



MOORESVILLE GRADED SCHOOL DISTRICT

School Bus Driver Handbook

2022 - 2023



TABLE OF CONTENTS

School Bus Driver/Driver Professionalism	3
Duties and Responsibilities of School Bus Drivers	4
Personal responsibilities of School Bus Drivers	6
Grounds for Disciplinary Action	7
Emergency Immediate dismissal	7
Daily Pre Trip Inspections	9
Daily Post Trip	10
CDL Renewal	10
Route Assignments	10
Rate of Pay	10
Route Time	10
Combination/shuttle positions	11
Absences	11
Annual/Sick leave	12
Substance abuse screening	13
Video/Audio/Gps surveillance	14
Synovia Fleet Tracking System	14
Communication device use	14

Monthly student count log sheets	15
School bus spot checks	15
Operations of School bus	15
Cellular phone use	16
Care of School Bus	17
Evacuations	18 - 22
School bus accident procedures	23
Mechanical breakdowns	23
Student management and discipline	24
Tips to maintain discipline	25
Loading/Unloading procedures for 8-way light system	25 - 26
First Aid	25
Correct procedures for crossing train tracks in Mooresville	32 - 35

Copies of frequently used forms are located in the back of this handbook. Information concerning snow makeup days and delays, closings and early dismissal procedures are located in this area.



SCHOOL BUS DRIVER

The school bus driver is the decision maker who determines how safely a bus is driven, how efficiently routes are maintained, how well behaved passengers remain, and how clean the bus stays. By following the rules and regulations governing school bus transportation, the school bus driver can maintain control of his/her situations. A good rule of thumb is to be fair, friendly, firm and factual with student behavior. The "must" is to remain fair and consistent with "passenger safety" practices.

It is the responsibility of the bus driver to protect all students inside and outside of their bus. Many more children are injured and killed "outside of the school bus than inside the bus. The driver must not allow distractions to prevent monitoring the "danger zone" around the bus. The contents of this handbook are designed to help the bus driver more easily control school bus situations and to prevent problems. Driving children to and from school is a very trying task --- especially in today's traffic. The bus driver's degree of professionalism, patience and driving skill will determine the level of job satisfaction and student respect the bus driver will receive.

SCHOOL BUS DRIVER PROFESSIONALISM

As a School bus driver, you have an opportunity to become a vital part in the total educational process of the students in the Mooresville Graded School District. With this opportunity comes the individual responsibility to perform your duties in a manner which will bring praise and recognition to all bus drivers. Cooperation and teamwork are essential if bus drivers are to reach a well-deserved appreciated position.

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS DRIVERS

When an individual accepts the position of school bus driver it is reasonable to expect that person indicates a willingness to accept the responsibility of being available each day, (morning and afternoon) to drive the bus. Each driver must make it a priority to drive, to be absent only when experiencing a valid emergency, and then being able to validate that the emergency exists. It is also reasonable to expect that a school bus driver will operate his/her bus safely at all times.

When a person assumes the responsibility to drive a school bus, he/she also accepts the duty to supervise and manage the students assigned to ride the bus. In accepting this responsibility, the driver shall, with the direction and help of the Transportation Department, comply with the following:

1. School bus drivers must keep informed of all laws, rules and regulations pertaining to the safe operation of the school bus and shall observe them. The school bus driver shall attend and participate in school transportation meetings, training and staff development.
2. The school bus driver must maintain all CDL certifications required to drive a school bus. Renew CDL school bus driver's license as needed.
3. School bus drivers must perform pre-trip and post trip inspections as required in the NC School bus driver handbook.
4. School bus drivers must, at all times, exercise the best safety measures and maintain control of their buses. The driver's conduct and attitude will set an example for behavior on the bus. Most students will respect bus drivers if their attitude and conduct merit it. Courtesy and patience will pay off.
5. Learn your regular passengers quickly and ask questions of a new face that appears on your bus. Notify the Transportation Office of the new rider.
6. The School bus driver will observe all procedures when making passenger stops. The driver will require each student who must cross the street to cross at a sufficient distance (15 feet) in front of the bus to permit the bus driver to clearly see each student to safety. In discharging or admitting students at a bus stop, the driver shall account for all students being discharged or admitted at the stop by seeing that each is in a safe position before the bus is moved.
7. The School bus driver will pick up and discharge a student only at the student's official authorized bus stop. Students who board or leave the bus at other than official stops must be reported and referred immediately to a school administrator.
8. The School bus driver will permit no student to occupy a position on the bus that will obstruct the driver's view to the front, back, left, or right sides. He/She should not permit bus students to stand beside him/her in any space between the driver's seat and the entrance door, including the door step well.
9. The School bus driver shall never permit a student to sit in the driver's seat or to tamper with the bus controls.

10. The School bus driver assigned to a bus must accept the authority and responsibility for safely operating the school bus loaded with passengers over the streets and highways of the Mooresville Graded School District.
11. The School bus driver shall not use or permit the use of the bus for any purpose other than to transport pupils and school employees assigned by the Transportation Department to ride the bus to and from school, athletic or school sponsored events.
12. The School bus driver shall make certain of the exact bus route, including authorized bus stops, to which the bus has been assigned by the Transportation Department, and adhere strictly to the designated route and stops. In an emergency contact the transportation Department prior to making a detour to report the necessary change in the route. No driver should take students home or any other location on a whim without permission from the transportation department.
13. The School bus driver shall follow the bus route time schedule and driver directions for all established bus stops, and inform each assigned student of the time the bus will arrive at each stop. The driver should:
 - A. Be at work before route time to perform pre-trip inspection. Pre-trip inspection will be performed and documented prior to transporting students in the AM and PM.
 - B. Keep the bus on schedule. Never leave a bus stop ahead of schedule.
 - C. Keep updated schedules and student listings on the bus. All students should be assigned specific seats and the seating chart should be displayed on the bus, for EVERY school.
 - D. Never permit students to leave the bus to visit, perform errands, or purchase items at authorized or unauthorized bus stops.
 - E. In the afternoon depart the school immediately after being dismissed from the school bus area.
 - F. Perform post trip inspection at the completion of each route, AM and PM. Report any issues directly to the transportation office ASAP. Do not report issues directly to the mechanics as there is a protocol we must follow for state documentation of any mechanical issues.
14. The School bus driver must report all mechanical problems immediately to the Transportation Department. Never operate the school bus when you suspect mechanical failure. Do not attempt to make repairs yourself, or allow anyone other than authorized personnel to do so.
15. When parking the bus after the morning and afternoon runs or when parked for shuttle or when bus is unattended for any other reason, you must bleed your brakes down below 30 psi to engage the spring brakes. At no time should keys be left in the ignition.
16. The school bus driver must remain on the bus while loading and unloading passengers.
17. School bus drivers are to ensure that no animals or pets are transported on the bus.
18. At no time will the carry on baggage be allowed to block the aisle, the exit door, or to take up a seat required by another student.
19. Complete all reports and paperwork in time specified, or at the conclusion of your route.



The regular and substitute driver assigned to a bus should:

- Set a personal example for the pupils to follow
- Be clean in appearance, speech and habits
- Never use tobacco when driving or riding a bus or on school property
- Never use profane language.
- Never use intoxicating beverages within 10 hours of driving.
- Never use illegal substances (drinks-tea, CBD oils, CBD lotions, etc.)
- Be polite, courteous, and understanding, but firm and fair with all students.
- Be sympathetic and patient toward parents who may at times become anxious in regard to the operation of the bus. Give parents the telephone number of the Transportation Department for more assistance. (704-658-2634)
- Complete in a timely manner all forms needed by the school or Transportation Department.
- Be respectful and courteous to school personnel.
- Never strike, verbally abuse, or physically threaten any student. If disciplinary problems are encountered along the route, and the driver cannot maintain discipline on the bus, the driver should pull over at a safe location, pull the parking brake and call the Transportation Dept and seek assistance. If the discipline issue is minor keep traveling on your route and document the issue at the conclusion of your route with administration at the specific school.
- Notify the Transportation Department immediately if for any reason it is not possible to drive. It is required that you call the office (704-658-2634) and leave a voicemail. It is also recommended to email all office staff AND text Jonathan Farmer to notify.
- Never alter or change the daily bus route or schedule without direct supervision or permission from the Transportation Department. In an emergency contact the office for permission to alter the route.
- Provide a copy of your DOT physical and CDL license to ensure that it is valid.
- Notify the Transportation Department within 24 hours upon receiving any moving violation citation for private or school vehicles.
- The bus driver is required to report all prescribed medications to the Transportation Office.
- Never engage in an argument with a parent or student.

- Keep the bus clean at all times. Sweep floors and empty trash as needed.
- Park buses in assigned area and follow proper procedures. No more than 10mph on school grounds.
- Make every effort to be a good public relations agent for the Mooresville Graded School District,



GROUND FOR DISCIPLINARY ACTIONS AND/OR TERMINATION

These actions pertain to matters of conduct as well as the employee's competence. An employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in these actions. Under normal circumstances, supervisors are expected to follow the procedure outlined below. There may be particular situations; however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the supervisor may decide to repeat a disciplinary action. If your performance is unsatisfactory due to lack of ability, failure to abide by local and federal policies, or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some disciplinary action may be dealt with in the following manner:

DISCIPLINARY ACTION

1. Verbal – Needs improvement (Form placed in Driver file)
2. Written reprimand, Letter of Warning
3. Suspension without pay
4. Termination

Written warnings/reprimands will include the reasons for the supervisor's concern and any supporting evidence. You will have an opportunity to defend your actions and rebut the decision of your Supervisor at the time the written warning is issued.

