to pursue activities of his/her choosing off the premises where the bus is situated.
- Non-students or students who are not involved in the activity and parents shall not be permitted to ride on activity buses without the written consent of the Superintendent.
- Any student riding an activity bus shall return on a Capitan Activity Bus unless a note from the parent/guardian is provided to the coach/sponsor that the student will return home with the parent/guardian. Students will only be released to parents/guardians or other adult family members as stipulated in the note from the parent/guardian.
- The activity sponsor must keep the activity bus driver informed of any changes in the student count.
- In case of an emergency involving a bus or student during an activity trip, the Superintendent, Transportation Director or his/her designee, and the principal shall be notified immediately. The Superintendent, Transportation Director, or the principal will notify parents/guardians.
- Capitan Municipal Schools shall provide property damage and bodily injury insurance, including medical liability insurance on all school buses and other school vehicles to include both in-state and out-of-state travel as required by the Tort Claims Act.
- A properly executed activity trip ticket shall be carried in school vehicles or school buses on all student activity trips. Sponsors are responsible for requesting an activity trip ticket from the principal prior to trips.
- On co-ed activity trips, the sponsor shall seat boys and girls in separate sections of the bus. Boys and girls shall not occupy the same seat.
- The aisle of the bus shall be kept clear at all times.
- Students are allowed to eat food and drink beverages on activity bus trips. Glass containers of any food or beverage are not permitted on any activity buses. All trash related to food/drink shall be removed from the bus by the students and sponsors when returned from an activity and before the bus leaves the campus. Students are required to clean the floor and/or seats should spills occur. Upon arrival at the school, sponsor(s) and students are responsible for a post trip inspection of the bus interior. The goals of the post trip inspection are: retrieval of misplaced items and disposal of all trash in the provided containers.

Adopted: December 2009; Revised: October 2013

E.5.16 Activity Trips Transporting Students in School-Owned Vehicles

With Superintendent approval, and as provided in Section 6.41.4.9 K. NMAC, Capitan Municipal Schools may opt to use school-owned vehicles to transport students to activities provided:

- No more than two school-owned vehicles are used during the same time frame and to the same destination.
- Drivers for school-owned vehicles used to transport students must have met the following required regulations:
 - Shall adhere to all applicable Federal and State employment requirements of school bus drivers including classroom instruction that addresses and reviews the Standards for Providing Transportation Service.
 - Shall submit records verifying:
 - A completed application form that meets or exceeds State and Federal requirements.
 - The applicant's current driving record.
 - A criminal background check to determine if the applicant has a record of criminal convictions.
 - Satisfactory completion of a school bus driver physical examination.
 - Shall adhere to regulations governing the responsibilities of school bus drivers according to Section 6.41.4.11 NMAC.
 - Shall be employees of the Capitan Municipal School District.
 - Shall comply with all requirements of regulations governing school-owned vehicles for planned school sponsored activities according to Section 6.41.4.13 F. NMAC.

Adopted: December 2009

E.5.17 Faculty Sponsors for Activity Trips

All student activity trips shall have a sponsor who is a school employee recommended by the building Principal and approved by the Superintendent, on the bus. If more than one sponsor is on the bus/school vehicle, the sponsors shall share the responsibility for discipline on the bus/school vehicle during school activity trips. A student may be barred from activity trips because of misconduct or prior infraction of activity bus rules with the approval of the Principal.

Adopted: December 2009

E.5.18 Transportation of Students Receiving Modified Services

The Capitan Municipal Schools recognizes its obligation to provide transportation to students with disabilities and therefore directs the Superintendent to establish procedures that are in compliance with federal and state regulations. The district is also aware that Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disabilities.

6.41.4 NMAC requires that students with disabilities be transported with neighborhood peers who are not disabled unless restricted by health or safety considerations.

