

AUXILIARY SERVICES

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STATEMENT OF GUIDING PRINCIPLES

The Board of Directors shall, as it deems necessary, make provisions for auxiliary services that will enhance the opportunity for all children to take full advantage of the educational program, within the financial limitations of the School District.

Approved: January 14, 1991
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SCHOOL LUNCH PROGRAM

The school system operates a school lunch program in its schools; it is administered by the Head Cook, under the general supervision of the Business Manager.

Food services include hot lunches, through participation in the National School Lunch Program, and supplementary foods necessary to meet the school day nutritional needs of students.

Lunch and Food Service Prices

The Board of Directors will set, and periodically review, the prices for school lunches and milk.

School food services are operated on a nonprofit basis, and will comply with all regulations pertaining to health, sanitation, and service of foods. School food services will meet all state and federal requirements for participation in state and federal programs.

Employees, except for food service personnel, will be required to purchase adult-price tickets for meals consumed.

School food service receipts will be used only to pay for regular food service operating costs. When facilities are used by outside groups or agencies, an adequate fee will be charged, as approved by the Board. If facilities are used for other than the regular program, the Director of Food Services will ensure that no supplies provided for the regular program (or by USDA) are used. The law allows the use of school lunch facilities by senior citizens; when requests for such use are directed to the Board, they will be considered on a case-by-case basis. (See Iowa Code Section 283A.8)

Organization

The Head Cook will cooperate with the Building Principals in all matters essential to the proper functioning of the food service program. The Building Principals will be responsible for maintaining proper student discipline. Food service personnel will be directly responsible to the Head Cook and to the Business Manager.

General Regulations

As required for participation in the National School Lunch Program, the Board agrees to the following general regulations:

- 1) that a "School Lunch Meal Pattern" type lunch be made valuable to students; and
- 2) that free or reduced-price lunches be provided to students who cannot afford the price of the "School Lunch Meal Pattern" lunch.

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

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SCOPE OF PROGRAM

School lunch facilities are provided to serve students and all school personnel when school is in session and during school-related activities. Facilities may also be used for:

- 1) teacher or other school personnel groups,
- 2) parent-teacher meetings,
- 3) adult education and evening class groups, and
- 4) student groups, such as Jr-Sr banquets, athletic banquets, etc.

The school lunch program shall be under the direction of the Business Manager who will establish and maintain a central record system, develop standards, recommend personnel for employment, promotion or dismissal. He/She shall appoint a Head Cook who will handle the purchasing, prepare menus and recipes, and supervise other hot lunch personnel.

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FINANCIAL SUPPORT

District tax funds may be used to provide necessary physical plant facilities, purchase the initial equipment necessary for the establishment of food service in new or existing buildings, and replace major items of equipment.

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ELIGIBILITY FOR FREE OR REDUCED COST MEALS

Free or reduced cost meals shall be provided to those students whose parents or guardians are unable to pay for the cost of the meals subject to the requirements of the Federal Lunch Program and State Department of Education.

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MEAL CHARGES

In accordance with state and federal law, the *West Lyon Community School District* adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$10.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Accounts may be brought up to date by paying by cash or check at the school Administrative Office.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. The school district may provide an alternate meal that meets federal and state requirements to students who have charged the maximum allowance to the student account and cannot pay out of pocket for a meal.

Employees may use a charge account for meals, but may charge no more than \$0.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0.00. Families will be notified daily by negative balance slips generated by district nutrition software. Negative balances of more than \$10.00, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

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Revised _____

LOCAL AND STATE TRANSPORTATION REGULATIONS

The policy and rules and regulations for the transportation of pupils to and from school shall be in strict compliance with statutory provisions, State Department of Education regulations, and rules and regulations established and approved by the Board of Directors.

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STUDENT ELIGIBILITY FOR BUS SERVICE

Students residing outside of the city limits of an incorporated town will be furnished transportation on the regular rural bus routes. Students who live within the city limits of the four towns of Alvord, Inwood, Larchwood and Lester will be furnished transportation by picking up and discharging pupils at a minimum of one location in each town, as determined by the transportation director.

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SPECIAL EDUCATION BUS SERVICE

Resident pupils qualifying for special education classes in a school other than West Lyon may be provided transportation.

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EXTRA-CURRICULAR ACTIVITIES BUS SERVICE

The use of school buses shall be restricted to transporting pupils to and from school and to and from extra-curricular activities sponsored by the school when such extra-curricular activity occurs outside of the West Lyon District, and are under the direction of a qualified member of the faculty.