Emergency Immediate Dismissal

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will automatically be dismissed.

1. Jeopardizing student/ driver safety
2. Falsification of any type of school system records
3. Failure to follow safety practices at passenger stops and at railroad crossings
4. Being issued a citation for a "moving violation" while operating a school bus or activity bus
5. Threat of, or the act of doing bodily harm
6. Negligent or willful destruction of school property
7. Use and/or possession of intoxicants, drugs or narcotics
8. Neglect of duty and/or refusal to perform assigned work

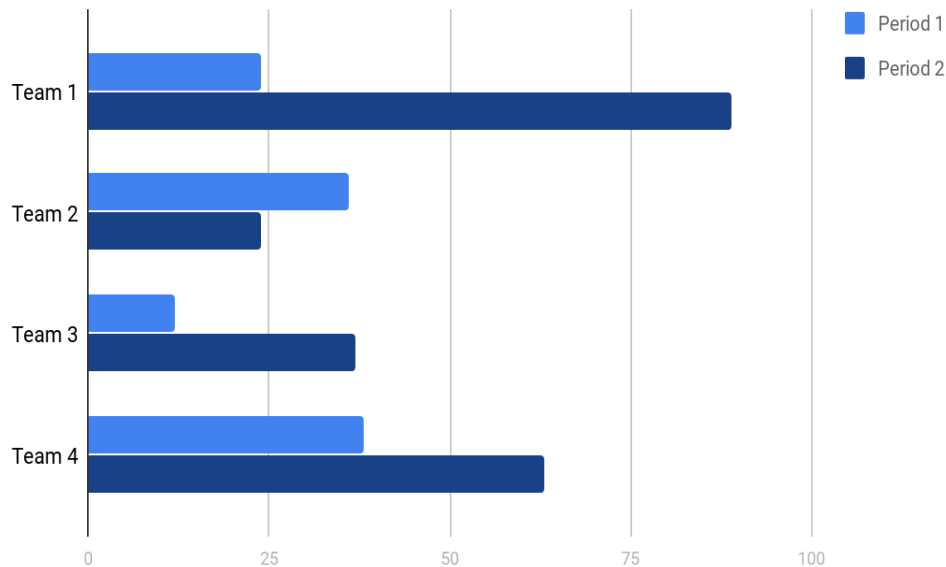
9. Refusal to follow a direct order OR bus safety practices

10. Excessive absenteeism
11. Leaving the scene of an accident
12. Bringing weapons onto school property
13. Allowing unauthorized person to operate a school bus
14. Sexual misconduct or sexual harassment of a student or other employee
15. Failure to complete a proper post-trip inspection resulting in leaving a student on the bus
16. Transporting unauthorized passengers
17. Repeated violations of less serious offenses within the school year

Other offenses, while less serious in nature than the previous ones, indicate a behavior that is unacceptable. The following will result in disciplinary action as well. This list does not attempt to be all-inclusive.

1. Violation of smoking and use of tobacco products policy.
2. Driving at a speed faster than conditions permit.
3. Making an unauthorized stop.
4. Failure to follow approved bus routes, stops, and times as defined by the Transportation Dept.
5. Absenteeism.
6. Misuse of communication devices (personal or system issued cell phones, overriding, unnecessary traffic reports etc.).
7. Overtaking or passing another school bus traveling in the same direction.
8. Knowing and failing to report major or minor mechanical defects or warning indicators of failure of bus such as brakes, steering, suspension, lights or engine.
9. Abusing the equipment through improper starting procedures or driving techniques.
10. Tampering with or failing to report difficulties with the bus engine governor or accelerator linkage.
11. Failure to remain on the bus while students are loading or unloading
12. Failure to use proper backing procedure.
13. Failure to report students departing the bus without permission at an unassigned stop.
14. Failure to report vandalism.
15. Failure to keep the bus and windows clean.
16. Playing the radio or other audio equipment on the bus.
17. Excessive tardiness.
18. Use of abusive, derogatory, or profane language or gestures toward students, parents, school employees and the general public while operating a school bus.
19. Failure to complete a proper pre trip and post trip inspection of the bus.
20. Failing to comply with directives of authorized school officials regarding bus operations.

Points scored



BUS INSPECTION

The school bus driver is required by CDL regulations to conduct a pre-trip and post trip inspection before each operation of a school bus. Even the best driver cannot safely operate a school bus that is malfunctioning or in need of repair. A safe school bus has parts and equipment that are properly maintained.

As a school bus driver, you can take an active role in the proper maintenance of your bus. You can do this by taking a few minutes each day to conduct a pre and post trip inspection. By discovering minor problems, you could be preventing them from becoming major ones that can affect the safe operation of your bus.

You should perform inspections in the same manner every time so you will be less likely to forget something. Items that will need to be checked are as follows:

1. Do a general overview of your bus. Note any damage or if the bus is leaning to one side. Look underneath to check for any leaking fluids.
2. Check the letterings, reflectors, headlights, turn signals, clearance lights, warning lights and brake lights
3. Check that all passenger stop equipment (amber lights, stop lights, walking control arm and stop sign) are in good working order
4. All mirrors should be clean and unbroken and windshield intact
5. Look under your bus to ensure that all parts are intact and nothing is damaged.
You must check both sides and front and rear.
6. Check your tires for proper inflation, no cracks or damage to wheels.
7. Joside inspection should include a check of all your gauges, Ensure that air pressure buzzer is working
8. Check each seat, back and front, for any damage and that it is secure

9. Check Emergency door and exits for smooth operation and that buzzers are operational
10. Check each control (defroster, windshield wipers etc) to ensure that they are in good working order.

11. Check that the horn is working.
12. Check that the fire extinguisher, first aid kit and blood pathogens kit are present.
13. Check brakes to ensure proper working order.

DAILY POST TRIP BUS INSPECTION

After each bus run, complete a post trip inspection of your school bus. Walk to the back of your school bus checking for students, vandalism and/or personal property. Also complete a walk around inspection of the outside of your school bus checking for air or fluid leaks or damage.

SCHOOL BUS DRIVER CDL RENEWAL

Renewal of bus driver CDL license is the responsibility of the school bus driver. Bus driver CDL's can be renewed up to 60 days prior to the expiration date.

SCHOOL BUS ROUTE ASSIGNMENTS

The Transportation Director will assign bus routes. Buses are assigned to routes and routes assigned to drivers. Please remember that bus drivers can be shifted to other routes at any time for the following:

1. Protection of the driver
2. To settle community problems
3. For routing efficiency
4. Emergency type occurrences
5. To enhance driver to driver compatibility
6. To salvage innocent drivers from false charges
7. Other unusual events that prescribe such action

SCHOOL BUS DRIVER RATE OF PAY

School bus driver rate of pay is based on the number of years you have been employed by the State of North Carolina and in what position. You may contact the Central Office payroll- for more information.

SCHOOL BUS ROUTE TIME

School bus route time will include actual driving time and pre and post trip inspections and cleaning of the bus. A pre trip and post trip should not take any more than 10 minutes (and many times less) unless a problem is noted. Buses are still required to arrive at the designated schools by 2:15 in the afternoon. You cannot start your

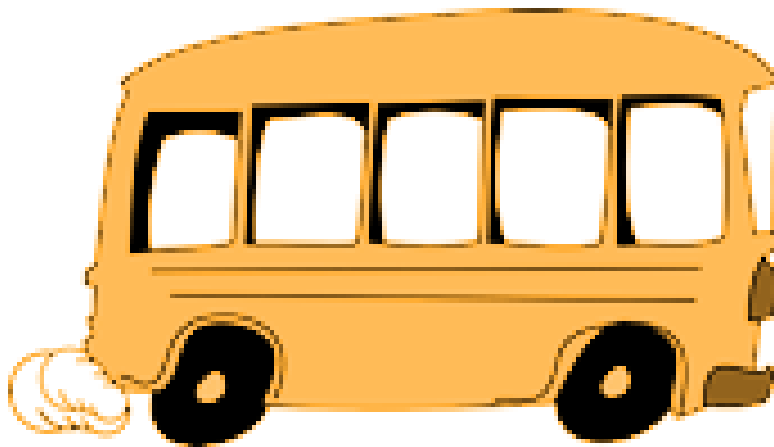
time prior to 2:00 pm if you park in the Stadium bus lot and Intermediate School bus lot. You cannot start your time prior to 1:55 pm if you park at East Mooresville Intermediate School.

COMBINATION AND SHUTTLE POSITIONS

If you hold a combination position your time must be adjusted not exceeding 40 hours per week. Your bus time cannot overlap your combo or shuttle time.

ABSENCES

Absenteeism is a critical element that influences the safe accomplishment of all transportation tasks. The importance of good attendance cannot be understated. As driving your bus route is your primary responsibility, non-emergency situations should be handled during your shuttle or combination position time or after work hours. Drivers with excessive absenteeism will be advised that their attendance is incompatible with the needs of the Transportation Department. You will be counseled and if the absenteeism continues, disciplinary action will be taken.