E.5.18-A Personnel Involved

The Principal, or designee, will be responsible for contacting, in written form, the parents of the child to be discussed and all personnel knowledgeable of the student's current educational program (e.g., regular education teachers, physical education teacher, vocational education teacher and/or elective education teachers), support service personnel (e.g., counselor, nurse, bus driver, and/or librarian), evaluation personnel (e.g., diagnostician, speech-language pathologist, physical therapist, occupational therapist, psychologist and/or audiologist) and possible service providers based upon written diagnostic reports (e.g., social worker, adaptive physical education teacher, transportation supervisor, and/or cafeteria manager) and when appropriate the student. If during the IEP Team meeting it is determined that an individual is needed, the meeting may be adjourned while attempting to locate the needed person or the meeting can be adjourned and rescheduled for another time until all necessary individuals are present.

Transportation personnel should always be present when transportation has been provided a child and the existence of special circumstances (such as behavioral problems, special equipment needs, medical conditions, and/or proposed program scheduling), are to be discussed.

The principal, or designee, will complete the notice of the IEP Team meeting for school personnel and all other required personnel and the prior notice form for parents of the child to be discussed. The notice will contain the date, time and location of the meeting, the actions the district purposes to initiate, why these actions are being recommended and why others were rejected. In addition, it will indicate by position who may be in attendance.

Transportation services for children with disabilities will be determined on an individual basis. The IEP Team, inclusive of the parent, will consider all information and make recommendations within the parameters of least restrictive environment. The Team will consider restrictions such as health and safety as well as modifications to the standard transportation service. Transportation services are to be documented on the IEP when they are different from services provided non-disabled children or when transportation services are being modified to meet the child's needs.

The IEP Team shall determine drop off points for all special education students.

E.5.18-B Training and Implementation

Training will be addressed through the Capitan Municipal Schools IDEA-B application comprehensive system of personnel development.

The Director of Special Education, in collaboration with Principals, teachers, and support personnel, will be responsible for assuring that each procedure is addressed fully. In cases where there is a reason for dispute, the Superintendent will be the designated review/hearing officer for the District.

E.5.18-C Aide for Bus

An aide shall be provided on buses as determined by the IEP Team. Aides assigned shall meet the following qualifications:

- Shall meet all the qualification of a special education classroom instructional assistant.
- Must attend all trainings required by PED regulations for aides assigned to a bus.

E.5.18-D Special Education Bus Drivers

Special Education bus drivers must meet all qualifications of regular route drivers.

E.5.18-E Medication on Buses

At the recommendation of the IEP Committee, and in case of an emergency, the driver and/or aide may accept the transportation of medication from the parent and/or guardian, but is preferred for the parent and/or guardian to personally deliver the medication to the school nurse. A form must be completed indicating the date of acceptance of the medication from the parent and/or guardian and must be signed by the driver and/or aide. Upon arrival at the student's destination, the person receiving the medication from the driver should sign for acceptance of the medication from the driver. A secure compartment must be provided for the driver to store medication.

The bus driver and/or aide are not authorized by the District to administer medication during transport. In case of an emergency, the driver and/or aide should contact the parent and/or physician for permission and/or directions on administering any medication. The IEP should contain emergency permission for administration of medication from the parent and/or guardian if the parent and/or guardian cannot be contacted. The driver and/or aide shall receive medication administration training by the physician if the IEP team deems it necessary for the driver and/or aide to administer any medication to the student during transportation.

Transportation of routine or "temporary use" medication, such as aspirin, inhalers, cough medicine, etc., will be the responsibility of the parent and/or guardian or student.

E.5.18-F Bus Loading and Unloading

If required, the Principal or designee will meet the bus to escort the special education student to and from the building.

E.5.18-G Emergency Plan

An emergency plan of action for bus evacuation or other emergencies shall be discussed in the special education student's IEP team meeting. Additional attention shall be given to instructing special education students in bus safety rules and regulations.

E.5.18-H Comparable Travel Time

All students being transported to school, from either regular stops or with modified transportation, will arrive and depart at times that do not shorten their school day. A student receiving modified transportation to the school should receive reasonable

accommodation for comparable travel time to that of neighborhood peers who are not disabled.

E.5.18-I Animal Transport

Only animals specified in a student's IEP or 504 Accommodation Plan may be transported on the bus. The animal accompaniment must be justified on the Student's transportation form. A copy of the animal's current immunization, registration, and certification, if applicable, must be attached to the transportation form.