For band, athletics, and other extra-curricular daytime practice sessions held within the West Lyon District, activity buses will pick up students in the morning at the four towns of Alvord, Inwood, Larchwood and Lester and discharge students in the evenings at those four towns. In the case of these activity buses, students may be picked up and discharged along the established routes.

The West Lyon Community School District will not furnish bus transportation to students to and from home athletic games, concerts, plays or any other evening activity within the District.

Only under rare and unusual circumstances will the Board consider deviating from this policy.

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SUMMER PROGRAM BUS SERVICE

School buses may be utilized during the summer months to facilitate the operation of school-sponsored summer educational programs.

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TRANSPORTATION INSURANCE PROGRAM

The Board of Directors shall carry insurance on all school-owned buses and see that insurance is carried by all contractors hired by the Board to transport pupils.

The following types and minimum amounts of insurance should be carried:

- 1) Liability - Minimum amount of \$100,000/\$300,000 per bus
- 2) Property Damage - Minimum amount \$100,000 per bus
- 3) Medical Payments - Minimum amount of \$1,000 per pupil
- 4) Fire, theft, wind, storm and comprehensive on each bus

Liability and medical care insurance should be purchased on an annual basis.

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REGULATIONS FOR STUDENTS RIDING BUSES

Students utilizing school transportation shall conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver shall have the authority to maintain order on the school vehicle. It shall be the responsibility of the driver to follow the prescribed discipline procedure.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

It shall be the responsibility of the superintendent, in conjunction with the building principals, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

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USE OF VIDEO CAMERAS ON SCHOOL BUSES

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the conduct of the videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

Notice

The school district will annually provide notice to students and parents that video cameras may be used on school buses.:

Notice will also be placed on all school buses equipped with a video cameras.

Review of Videotapes

The school district shall review videotapes randomly. The videotapes may be re-circulated for erasure after seven (7) days.

Video Monitoring System

Video cameras will be rotated randomly on school district buses.

Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the transportation director in consultation with the building principals and superintendent.

Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Approved August 14, 1995 Reviewed August 12, 2002 Revised February 11, 2002
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BUS USAGE BY NONRESIDENT OR PRIVATE SCHOOL STUDENTS

Subject to needs of resident students, any student not residing in the district, but accepted on a tuition basis, or any student attending a private school, may be transported on a district bus over a regularly established bus route, provided prior approval is obtained from the superintendent. This approval may be withdrawn should the granting of the bus privilege to nonresident students cause an overload on a bus. The board secretary will bill the sending district, or the parents, once a year on the basis of actual cost. (The actual cost will be calculated on the basis of the average per-student cost of transportation for the preceding year.)

Students who qualify under the School District's policy on the admission of nonresident students are not required to pay transportation costs. (See Code No. 501.6)

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OPERATION OF BUSES DURING BAD WEATHER

School buses are not prohibited by statute (law) from loading and unloading pupils even though there is less than 300 feet unobstructed vision in each direction caused by fog, snow, or other weather conditions. However, West Lyon buses will not operate when weather conditions make it unsafe to do so.

Weather conditions may vary from one part of the School District to another. It is the responsibility of the individual driver to determine whether it is unsafe to run his or her particular route, and is to notify all patrons on that route if the bus is not going out or if the time of running the route will be changed.

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BUS DRIVER REGULATIONS

Employment of bus drivers must be approved by the Board of Directors. In addition, they must:

- a) present a certificate of physical fitness each year before being permitted to operate any vehicles transporting children to and from school or activities,
- b) hold a regular or special chauffeur's license, and
- c) hold school bus driver's permit issued by the Department of Education.

If a bus driver is found guilty by a court of law, or pleads guilty, to operating a motor vehicle while under the influence of alcohol, that driver will be suspended for a period of ninety days starting on the day he/she pleads guilty or is found guilty by a court of law. It will be the responsibility of any bus driver charged with Driving While Intoxicated to inform the Superintendent within 48 hours. Any driver attempting to conceal a DWI charge or count will have his/her bus driving duties terminated.

Any driver operating a bus under the influence of alcohol or drinking an alcoholic beverage prior to operating a bus will have his/her bus driving duties terminated.

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TRANSPORTATION OF NON SCHOOL GROUPS

School District vehicles will be available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from non school-sponsored activities within the state as long as the transportation does not interfere with or disrupt the educational program of the School District and does not interfere with or delay the transportation of students. The local nonprofit entity must pay the pro rated cost of using the School District vehicle as determined by the Board. Prior to making the School District transportation vehicle available to the local nonprofit entity, the "school bus" signs shall be covered and the flashing warning lamps and the stop arm made inoperable.

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