ANNUAL LEAVE

All full time and part time permanent employees who work or are on paid leave for one half or more of the workdays in a monthly pay period are entitled to earn annual leave at the same rate provided for state employees. Leave for a part time employee is computed on a pro rata basis of the amount earned by a full time employee in that class of work.

The rate of earning is based on the length of total service as follows:

Years of State Service	Days of Leave Earned Per Month of Employment
Less than 2 years	1.17
2 but less than 5 years	1.17
5 but less than 10 years	1.42
10 but less than 15 years	1.67
15 but less than 20 years	1.92
20 years or more	2.17

Use of Annual leave Listed below are several of the regulations governing Annual leave. More information about Annual Leave is available at the Central Office.

- A) All Annual Leave taken by an employee must be with the authorization of the employee's immediate supervisor.
- B) Annual Leave may be used in one-half days or whole days.
- C) School bus drivers may not take annual leave at any time that students are scheduled to be in attendance.
- D) Adverse weather: Employees may elect to use annual leave for absences due to adverse weather conditions only on days when students are not required to attend school due to adverse weather conditions.

SICK LEAVE

All full time employees working or on paid leave for one-half or more of the workdays in any monthly pay period earn one sick day per month or the number of hours worked daily by a full time employee in that class of work up to a maximum of eight hours.

All permanent, part time employees working or on paid leave for one-half or more of the workdays in any monthly pay period earn sick leave computed on a pro rata basis of the amount earned by a full time employee in that class of work,

Sick leave must be used in one-half days or whole days. Only sick leave taken on an employee's workday shall be deducted from the employee's sick leave balance.



SUBSTANCE ABUSE SCREENING PROGRAM

Mooresville Graded School District - Central Services- administers the CDL substance abuse testing program for all affected employees of the school system.

Pre employment Screening:

Mooresville Graded School District requires a negative result on a pre-employment substance abuse screening test as a condition for employment for all employees assigned to "safety sensitive" jobs. These jobs include bus drivers (school and activity), bus mechanics, and other transportation positions directly involving the safe transportation of students as well as all positions involving the operation of heavy equipment or other potentially dangerous equipment.

Random Substance Abuse Screening:

Employees in "safety sensitive" positions will be placed in an employee pool from which names will be selected at random for substance abuse screening. The employee will be informed regarding the time and place to report for a substance abuse screening test when their name is selected.

Post Accident Substance Abuse Screening:

Post accident substance abuse testing is required after every accident involving a school or activity bus. **Failure to report for either post accident or random substance abuse testing will be grounds for immediate termination.**

VIDEO, AUDIO AND GPS SURVEILLANCE OF BUS DRIVERS AND PASSENGERS

Video and/or digital cameras and gps units are located on each school bus. Bus drivers and passengers may be monitored at any time by these systems. This will include picture, sound and data recording. The recording system runs from approximately 5 to 20 minutes after engine is turned off. Any interference with the operation of the video, digital cameras or gps will be grounds for immediate dismissal. VCR tapes, digital recording devices or gps units are not to be removed from the bus.

SYNOVIA FLEET TRACKING SYSTEM

A synovia unit is located on each bus. This unit is not only a tracking device but also records time worked. Each driver/monitor must obtain a Synovia employee number from the transportation office before driving or monitoring on a bus. This number is entered in the Synovia device at the beginning of each shift to record time worked. All drivers/monitors will need to log out at the end of their shift. If you fail to log in when you begin your run the lot exit time will be used as a start time. If you fail to log of after your run your end time will be at engine off.



COMMUNICATION DEVICES

All of our drivers are given communication devices to contact the transportation office. There is a base unit located in the Transportation Office and several spare units as well. These communication devices are a tool provided to drivers to use only in emergency situations. A new law concerning the use of communication devices on school buses has been passed. General Statute 20-137.4 states that a school bus driver may not use a communication device while operating a school bus unless it is a 911 emergency, School personnel can not contact a driver unless it is a true emergency.

The following use of the communication device will result in disciplinary action:

1. Use of device in other than emergency situations,
2. Use of the communication device by unauthorized personnel

3. Obscene or profane language
4. Fraudulent distress calls

MONTHLY STUDENT LOG SHEETS

Monthly student log sheets are required to be filled out completely and turned in at the end of each month.

SCHOOL BUS SPOT CHECKS

The Transportation Department will perform school bus spot checks throughout the year. During a spot check, the bus is checked for cleanliness. Spot checks will also be conducted to check for possession of NC CDL license and pocket card as these are required on your person when operating a school bus. Periodic checks will also be made of parked buses to insure that the brakes have been bled down and the key is removed from ignition. After recommendation for additional training, progressive discipline will result when deficiencies are noted.

OPERATIONS OF THE SCHOOL BUS

1. Passenger stops shall be made only at locations designated on your route description.
2. Observe the maximum speed limit by never operating a school bus above forty five mph. Adhere to speed of less than forty five mph when:
 - A. The highway is crowded with other vehicles
 - B. The weather is unfavorable
 - C. The road condition is unfavorable
 - D. Other hazards exist
 - E. The legal speed limit is less than forty five mph
 - F. At all intersections NOTE** The speed limit in a residential area is 25 mph unless speed limit posted is less than that.
3. Driving distance from a school bus or other vehicles:
 - A. When driving behind another school bus, keep a following distance of at least 300 feet.
 - B. Never pass another school bus (loaded or unloaded) until it has been determined that the bus is parked or broken down.
 - C. When driving behind a car, keep a following distance of at least 100 feet
4. **DAYTIME RUNNING LIGHTS ON** as a safety precaution is a highly effective method to improve the noticeability and detectability of a school bus by the motoring public. Operating a school bus with headlights and running lights activated at all times does help reduce collisions between vehicles. Therefore, bus drivers are to operate their bus with headlights and running lights activated at all times.

5. Except in an emergency, turn the bus around only at designated places in the safest way possible.
6. Never leave the bus before the engine is switched off, the parking brake is set," brakes bled down and the key is removed from the ignition.
7. Never use a school bus to push or pull another vehicle, Never back a bus, on school grounds or elsewhere, unless it is absolutely necessary.
The driver must make certain the way is clear of people, vehicles or other obstructions before the operation is performed. Passengers shall be loaded before a turn around is made and unloaded after the turn around is made, to avoid backing over a passenger.
8. Use extreme caution in making passenger stops. Stops shall be made only at safe places.
9. Do not stop the bus at non-designated establishments (businesses, public or private locations). Non-designated locations are any location not printed on the bus route description.
10. Never move the bus while passengers are entering and exiting. The driver should see that all passengers are seated on the bus and all doors are closed before starting the bus. The driver should at all times control the bus door. They should not permit any passengers to operate the door control.
11. The driver should see that the emergency door is properly closed before moving the bus.
12. **SCHOOL BUSES ARE REQUIRED TO STOP AT ALL RAILROAD CROSSINGS.**
The stop must be within 50 feet of the track but not closer than 15 feet. School buses must be brought to a complete stop and the passenger door opened, even if all passengers have already been let off the bus and the crossing is equipped with flashing lights or other signal devices.
13. Drivers will not put any items on the dash area or any glass area of the school bus that will distract, hinder, or obstruct the driver's attention or view.
14. Use necessary caution in parking a school bus to avoid the possibility of an accident.
15. Permit no object to be placed in the bus that will restrict the passageway to the entrance or emergency door.
16. Never drive or permit a substitute driver to drive the bus when any dangerous mechanical defect is discovered.

CELLULAR PHONE USE ON A SCHOOL BUS

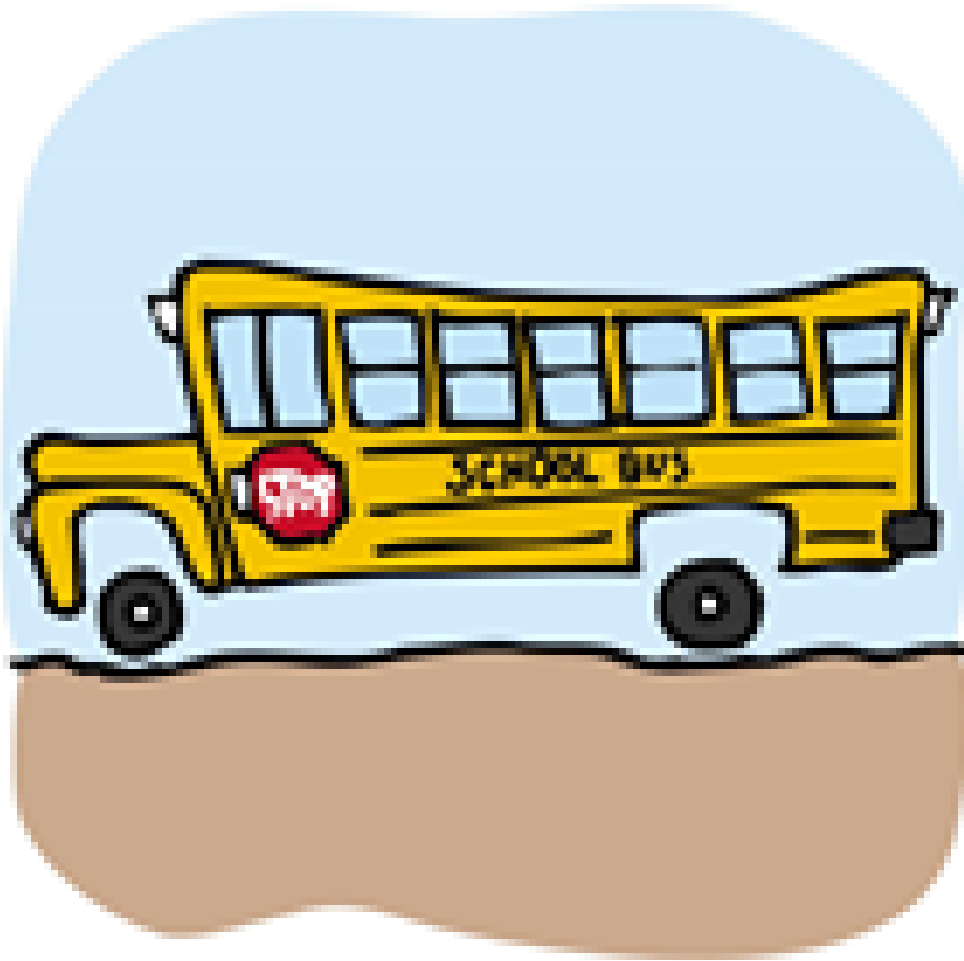
The school bus driver is not to place or receive personal cell phone calls while on the school bus. A school bus driver can not use any audio or visual electronic devices. .