Adopted: December 2009

E.5.19 Complaints

All complaints shall be brought to the building Principal or District Transportation Director for resolution. If unresolved, the complaint will be brought to the Superintendent. If warranted and/or unresolved by Superintendent the matter can be brought to the CMS Board of Education for their consideration. Only written, signed complaints shall be considered by the Capitan Municipal Schools Board of Education.

Adopted: December 2009; Revised: October 2013

E.5.20 Speed Limits

- No school bus or activity bus used to transport students shall exceed the posted speed limit at any time.
- School-owned vehicles transporting students are not to exceed the posted speed limit.

Adopted: December 2009

E.5.21 Traffic Tickets

When in a School-owned vehicles, the traveler is responsible for paying any moving violation or parking ticket received while on school related business.

Adopted: December 2009

E.5.22 Records Management

E.5.22-A Maintenance and Inspection Records

The Transportation Director shall retain the following records:

- Scheduled Maintenance Files
- Part Replacement Files
- Driver Maintenance Request Files
- Pre/Post Trip Inspection Files for one (1) year
- Semi-Annual Inspection Files for three (3) years
- Random Inspection Files for three (3) years

- Semi-Annual Evacuation Records with signature of Superintendent

The Capitan Municipal Schools Business Office shall retain the following records:

- Semi-Annual Inspection Files for three (3) years

E.5.22-B Driver Selection, Driver Training and Attendant Training Records

The Capitan Municipal Schools Business Office shall each retain the following records concerning bus drivers:

- Application
- Annual driving record check
- Verification of one year of driving experience
- Criminal background check and investigation if a record of criminal conviction
- Annual physical examination
- Verification of Class “B” CDL with P & S endorsements with annual status
- Driver training records

E.5.22-C School Bus Contracts and Per Capita Feeder Agreements

The Capitan Municipal Schools Business Office shall maintain all transportation contracts and per capita feeder agreement records.

Adopted: December 2009; Revised: October 2013

E.5.23 Procedures

The Transportation Director shall establish and maintain a copy of the following:

- Handbook provided to riders and parents that provides information regarding, but not limited to:
 - Student behavior and discipline guidelines and rules
 - Inclement weather procedures
 - Emergency bus evacuations
 - Regulations regarding student drop off and pick up
 - Delivery of a student when a parent or guardian is not present to receive the student
- Procedure for immediate replacement of buses which fail to meet pre-post trip inspection.
- Procedure for school bus drivers to report all school bus accidents in accordance with local district and state accident reporting procedures.
- Procedures covering a **DO NOT RESUSITATE** request from the parent/guardians specific to the school bus.

Adopted: December 2009; Revised: October 2013

E.5.24 Accident Reporting and Adjudication

Pursuant to PED Regulation 6 NMAC and State Transportation Directive #11 dated January 18, 1996, the Capitan Municipal Schools Business Office will report all reportable school bus related traffic accidents to the School Transportation Division and adjudicate those accidents Preventable or Non-Preventable.

Adopted: December 2009

E.5.25 Bus Purchasing and Maintenance

The District and all contractors who provide transportation services to the District shall comply with applicable provisions of the Commercial Motor Vehicle Safety Act of 1986 and all applicable requirements of the state of New Mexico that pertain to vehicle standards, periodic inspection, and maintenance of school buses.

Adopted: December 2009

E.5.26 Expenditure Reports

The Capitan Municipal Schools Business Office shall report budget information to the state transportation director according to regulations provided by that office.

Adopted: December 2009

E.5.27 Student Travel in Private Vehicles

The following regulations serve as guidelines for students traveling in private vehicles:

- No student will be sent on school errands with the student's own vehicle, an employee's vehicle, or a District-owned vehicle.
- Secondary students enrolled in training courses, internships, on-the-job training, or course work on another campus must provide written parental approval for driving a personal vehicle to these sites even though school transportation is not provided.
- If a student needs to be transported in an emergency, the following options shall be pursued:
 - Parent contacted to transport student
 - Emergency contact (on enrollment form) to transport student.
 - School staff with appropriate motor vehicle license utilizing district-owned vehicle assigned to transport student.
 - Local authorities contacted to transport students.