CARE OF THE SCHOOL BUS

At the time a bus is assigned to a driver, the bus driver must assume the responsibility of the care and protection of the bus. In taking care of and protecting the bus, they shall comply with the following:

- A. Drive the bus with care at all times. B. Request repairs when needed. C. Keep the bus interior and exterior clean and sanitary at all times. Do not place stickers on the school bus.
- E. Permit no one else except a properly certified school bus driver to drive the bus and only with the express permission of the Transportation Department. F. Perform a pre-trip inspection before and a post trip after each bus operation.
- G. See that the emergency door is in good working condition, and the aisle is free of obstacles.
- H. Make a report immediately if the speed governor is not functioning properly.
- I. Be alert to detect any abuse or tampering with any part of the bus by pupils or other persons. Report any discovered vandalism to the Transportation Department.
- J. Do not permit persons to play, sit in or tamper with the bus when it is parked.



EVACUATIONS

1. Evacuate the bus only when absolutely necessary.
2. Use the front and rear doors, beginning with the nearest exit.
3. Exercise complete control over students in order to accomplish an orderly and safe evacuation.
4. Evacuate as quickly as possible to prevent panic, using the same general techniques as for normal evacuation drills.
5. Station yourself or an older student at the doors to assist each child out of the bus.
6. Do not move a seriously injured student.
7. After evacuation, check the bus completely, searching for any remaining students.
8. Give immediate attention to any injured students.
9. Account for all pupils and stay with them.
10. Notify the Transportation Office.
11. Be sure to give an accurate location, bus number, and description of emergency.
12. Do not allow students to re-enter the bus until approved by a school official or law enforcement officer.
13. Do not move the bus unless told to do so by a law enforcement officer or school official,
14. Do not move the bus until a school bus mechanic has checked it and states that it is safe to do so.



EVACUATING THE SCHOOL BUS

Evacuation Procedures and Practice Drills School bus evacuation and practice drills are an essential part of safe transportation. This must be accomplished quickly, safely and in an orderly manner. Evacuation drills should be conducted twice annually and should be properly documented. Observe the following procedures:

Reasons For Emergency Evacuation of School Buses:

1. Fire or danger of fire - If any portion of a school bus is on fire, it should be stopped and evacuated immediately. Passengers should move to a point one hundred (100) feet or more from the bus and remain there until the bus driver has determined that no danger remains. In the event a school bus is unable to move, and is near existing fire, or highly combustible materials, the "danger of fire" should be assumed and all passengers evacuated.
2. Unsafe location. In the event that a school bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately whether it is safer for passengers to remain on the bus or to evacuate.
3. Driver must evacuate a school bus if the final stopping position:
 - a. Is in the path of any train, is on or closely adjacent to any railroad tracks.
 - b. Could change and increase the danger. For example, if a bus were to come to rest near a body of water or bluff where it could still move and go into the water, or over a cliff, it must be evacuated.
 - c. Is such that there is danger of collision, Under normal traffic conditions, the bus should be visible for a distance of three hundred (300) feet or more. A position over a hill or around a curve where such visibility does not exist should be considered a reason for evacuation.

Important Factors in School Bus Evacuation:

1. The safety of children is of the utmost importance and must be the first consideration.
2. Prior to evacuation, the bus's emergency brakes should be set, if possibility of fire exists then ignition should be turned off, and the transmission placed in an appropriate gear.
3. The driver should stay in the bus during evacuation to guarantee smoothness of evacuation procedures.
4. Evacuations should be conducted with deliberate speed'. A time interval of 1 % to 2 seconds per passenger has proven to be the safest and most efficient.
5. To ensure a safe exit, passengers must have their hands free. They should leave lunch boxes, books and other personal belongings on the bus.

6. Driver should carry the first aid kit from the bus.
7. Passengers selected and trained in advance should be assigned to serve as:
 - a. Leaders — will lead passengers to safety from each door utilized for evacuation.
Passengers should be directed to a safe point at least one hundred (100) feet from the bus and remain there until given further directions.
 - b. Helpers -- two students should be stationed to aid passengers as they leave the bus through the rear emergency exit. air ON

Three Common Types of School Bus Emergency Evacuation Drills:

Front Door

1. Stop the bus, set the parking brake, turn off the engine and secure the key.
2. Stand, face children and get their attention.
3. Give the instructions:
 - a. EMERGENCY DRILL**
 - b. REMAIN SEATED**
 - c. FRONT DOOR EVACUATION**
4. Advise 'leader' to guide passengers to a safe location.
5. Front door evacuations should be conducted using the right-left alternating method from front to the back of the bus. This unloading procedure can be practiced during routine unloading.
6. Check the bus to be sure everyone is out.

Rear Door

1. Stop the bus, set parking brake, turn off engine and secure key,
2. Stand, face children and get their attention.
3. Give the instructions:
 - a EMERGENCY DRILL**
 - b. REMAIN SEATED**
 - c. REAR DOOR EVACUATION.**
4. The driver should direct pre-assigned leaders and helpers to take their positions.
5. Passengers should remain in their seats until directed by the driver to leave the bus. Begin with back seat on right side alternating right-left, etc.
6. When the last seat is empty, walk the entire length of the bus to be sure everyone is out.

Front and Rear Door

1. Stop the bus, set parking brake, turn off engine and secure key.

2. Stand, face children and get their attention.
3. Give the instructions:

a. EMERGENCY DRILL

b. REMAIN SEATED

c. FRONT AND REAR DOOR EVACUATION

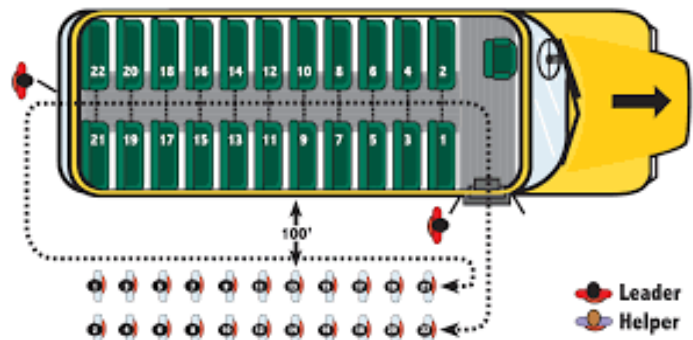
4. Front and rear door evacuations will be rare. If this type of evacuation is conducted the driver must direct students to the proper exit. Students using the front door will follow front door evacuation procedures. Students using the rear door will follow the rear door evacuation procedure

Emergency Exits

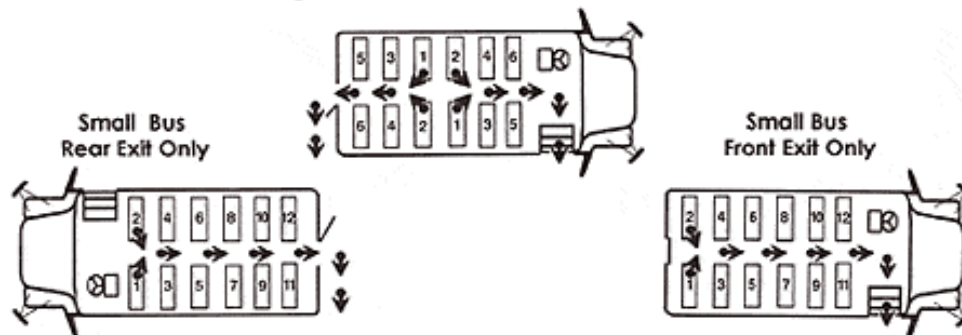
1. Many buses are equipped with push out windows and vents. Pop out windshields may also be used during evacuation. Rear door exits may have safety latches to hold doors open. Proper release is required to prevent damage to the bus or door.

Emergency Evacuation the Safe Way

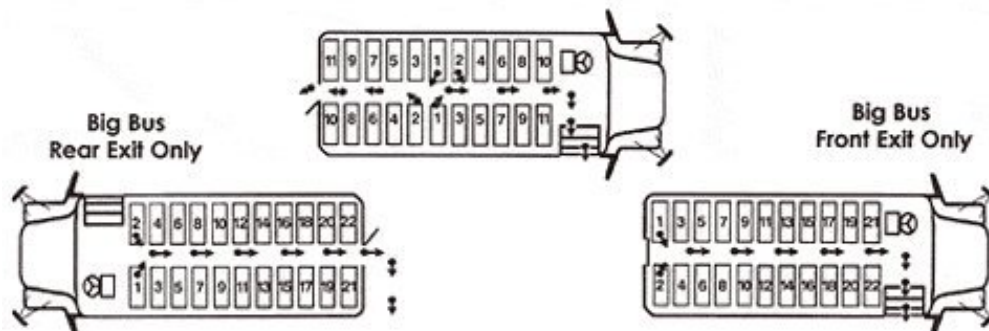
- Listen to the driver's instructions for the correct exit.
- Be calm, quiet and don't panic.
- Leave your belongings behind.
- Exit seat by seat alternating rows.
- Leave the bus quickly without pushing, or shouting.
- Walk to a safe place and stay together.



Using available exits on a Small Bus



Using available exits on a Big Bus



Examples of use of front door for bus evacuation:

- Damage to rear of bus
- If bus has stalled on train tracks and no train is coming
- Preferred door for evacuation
- Examples of use of rear door for bus evacuation:
- Damage to front of bus Fire in front of bus
- Examples of use of both front and rear doors for bus evacuation;
- Bus has stalled on train tracks and train is coming Fire or other situation that requires immediate evacuation Front and rear evacuation is only used in cases of extreme emergencies

SUGGESTED SCHOOL BUS EVACUATION PROCEDURE (Reprinted from NC SCHOOL BUS DRIVER HANDBOOK)

Emergency Unloading

The driver must quickly evaluate any emergency situation and determine the immediate steps to be taken. In some instances, it may be best to keep passengers on the bus. Fire, a traffic collision, or another serious incident may require that all persons riding on a school bus leave the bus as soon as possible. To prevent injury or lessen the chance of further injuries, every rider of a school bus must be trained in emergency evacuation procedures.

The emergency door should be used only in an emergency. The school bus driver must unhesitatingly be obeyed in carrying out drills or a real evacuation. It is not feasible to conduct drills for an overturned bus, but knowledge of what is to be done and practice in fire drills should aid in building confidence in the driver and the passengers to do the correct thing should the need arise. Evacuation drills should be conducted at least twice each school year under the direction of school personnel. **The bus is secondary to the safety of the passengers, No attempt to save property will be made until all of the children are removed from the bus.**

Suggested Evacuation Procedures

1. Park the bus as close to the shoulder of the road as possible and
 - a. Turn hazard lights on;
 - b. Set the parking brake;
 - c. Turn the engine off.
2. Stand facing the rear of the bus.
3. Give the command: "Remain seated; prepare to evacuate."
4. Turn toward the front of the bus.
5. Move backwards to the first occupied seats.
6. Starting with either the left or the right seat,
 - a. Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off,
 - b. Keep the passengers in the opposite seat seated by holding your hand, palm out in a restraining gesture, until aisle is clear;

c. Move out the passengers in the opposite seat, using the same signal.

7. Move backwards up the aisle, repeating this procedure at each seat until the bus is empty.
8. Check the bus from the very back seat to the front, making sure it is empty.
9. Have evacuating students move to a safe distance and keep them there as a group, away from any dangerous area.
10. Continue to check for students while removing the fire extinguisher and first-aid kit, if needed.
11. Call or have someone call the fire department, the garage, and the school, as necessary.

SCHOOL BUS ACCIDENT PROCEDURE

In the event that an accident should occur you will need to follow the instructions below,

1. If necessary, evacuate the bus.
2. Do not move the bus from the accident location.
3. Contact the Transportation Department immediately.

Provide the following information:

- A. Bus number and Driver's name
- B. Exact location - road name and house number
- C. Nature of accident:
 - a. Injuries-student, driver or others
 - b. Degree of damage to bus or other vehicle
 - c. Mechanical trouble with school bus
4. If the bus is overturned, evacuate the bus after the ignition is turned off. Get students away from bus and traffic.
5. Do not move injured or unconscious victims unless bus is on fire or in water (not rain) or fuel is leaking,
6. Do not discuss accident with anyone other than police, school administrators or transportation personnel. Someone from the Transportation Department will arrive on scene as soon as possible.

MECHANICAL BREAKDOWNS

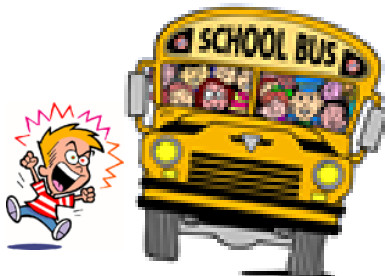
If you have mechanical problems attempt to pull the bus over in a safe location. Contact the Transportation Department immediately. Provide the following information:

- A. Bus number and Driver's name
- B. Exact location – road name and house number
- C. Nature of mechanical problem



STUDENT MANAGEMENT AND DISCIPLINE

It is your responsibility to maintain order on your bus. The establishment of a positive, professional relationship with students and your ability to respond with your student's best interests in mind are the keys to controlling your passengers. Keep in mind the following simple rules:



1. "Stop the bus" if the behavior problem is a serious one. If it is a minor infraction, a word or warning or a remark directed to the offender may be enough. If the infraction is more serious in nature, stop the bus in a safe place and restore order. In extreme cases the driver has the option of going back to the nearest school for assistance,
2. "Stand up' and speak to the offender(s) in a courteous manner but in a firm voice. Do not show anger, but all pupils must realize you mean business". **DON'T ARGUE WITH STUDENTS WHO CHALLENGE YOUR AUTHORITY.**

WRITE THEM UP.

3. If a change in seating is needed, move the pupil to a seat near the driver so you can more closely observe his/her behavior,

On the bus, passengers must observe regular classroom behavior (except for ordinary conversation) and any other rules established by the school system. The following rules should be posted inside your school bus:

- A. Respect the authority of the bus driver.
- B. Observe appropriate bus conduct.
- C. Keep all parts of the body and other objects inside the bus.
- D. Help to keep the bus clean and do not be destructive.
- E. Do not eat, drink or smoke on the bus.

In addition to these rules, students are expected to:

1. Be at their assigned stops five (5) minutes before the scheduled arrival of the bus.
2. Refrain from carrying any item that is too large to be held in their laps, such as class projects or some band instruments.

Any discipline problem that needs to be reported to the school should be recorded on the correct discipline form using the proper procedures. Remember, good communications between the driver and the school administrators, can be vital for maintaining proper discipline on the bus.

17 TIPS ON MAINTAINING DISCIPLINE

Always remember, you are the first and last contact that the children will have with the school system each and every day. Each morning and afternoon, ask yourself the question "What has happened to these children since the last time I saw them?" Your actions can have a positive or negative effect on their day.

Use the following tips as a guide in maintaining discipline on your bus:

1. Never give an order you do not mean to enforce!
2. The response of the child is an action, Give your command to stimulate action, not to check it. Say, "do this" rather than "don't do that". Suggest an action, which can be successfully obeyed.
3. Give a child time for reaction.
4. Have a reason for what you ask a child do, and when possible take time to give the reason-he or she can see the point if YOU can.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair: it isn't punishment but injustice that makes a child rebel against you.
7. Be friendly. Always show an interest in what they are doing.
8. Commend good qualities and behavior.
9. Remember that a good sense of humor is extremely valuable.
10. Never strike a child.
11. Do not take your personal feelings and prejudices out on the children.
12. Maintain poise and control of yourself at all times. Do not lose your temper.
13. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
14. Listen for suggestions and complaints from the children.
15. Set a good example yourself.
16. Intelligence in handling youth consists of thinking faster than they do. If they can "out think" you, you are not using your maturity, and the advantage of your larger education. You should see possibilities before they become results. This is the secret of leadership.
17. Never hold a child up to public ridicule. It is the surest way of creating a discipline problem.



LOADING AND UNLOADING PROCEDURES FOR EIGHT-LIGHT SYSTEM SCHOOL BUS

1. CHECK TRAFFIC

The driver should be aware of all traffic conditions to the front, rear and sides. A motorist may be passing the bus, backing out of a driveway or pulling out of an intersection. What are the potential hazards that may develop as you near the stop? (construction work, parked cars, pets, etc.) The driver may have to adjust speed.