When the above options are not possible, and as appropriate, school staff utilizing own private vehicle may volunteer to transport student. The driver assumes all liability. In this situation, two (2) staff members shall assist with the emergency transportation of student. If this is not possible, student shall ride in the back seat of the vehicle.

All cases of student transportation in emergencies and private vehicles shall be documented for the building principal and transportation director within twenty-four (24) hours of the situation.

Adopted: December 2009

E.6.0 Travel for District Personnel – Use of Vehicles

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside and outside the District. All travel must have final approval from the District administration office. Only Board members, District employees, and authorized contractors may drive a school vehicle. On a space-available basis, an employee's family may be included on an out-of-town trip if approval is granted by the Superintendent. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent or the Superintendent's designee.

Private vehicles may be used for school business if approved by the Superintendent.

E.6.0.1 Out of State Travel

A separate official out-of-state travel request must be approved for each traveler. Approval for out of state trips must be secured from the Capitan School Board and expenditures must be approved prior to departure.

E.6.0.2 In State Travel

Approval must be granted by the Superintendent prior to departure for any reimbursement.

E.6.0.3 Travel Forms

Travel request/Absence forms shall include the destination and purpose of the trip for employees. Board members shall write information on requisition for reimbursement when they are traveling on CMS School Board business.

E.6.0.4 Travel Expense Funds

- **From Public Funds –**
Public funds will not be advanced to any public officer or employee for expenses of travel before the actual time such travel is performed except in unique circumstances approved by the Superintendent. Payment shall be made only upon presentation of receipts upon completion of travel.

- **From Activity Accounts –**
Sponsors of Student Activity trips may request advancement of funds from their activity account for which a purchase order cannot be pre-procured for student meals, transportation or supporting activities. Receipts must be returned along with any unexpended money. Receipts and cash must equal total on Purchase Order.

E.6.0.5 Reimbursement

Travel and expenses of public officers and school personnel must conform to the provision of the Manual of Procedure for Uniform Financial Accounting and Budgeting for New Mexico School Districts.

Capitan Schools will reimburse employees for actual expenses incurred while traveling on school business. A receipt or ticket must be submitted for reimbursement. Expenses can not exceed those that would be allowed on a per diem basis without prior approval.

When overnight lodging is required, the District prefers to handle lodging with the lodging establishment through a Purchase Order to secure the rooms. The District pays for the rooms when invoiced by the lodging establishment.

When using a personal vehicle, gas tickets must be presented for reimbursement. Reimbursement for fuel will be made at the average MPG rate achieved by school vehicles. No reimbursement shall be made for oil, lubrication, repair parts, tires, etc., for privately owned cars.

E.6.0.6 Per Diem Allowances (*Meals*)

Meal allowances will be computed on the basis of a twenty-four (24) hour day.

- For travel for less than twenty-four (24) hours when overnight lodging is not required, reimbursement for meals shall be prorated as follows:
 - for less than two (2) hours of travel beyond a normal work day, none
 - for two (2) hours, but less than 6 hours beyond the normal work day \$12.00
 - for, six (6) hours, but less than twelve (12) hours beyond the normal work day, \$20.00
 - for, twelve (12) hours or more beyond the normal work day, \$30.00
- For travel for a partial day, following a twenty-four (24) hour period where overnight lodging is required, reimbursement for meals shall be prorated as follows:
 - for less than two (2) hours, none
 - for two (2) hours, but less than six (6) hours, \$12.00
 - for six (6) or more , but less than twelve (12) hours, \$20.00
 - for twelve (12) hours or more, \$30.00

Adopted: December 2009; Revised: October 2013

E.6.1 Accidents

Any accident, no matter how minor, in a school vehicle or in any private vehicle while on school business is to be reported immediately to the Transportation Director or to the building administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Adopted: December 2009

E.6.2 Transportation Records and Reports

Records and reports will be maintained as mandated by law or rules and as necessary to carry out transportation goals and objectives. The records shall be available for inspection by the Superintendent and other authorized officials.