2. ACTIVATE AMBER WARNING LIGHTS 300 FEET IN ADVANCE OF PASSENGER STOP

The driver can adjust speed to allow on-coming vehicles to pass the bus and still give traffic in the rear and front an adequate warning. The amber warning lights are used to draw attention to the bus, alerting motorists of your intentions of picking up or letting off passengers. Make sure you activate the warning lights 300 feet in advance, if the location of the stop allows. Make a quick check to see if the warning lights are working by using the left panel or mirrors,

3. MAKE A SMOOTH STOP 15 FEET SHORT OF PASSENGERS

When stopping the driver should slow down gradually while checking traffic. Motorists behind or meeting the bus will have time to stop under control. By stopping the bus short of the student(s), allows the driver a good view of the students. If students are gathered around some type of obstruction, i.e. parked car, stop back 30 feet (bus length) from the obstruction. If a student was to trip or be shoved, there is less likelihood of the student being struck by the bus. By stopping short, the driver can see all of the students at all times.

4. KEEP FIRM PRESSURE ON FOOT BRAKE WHILE STOPPED

By applying hard pressure (right foot) to the brake pedal, there is no chance of the bus rolling forward. It lessens the chance of a student being hit if the bus is struck in the rear and pushed forward.

5. CHECK TRAFFIC

Again, the bus driver should be aware of traffic conditions immediately around the bus, i.e. driveways, or vehicles that may be attempting to go around the bus and any immediate potential hazards or problems.

6. OPEN DOOR (WHEN SAFE)



SPECIFIC AREAS OF CONCERN **IN LOADING AND UNLOADING PASSENGERS**

1. Do not let student behavior be a distraction to your checking the mirrors. Discipline problems are to be handled away from the passenger stop. **ABSOLUTELY NO DISTRACTIONS!!!!!!**
2. Watch for children with long drawstrings, loose clothing, or other items that may become caught in the handrails.
3. A driver must realize that passenger stops do not have an assigned number of passengers for the bus to pick up. You must expect with each morning passenger stop to see a child who is not assigned to get on your bus.
4. The driver needs to expect the unexpected (i.e. pets that might board the bus) and to expect the expected (a car attempting to run the stop sign).
5. When loading and unloading the bus at schools, the driver should load with all passenger stop equipment activated just as making a passenger stop and not move the bus until students are seated.
6. Inclement weather should be considered in approaching a stop. Ice or snow may make stopping difficult and erratic. Fog will conceal the bus from other motorists. Every precaution should be taken during periods of bad weather.
7. The driver should reinforce the proper procedures for passenger loading and unloading.
8. Drivers should advise each child to not cross the road prior to the arrival of the bus in the mornings. Each child should be told to remain on the homeward side of the street until the bus has properly stopped and is prepared for children to board..When unloading passengers make sure a motorist is not attempting to pass the bus, especially on the right.

The following hand signals shall be used when loading and unloading students.

MORNING PICK-UP

Activate amber warning lights 300 feet in advance of the passenger stop.

Come to a complete stop.

Put in neutral. Set parking brake.

Activate red lights (using middle position if there is a 3 position switch).

If students have to cross, hold left palm up to signal the students to wait.

When safe, with door open, give

"thumbs up", signaling students it's okay to cross and then point in the direction

Complete the Process:

- Count, watch and recount students.
- When students are safe, close the door.
- Check all mirrors from left to right for students and traffic.
- Proceed slowly while checking for students.

SOUND HORN if students are in danger

AFTERNOON DROP-OFF

Activate amber warning lights 300 feet in advance of the passenger stop.

Come to a complete stop.

Put in neutral. Set parking brake.

Activate red lights (using middle position if there is a 3 position switch).

With door open, remind students to look both ways while exiting the bus and to look for your signal if crossing.

If students have to cross, hold right palm up for students to wait.

When safe give "thumbs up", signaling students it's okay to cross and then point in the direction they are walking to cross the street.

Complete the Process:

- Count, watch and recount the students that have exited your bus.
- Close door (when students are in a safe area).
- Check all mirrors for students and traffic.
- Proceed slowly while checking for students.

SOUND HORN if students are in danger

9. CHECK MIRRORS FROM LEFT TO RIGHT FOR STUDENTS AND TRAFFIC

Essentially, the driver is looking for a student who may come to the bus late (especially if your count is short); a student running up beside the bus (they missed you at the last passenger stop and the parent has chased you down); and for a passenger who returns to the bus to retrieve something left on the bus.

10. PROCEED SLOWLY WHILE CHECKING FOR STUDENTS

Allow the bus to pull off slowly while checking the passenger mirrors for any unseen student. By pulling off slowly, you allow any one near the bus to flee or move back at the time you are driving off from a passenger stop. Also, no student will stumble or be thrown down by the bus' forward movement. The driver must look forward to the passenger mirrors and NOT at the mirror above their head. The danger is immediately in front of your bus and sides as seen in the passenger mirrors.



FIRST AID

First aid is the immediate and temporary care given to the victim of an accident or sudden illness until qualified medical help can be obtained. Your best action will be to summon aid as soon as possible when needed. This can be accomplished by radio if your bus is equipped, cellular phone if you carry one after you have stopped the vehicle, or sending a responsible student or bystander to call for you.

It is recommended that drivers take advantage of first aid and CPR classes available through the Red Cross and the community college system. This knowledge can give you the confidence in an emergency situation as well as useful information that you may use to help a family member in need.

The best response you can make to an emergency is to remain calm. Your students will look to you for

guidance, and if you have lost your cool, then they will follow suit. Most injuries and illnesses that you will face on a school bus are minor in nature, although they can appear quite differently.

Your bus is equipped with a first aid and spill cleanup kit for use in emergencies. If you need supplies for those kits contact the Transportation Department. Where you run the risk of coming into contact with the body fluids of another person, you must wear gloves. Generally, an injured or ill student should not be moved to prevent further injury. They are safer on the bus than off, except in rare cases such as a fire on the bus, etc. Keeping the student calm, as well as yourself and the other passengers will help minimize the situation also. If EMS has been summoned, the Transportation Office also should be contacted at the same time so that a supervisor can be dispatched to assist. EMS personnel should be given any information you know in reference to a student's medical history so that proper treatment can be given.

Seizures

A seizure is the result of an illness known as epilepsy or could result from a brain injury or tumor. People who are diagnosed with epilepsy generally take medication that controls the seizure activity. At times their dosage may need to be adjusted or they may forget to take their medicine. Sometimes the person may actually be able to tell that they are about to have a seizure. The seizure itself can range from a blank stare into space, which may not be noticed, to a violent jerking of the muscular system. A seizure is not dangerous unless the patient does not come out of the seizure within 2 or 3 minutes. The seizure patient may turn blue during the seizure but their color should return shortly after the seizure stops and they begin breathing normally again. The person may also bite their tongue during the episode, causing bleeding from the mouth. Following the seizure, the person will act sleepy and will not be very responsive. This is a normal response to the tremendous energy that the body used having the seizure. In a while they will become more conscious and oriented.

DO:

- ▶ Make room for the victim to have the seizure, move sharp objects out of the way, > Try to protect the victim's privacy as much as possible, as they will be embarrassed.
- ▶ Allow the victim to lie on their side, so secretions can drain from their mouth.
- ▶ Provide a dressing for them to hold on any site that is bleeding, such as the mouth area.
- ▶ Call the Transportation Department.

DO NOT:

- ▶ Attempt to place anything in the victim's mouth.

Nosebleeds

DO:

- ▶ Use gloves when you may come into contact with body fluids. > Have the student pinch their nose tightly for five minutes, then check to confirm that bleeding has stopped.
- ▶ Call for assistance if pinching does not stop the bleeding.

DO NOT:

- ▶ Have the student tilt their head back, as this will allow blood to drain down their throat and make them nauseated.

Bleeding

- ▶ Bleeding of any type can usually be controlled by direct pressure on the wound and elevation of the bleeding area of the body.

DO:

- ▶ Use gloves when you may come into contact with body fluids
- ▶ Use a gauze pad from the first aid kit to hold firm pressure on the site.

DO:

- ▶ Elevate the injury above the heart, if possible.
- ▶ Contact the Transportation Department.

DO NOT:

- ▶ Attempt to assist a student who is bleeding without wearing gloves,

Fainting

Fainting is a nervous system response to excitement or could be a side effect of sickness.

DO:

- ▶ Help the student to the floor so they do not hit anything, if you witness the event.
- ▶ Be aware of possible other injuries if the student falls unprotected. > Elevate the student's feet to allow blood flow to the head,

DO NOT:

- ▶ Allow the student to get up quickly after a fainting spell.

Vomiting

Vomiting occurs as a side effect of a variety of illnesses.

DO:

- ▶ Use gloves when you may come into contact with bodily fluids.
- ▶ Allow the student to use a trash box or bag if you have enough time as this will make your clean up easier.
- ▶ Use the bodily fluid spill kit to clean up afterward.
- ▶ If you need more absorbent contact the Transportation Department.

Diabetics

Diabetics may lapse into a coma when their sugar level falls below the normal level. You may or may not be

aware that a student is a diabetic; ideally, the parent will have notified you of this as well as tips on how to deal with this condition.

DO:

- ▶ Carry out any instructions you may have received from the parent.
- ▶ Call the Transportation Department.

DO NOT:

- ▶ Give anything by mouth if the student is not fully alert and conscious.