Adopted: December 2009

E.7.0 Food Services

The District may operate a school breakfast or lunch program through participation in the National School Lunch Program. As required for participation in the National School Lunch Program, the Board shall ensure:

- That a school lunch be made available to students.
- That free and reduced-price lunches be provided to students who qualify under federal guidelines.

Students will also be permitted to bring their lunches from home and to purchase beverages.

Adopted: December 2009

E.7.1 Food Service Regulations

The District food service program shall comply with the following:

- Any student may eat in the cafeteria
- A student may bring a sack lunch, milk may be purchased.
- Meal prices for students and adults will be recommended by the food service supervisor for approval by the CMS Board of Education at the beginning of each school year.
- Meal prices will be posted in the cafeteria.
- Under federal law, a school that operates on a commodity program is prohibited from serving free meals to adults or employees of the District from the commodity products. All meals for adults where federal commodities are used must be paid for when served. Program worker meals are allowed.
- Guests should be cleared through the building Principal and are to pay the full price for the meal. Guests not cleared may be refused a meal.
- Facilities used by outside organizations or individuals must have approval from the Superintendent.
- If outside organizations or individuals use the food service facilities, a staff member must be on duty.
- The food service supervisor will develop in-service training programs for the food service staff.

Adopted: December 2009

E.7.2 Free and Reduced Price Food Services

A program of free and reduced price meals shall be established through the CMS Board of Education approval and participation in the National School Lunch and School Breakfast Programs to provide meals for students who qualify. All parents, including those of students entering during the year, shall be informed of the program by letter. Application shall be reviewed and maintained by the food service supervisor.

The income poverty guidelines prescribed on July 1 of each year must be used for the ensuing fiscal year. The District will serve meal free or at a reduced price to any student who is a member of a family that has an annual income not above the applicable income lever for the student's family size. The adopted income guidelines must meet the income poverty guidelines prescribed by the federal Office of Management and Budget.

Adopted: December 2009

E.7.3 Collection of Money and Meal Charges

Prepayment of meals is encouraged, but meals may be purchased in the food line.

In compliance with the anti-donation clause, New Mexico State Statutes, Article 14, Section 2 & 14, the Capitan Municipal Schools has a NO CHARGE policy. The cafeteria, according to Federal guidelines, will provide the student, at no cost, one (1) carton of milk and one (1) peanut butter or cheese sandwich. This will continue only long enough for the Capitan Municipal Schools to make contact with the parent/guardian and inform them that their student's eligibility for school meals has been revoked. It will then be the responsibility of the parent to provide a sack lunch or provide payment for meals. After this time, it will not be the responsibility of the Capitan Municipal Schools to provide meals for the student.

The cafeteria cashier shall be the school official responsible for collection of funds, record keeping of students and meal purchases, and determining eligibility for free and reduced price meals. The cashier will make reasonable attempt to inform parents/guardians of low or lack of funds for school meals.

Upon the initial receipt of an insufficient funds check, the person issuing the check will receive a phone call or letter from the District indicating that the check must be cleared with cash or money order. Payment must be made directly to the Capitan Municipal Schools Business Office. Upon receipt of subsequent insufficient funds check, the student will be placed on a cash-only basis.

Adopted: December 2009

E.7.4 Management of School Food Services

- It is the responsibility of the Food Services Director to coordinate the food services program. This coordination includes:
 - Supervision of cafeteria staff.
 - Establishment of a bid system for cafeteria items.

- Cafeteria accounting.
- Establishment of a free/reduced price policy.
- Cafeteria Inventory.
- Submission of cafeteria reports to State and Federal Agencies.
- Ensuring compliance to all applicable regulations.
- In-Service training for staff.
- Providing for maintenance of equipment used for food preparation.
- Sanitary conditions.
- Overall environment of the cafeteria.
- It will be the joint responsibility of the Food Services Director and the Payroll clerk to maintain effective records. These records include:
 - Inspections
 - Inventories
 - Contracts and Agreements
 - Accounts Receivable
 - Account Payable
 - Bids
 - Schedules
 - Menus
- The Principals of each school will assist or designate a member of his/her staff to assist with the supervision of students in the daily operations of the school meal program.
- The Superintendent is the administrator of the school meal program.

Adopted: December 2009

E.7.5 Food Service Sanitation Program

The District Food Service program must meet all sanitary regulations recommended by the State Department of Health for food handling establishments and the inspection agencies of the federal government and Lincoln County. Cleanliness and sanitation will be an integral part of food production, and will receive the proper emphasis to ensure that standards are high.

Adopted: December 2009

E.7.6 Food Service Records and Reports

The accounts and records shall be available at times for inspection and audit by authorized official and shall be preserved for period not to exceed five (5) year. The school lunch programs will be administered according to appropriate state and federal provisions and the regulation made by the Secretary of Public Education. The Secretary of Public Education conducts or causes to be conducted audits, inspections, and administrative reviews of accounts, records, and operations.

Adopted: December 2009

E.7.7 Food Service Code of Standards

The duties of any employee or agent of the District who has occasion to handle school food or monies shall be performed in a manner consistent with good business practices. This includes prohibition of:

- Solicitation or acceptance of gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- Participation in awards or administration of contracts to firms in which the employee, or any member of the employee's immediate family, has a financial or other interest.

If financial interest is not substantial, or the gift is unsolicited and of nominal intrinsic value as defined in Section B.3.0 of this policy, the employee, or agent of the District shall not have violated this Code of Standards.

Penalties or other disciplinary action for infractions will be based on the seriousness of the violations. These actions may include, but are not limited to:

- A written disciplinary report filed in the individual's personnel file.
- Suspension of duties.
- Termination of employment
- Prosecution by legal authorities.

Adopted: December 2009

E.8 Competitive Food Sales/Vending Machines

E.8.1 Competitive Food Sales

Competitive food sales and marketing will be consistent with nutrition education and health promotion. In school sponsored fund-raiser, before during, and after school, healthy choices conforming to the requirements for high school in food and beverage sales found in 6.12.5.8 NMAC shall be followed in at least fifty (50) percent of the offerings for sale.

A la carte offering in the school meal programs shall follow the nutritional minimum requirements for reimbursable school meals as issued by the Secretary of Agriculture in the National School Lunch Act and The Child Nutrition Act.

Adopted: December 2009

E.8.2 Vending Machines

Vending machines available to students will only dispense items that meet the nutrition standard guidelines as set forth by the U.S. Department of Agriculture requirements for foods and beverages that are sold individually and the New Mexico Requirements for Competitive Foods Sold to Students (Appendix E-1). The requirements for vending machine sales in New Mexico are listed by designated school location of the sale.

- Elementary: Milk (2% or less), soy milk, and water may be sold or dispensed from vending machine and only after the lunch period is completed.
- Middle schools: No carbonated beverages and only drinks and food specified by 6.12.5.8 NMAC may be sold or dispensed from vending machines and only after the lunch period is completed.
- High Schools
 - Beverages from vending machine – beverages must conform to 6.12.5.8 NMAC as to nutritional value and if sold after the lunch period may include carbonated sugar free and caffeine free soft drinks, non-carbonated flavored water without added sweeteners, and sport drinks.
 - Food products from vending machine – food product shall conform to 6.12.5.8 NMAC as to nutritional value and may be sold at any time.

Adopted: December 2009

E.9 Copyright Compliance

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Governing body policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provision of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.

Employees in violation of copyright law may be required to remunerate the school in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

Adopted: December 2009

E.10 Mail and Delivery Services

A mail service system shall be maintained within the District so that in-District communications and communications from outside sources may be delivered to the intended recipients in the most practicable way.

The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted to materials and communication that further the official school business and the educational purposes of the District.

The District shall not be liable for items lost or opened, nor for any damage or injury incurred by any individual as a result of the use of this mail service.

Adopted: December 2009

E.11 Insurance Programs and Risk Management

The district shall provide and maintain the broadest, most complete insurance coverage of its facilities and for its employees at the most economical cost possible consistent with sound insurance principles, state and federal regulations, and the District's financial ability.

Annual review of all insurance programs shall be made to ascertain any needed changes.

Adopted: December 2009