Heimlich with Adult

Heimlich with Child

Choking

Choking requires your immediate attention. A person is truly choking when they cannot move any air at all. The universal distress sign for choking is a person clutching their throat. If the person is unable to speak or cough, then you must act quickly to remove the object blocking their airway. As long as the person is able to speak or cough you should only encourage them to continue their efforts. If they in fact have a total airway obstruction proceed as follows:

- ▶ Position yourself behind the victim.
- ▶ Make a fist with one hand and tuck your thumb inside.
- ▶ Place the thumb side of that fist against the victim's abdomen between the belly button (navel) and the bottom of the rib cage.
- ▶ Place your other hand on top of your fist, wrapping your arms around the victim.
- ▶ Use a quick inward and upward motion with your fist in sets of five at a time.
- ▶ Continue until the object is dislodged, checking after every five motions.

Lice

Occasionally, in our line of work with the public, we face the issue of lice infestation. This is a problem that has been around for thousands of years; not anything new. Lice are small, wingless insects with flat, almost transparent bodies that prey on the blood of other living creatures. There are three types of lice that tend to be a

problem to humans - head, body and crab lice. Each of these attach themselves to the body hair of their host in search of food. Lice lay eggs that are known as 'nits'. Head lice 'nits' are attached to the hairs of their host with a gum-like substance; body lice deposit their eggs in the seams of clothing and on bedding; crab lice will be found in the pubic regions of the body; all hatching within 6 days. The newborn louse will reach maturity 18 days later. The best way to discourage lice is through cleanliness of body, clothing, bedding and environment. Avoid using the clothing, headgear, brushes, combs, etc. of others. Any infested clothing and bedding must be cleaned thoroughly to remove infestation. As for buses, transmission of lice from one person to another is unlikely just from sitting in the same seat with someone infected. The bus environment is a hostile one for lice. They cannot jump nor can they cling to the seats. Lice also cannot survive without food for long periods of time.



CORRECT PROCEDURE FOR CROSSING TRAIN TRACKS
WITH YELLOW SCHOOL BUSES IN MOORESVILLE

If you are the first bus at a stoplight you may do your Railroad check at the light.
YOU MUST BE THE FIRST BUS AT THE LIGHT.

Mereno Mill Side Track on Brawley Avenue:

- Stop 10 feet from track Open door and check track left and right, close door Warning flashers on Move across track

Brawley and S. Main Street and S. Broad Street
Approaching S. Main Street on Brawley Avenue:

- Must stop to be first in line at traffic light
- Open door and check track traffic Main St, traffic, and S. Broad St. traffic

- Warning flashers on
- Proceed across Main St. with light, cross tracks and make left or right turn

Approaching Brawley Avenue on S. Broad Street:

- Stop
- Turn signal on
- Open door, check track traffic, S. Broad, and check traffic light
- Make turn only when traffic light is green
- Do not have to use flashers here
- Also follow above if you are turning right on to Brawley Av

W. Mills Avenue either crossing from S. Broad or S. Main Street:

- Stop bus Open door, Check track and street traffic and make sure you can cross track and street before moving Turn signal on Cross tracks and turn left or right

W. Wilson Avenue:

- Must be first in line at light and wait until light is green
- While stopped at light, open door, check track and street traffic
- Warning flashers on
- Cross tracks making both traffic lights
- Must not turn left at this crossing

McClelland Avenue:

- Same as West Wilson, also no left or right turn

Center Avenue:

Going west, no turning

150 By-Pass

Going East:

- Make traffic light
- Stop at track
- Open door,
- Check track
- Close door
- Warning flashers on
- Cross track

Going West:

- Stop at track
- Warning flashers on
- Open door
- Check track
- Close door
- Check traffic light
- Cross when light is green

Whitman Park and NC 115:***Approaching the intersection of Hwy 115 and Whitman Circle while traveling on Whitman Circle:***

- Stop at least 15 feet away from railroad track and do your railroad crossing procedure.
- Check for traffic on Hwy 115.
- If track and traffic is clear you may proceed over the track and make a turn onto 115.
- If for any reason the traffic situation changes on 115 and is no longer clear and you need to stop, you will not have fifteen feet clearance from the rear of your bus but you will need to make sure the rear of your bus has cleared the tracks. It's forty-two (42) feet from the stop sign to the track.

Approaching the intersection of Hwy 115 with bus on Hwy 115 making left onto Whitman circle:

- Turn on the left signal.
- Bring the bus to a stop.
- Do your railroad crossing procedure.
- Do not use your hazard lights.
- When track and traffic are clear proceed with the left turn and go over the tracks.

Approaching the intersection of Hwy 115 with bus on Hwy 115 making a right hand turn:

- Turn on the right signal.
- Bring the bus to a stop.
- Do your railroad crossing procedure.
- When the track is clear proceed with the right hand turn and go over tracks.
- Make 1st traffic light
- Stop
- Open door, check track
- Warning flashers on
- Make 2nd light. If not, do not cross tracks

Going east, no turning

- First at light, stop
- While stopped, open door and check tracks, close door
- Warning flashers on
- Green light, cross track

W. Moore Avenue

Going West:

- Stop at track
- Open door, check track, close door
- Warning flashers on
- On green light, cross track and street
- No turning

Going East:

- First at traffic light
- While stopped
- Open door, check track,
- Close door
- Warning flashers on
- On green light, cross track

W. Iredell and S. Broad

Going West:

- Stop at track
- Open doors, check track
- Close doors
- Warning flashers on
- Cross tracks with green light
- No left turns

Going East:

- Stop at traffic light until first in line
- Open door, check tracks, close doors
- Warning flashers on
- Cross track with green light

Oak Street

Crossing N. Broad going east:

- Stop at intersection
- Open door, check track and street traffic, close door

- Warning flashers on
- Cross when traffic and track is clear

Going West:

- Stop at track
- Open door, check tracks and N. Broad traffic, close door
- Turn signal on Make tum when traffic is clear
- Do not have to use warning flashers
- Patterson Av Same as Oak St.

Patterson Avenue

Same as Oak Street

Broad St and Statesville Avenue

Going North:

- Stop at first track
- Open door, check tracks, close door
- Warning flashers on Cross track
- Stop at 2nd track
- Open door, check track and traffic on N Broad St, close door
- Turn signal on - NOT WARNING FLASHERS
- Make tum to right only - No left turn

Going South:

- Stop
- Open door, check track and oncoming traffic, close door
- Signal left
- Cross lanes and track when traffic is clear
- Stop at 2 track
- Open door, check track, close door
- Warning flashers on

Policy Code: 7335 Employee Use of Social Media

The board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st century learning. Social media is one such form of technology that can provide an important avenue of communication between staff, students and parents.

The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the board will provide access to secure social media tools and board approved technologies for use during instructional time and for school-sponsored activities in accordance with policy 3220, Technology in the Educational Program, and policy 3225/4312/7320, Technology Responsible Use.

The board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. All school employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes. In addition, all school employees must comply with policy 4040/7310, Staff-Student Relations, when communicating with individual students through other electronic means, such as through voice, email or text-messaging.

A. DEFINITIONS

1. Social Media

For the purposes of this policy, “social media” refers to the various online technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to: personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, video-sharing websites and any other Internet-based applications which allow the exchange of user-generated content. Examples of social media include Web 2.0 tools, Facebook, Twitter, LinkedIn, Flickr, YouTube, Instagram, Google+ and social media components of learning management systems such as Moodle or Edmodo. In addition, this policy applies to any form of instant

or direct messaging available through social media. Other forms of one-to-one electronic communications with students including voice, email, and text-messaging are subject to the terms of policy 4040, Staff-Student Relations.

2. School-Controlled Social Media

“School-controlled social media” are social media networks, tools or activities that are under the direct control and management of the school district and that create an archived audit trail.

3. Personal Social Media

“Personal social media” means any social media networks, tools or activities that are not school-controlled.

B. SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees are to maintain professional relationships with students at all times in accordance with policies 4040/7310, Staff-Student Relations, and 7300, Staff Responsibilities. The use of electronic media for communicating with students and parents is an extension of the employee’s workplace responsibilities. Accordingly, the board expects employees to use professional judgment when using social media or other electronic communications and to comply with the following.

1. All electronic communications with students who are currently enrolled in the school district must be school-related and within the scope of the employees’ professional responsibilities, unless otherwise authorized by this policy or policy 4040/7310, Staff-Student Relations.
2. School employees may use only school-controlled social media to communicate directly with current students about school-related matters. (For information regarding communication with students through other forms of electronic communication, e.g., email or texts, see policy 4040/7310, Staff-Student Relations.)
3. Employees are prohibited from knowingly communicating with current students through personal social media. An Internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy. However, an employee may communicate with a student using personal social media to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, sport or religious organization.
4. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes must have prior written approval from the principal and the superintendent or designee and must verify that the social media application’s terms of service meet the requirements of policies 3220, Technology in the Educational Program, 3225/4312/7320, Technology Responsible Use, and 3227/7322, Web Page Development. If the website collects personal information from

students under the age of 13, the use will not be approved unless the applicable requirements of the Children's Online Privacy Protection Act (COPPA) are met. The employee shall ensure that the website does not include or link to the employee's personal social media footprint. The site must be used for school-related purposes only.

C. EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The board respects the right of employees to use social media as a medium of self-expression on their personal time. An employee who wants to utilize a social media site for his or her personal use must set up as role models for the school district's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school district. Employees will be held to the same professional standards in

their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to manage students' access to the employees' personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

School employees are prohibited from accessing social networking websites for personal use during instructional time.

D. POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media.

1. Employees shall not post confidential information about students, employees or school district business.
2. Employees shall not list current students as "friends" on social networking sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting, and all communications between the employee and student are appropriate.
3. Employees shall not knowingly allow students access to their personal social networking sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

4. Employees may not knowingly grant students access to any portions of their personal social networking sites that are not accessible to the general public without parental permission unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
5. Employees shall be professional in all Internet postings related to or referencing the school district, students or their parents, and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Employees shall not use the school district's logo or other copyrighted material of the district on a personal social media site without express, written consent from the board.

8. Employees shall not post identifiable images of a student or student's family on a personal social media site without permission from the student and the student's parent or legal guardian. Employees may post such images on a school-controlled social media site only with prior permission of the employee's supervisor and in accordance with the requirements of federal and state privacy laws and policy [4700](#), Student Records.

9. Employees shall not use Internet postings to libel or defame the board, individual board members, students or other school employees.

10. Employees shall not use Internet postings to harass, bully or intimidate students or other employees in violation of policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment and Bullying, or state and federal laws.

11. Employees shall not post content that negatively impacts their ability to perform their jobs.

12. Employees shall not use Internet postings to engage in any other conduct that violates board policy or administrative procedures or state and federal laws.

E. CONSEQUENCES

School district personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The superintendent shall establish and communicate to employees guidelines that are consistent with this policy.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101](#) *et seq.*; [20 U.S.C. 6777](#); [G.S. 115C-325](#)(e); [16 N.C.A.C. 6C .0601](#), [.0602](#); State Board of Education Policy [EVAL-014](#)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Technology in the Educational Program (policy [3220](#)), Technology Responsible Use (policy [3225/4312/7320](#)), Web Page Development (policy [3227/7322](#)), Copyright Compliance (policy

Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources, including laptop computers. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette and to apply the rules of good Digital Citizenship always. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the

additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the MGSD Technology Use Guidelines as set forth in the Student Code of Conduct. Prior to using the Internet, all students must be trained about appropriate online behavior as provided in policy [3226/4205](#), Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary

action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment and Bullying when using school district technology.

6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material, without the permission of the Technology Department.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal

identifying information, see policy [4705/7825](#), Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy [4700](#), Student Records. Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses, malware or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.), for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers will supervise students' use of the Internet during instructional time, to

ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.

19. Without permission by the board and/or designee, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal mobile devices is permitted but not supported by MGSD technical staff. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

20. It is the responsibility of the user to back up data and other important files regularly.

21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

22. Students who are issued district owned and maintained laptops must also follow these guidelines:

- a. Keep the laptop secure and damage free.
- b. Use the provided protective book bag at all times.
- c. Do not loan out the laptop, charger or cords.
- d. Do not leave the laptop in a vehicle.
- e. Do not leave the laptop unattended.
- f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- g. Do not allow pets near the laptop.
- h. Do not place the laptop in an area where it may be damaged (e.g., near the edge of tables or desks, on the floor or near younger children)
- i. Do not stack objects on top of the laptop.
- j. Do not leave the laptop outside.
- k. Do not use the laptop near water such as a pool.
- l. Do not check the laptop as luggage at the airport.
- m. It is the responsibility of the user to back up data and other important files regularly. MGSD will at times perform maintenance on the laptops by imaging. All files will be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity or graphic language that does not serve a legitimate pedagogical purpose according to the Children's Internet Protection Act (CIPA). The superintendent shall ensure that technology protection measures are used as provided in policy

3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity

and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors and other users have no expectation of privacy in anything they create, store, send, delete, receive or display when using the school system's network, devices, Internet access, email system or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted or displayed using school district technological resources or stored on servers or on the storage mediums of individual devices will be private. The school district may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate filespace; and (3) access, review, copy, store, delete or disclose the content of all user files regardless of medium, the content of electronic mailboxes and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school district from liability and complying with public records requests. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

The superintendent shall establish district-wide rules for the use of personal technology on school system property.

G. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary

action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

H. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

I. DISCLAIMER

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101](#) et seq.; [20 U.S.C. 7131](#); [G.S. 115C-325](#)(e) (applicable to career

status teachers), [-325.4](#) (applicable to non-career status teachers)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Internet Safety (policy [3226/4205](#)), Copyright Compliance (policy [3230/7330](#)), Web Page Development ([3227/7322](#)), Student Behavior Policies (all policies in the [4300](#) series), Student Records (policy [4700](#)), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records – Retention, Release and Disposition (policy [5070/7350](#)), Use of Equipment, Materials and Supplies (policy [6520](#)), Network Security (policy [6524](#)), Staff Responsibilities (policy [7300](#)), Employee Use of Social Media (policy [7335](#))

Adopted: August 14, 2012

Revised: May 10, 2016; May 9, 2017

Please remember that MGSD schools are a tobacco free zone. There is to be no smoking on school grounds. No one can smoke on the property just outside the gate of Blue Devil Blvd. All of Blue Devil Blvd. from Cabarrus Avenue to Center Street is considered school property.

100%Tobacco-FreeSchool Policy

Policy Code: [5026/7250](#) Smoking and Tobacco Products

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school

buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term “tobacco product” means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school district, including volunteers and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.

2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.

3. Consequences for employees who violate this policy may include a verbal warning, written reprimand, suspension or dismissal.

4. Visitors who violate this policy will be asked to refrain from using tobacco products while on school property or to leave the premises. As a last resort, law enforcement officers may be contacted to escort the person off the premises or to cite the individual for trespassing if he or she refuses to leave the school property.

5. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

6. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school district may, from time to time, provide free non-smoking programs and services to employees of the school district after the regular school day.

7. The principal of each school and other school personnel responsible for school facilities shall post signs in district facilities in a manner and location that adequately notify staff, students and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.

8. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel and the public.

9. All school personnel are required to adhere to and enforce this policy and other policies, rules or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, [20 U.S.C. 6081](#) *et seq.*; [21 U.S.C. 321](#) (rr); [21 C.F.R.](#)

1100 et. seq.; G.S. 14-313; 115C-47(18), -407

Cross References: Tobacco Products – Students (policy 4320)

Adopted: September 11, 2012

Revised: December 12, 2017



Mooreville Graded School District 2019 - 2020 STAFF CALENDAR

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24-O	25-O	26-O	27
28	29-R	30-R	31-R			

AUGUST 2019						
S	M	T	W	Th	F	S
				1-R	2-R	3
4	5-R	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30-O	31

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2-H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	ER		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1-O	2
3	4	5	6	7	8	9
10	11-H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	ER	27-A	28-H	29-H	30

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	ER	21
22	23-H	24-H	25-H	26-H	27-A	28
29	30-A	31-A				

JANUARY 2020						
S	M	T	W	Th	F	S
			1-A	2-A	3-O	4
5	6-R	7	8	9	10	11
12	13	14	15	16	17	18
19	20-H	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17-O	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10-O	11
12	13-H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	ER	22-R	23
24	25-H	26-O	27-O	28-A	29-A	30

JUNE 2020						
S	M	T	W	Th	F	S
	1-A	2-A	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

First Day / Last Day of School = ER

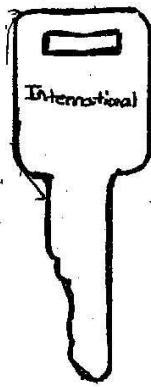
Early Release / Staff Development Days

H = Holidays

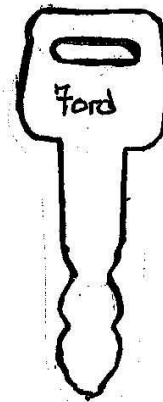
A = Annual Leave Days

O = Optional / R = Required Work Days

Non-Working Days - The non-working days apply to 10-month employees. Eleven-month employees will work with their supervisor to schedule when they will work and have off during the non-working days.

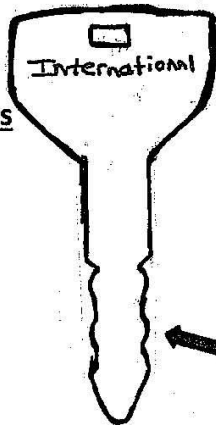


Key Fits
56, 66
316, 321

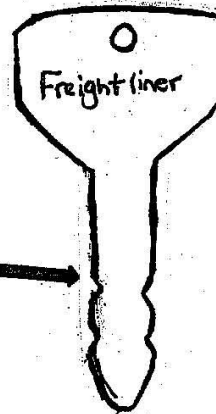


Key Fits
290

BUS KEYS



Activity Bus
8352



Activity Bus
8351

Please Note:
Look at the Shaft
of the Key to
Identify

Key Fits

41	240
42	241
71	249
72	250
73	258
166	99
231	260
232	325
233	326
238	334
239	

Key Fits

22	206
29	303
58	304
65	305
120	315
157	261
158	262
203	



MOORESVILLE GRADED SCHOOL DISTRICT

By my initials and signature below I acknowledge that I have read and understand the following technology related policies.

(Initials) Employee Use of Social Media Policy Code: 7335

(Initials) Technology Responsible Use Policy Code: 3225/4312/7320

(Please Print)

First Name: _____

Last Name: _____

Signature: _____ Date: _____